

PANJAB UNIVERSITY, CHANDIGARH

***INSTRUCTIONS FOR ADMISSION TO
VARIOUS COURSES
SESSION 2022-23***



TABLE OF CONTENTS

Sr. No.		Page No.
1.	General Information	1-2
2.	General Conditions Regarding Eligibility	2-3
3.	Reservation of Seats/Fee Concession	3-5
4.	Admission to Bachelor of Computer Applications (BCA) – 1 st Semester	5-6
5.	Admission to Bachelor of Business Administration (BBA) – 1 st Semester	6
6.	Admission to B.A./B.Sc./B.Sc. (Bio. Info.) – 1 st Semester	7-8
7.	Admission to Bachelor of Commerce (B.Com) – 1 st Semester	8-11
8.	Admission Criteria for B.Sc. (Agriculture) (4-Year Course) (Semester System)	11
9.	Admission to B.Sc. – 1 st Semester (Fashion Designing/Home Science, Bio.-Tech & B.F.A.)	11-12
10.	Admission to Bachelor of Education (B.Ed.) Course	12-13
11.	Admission to Bachelor of Education (B.Ed.) in Yoga Course	13
12.	Admission to Master of Education (M.Ed.) Course	13
13.	Admission to B.P.Ed. – 2 Year Course (Semester System)	14
14.	Admission to M.P.Ed. Course	14
15.	Admission to Post-graduate Courses	15-16
16.	Migration/Deficient Subject(s)	16
17.	Submission of Registration Returns	16-20
18.	Information Regarding Compartment Candidates of other Universities	20
19.	Entrance Test	20
20.	Remittance of Fee	20
21.	Remittance of College Development Council fee	20
22.	Environment, Road Safety Education and Violence against Women & Children and Drug	21
23.	Important Note	21

PANJAB UNIVERSITY CHANDIGARH

From:- The Asstt. Registrar (R&S), Panjab University, Administrative Office, Dewan Anand Kumar Hall, Chandigarh-160014.	To, 1. The Principals of all the affiliated Colleges. 2. The Chairpersons of all the Teaching Departments, P.U. Chandigarh 3. The Chairperson, Department of Evening Studies, P.U., Chandigarh 4. The Chairperson, University School of Open Learning, P.U. Chandigarh. 5. The Directors of all Regional Centres, P.U. 6. The Dean, College Development Council P.U., Chandigarh.
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No. 5000/R&S

Dated: 04.07.2022

By e-mail

INSTRUCTIONS FOR ADMISSION TO VARIOUS COURSES FOR THE SESSION 2022-23.

Respected Sir/Madam,

I am enclosing herewith a copy of Instructions for admission to various courses for the session 2022-23. In the wake of COVID-19 pandemic, all admissions are required to be made online/offline by the Colleges/Departments strictly in accordance with the Regulations/Rules contained in latest University Calendars/Guidelines/any other Instructions which have been issued/may be issued by the University, from time to time, for the respective Courses/Examinations. The enclosed Instructions in particular should be adhered to while making admission for the session 2022-23. After admission, the Registration Returns are to be sent in computerized form and it should be prepared as per instructions contained in item No.17 at Page No.16-20 of the enclosed instructions for admission to various Courses. The Registration Returns shall not be accepted without affiliation of Colleges/classes/courses/subjects.

It is further advised that the Registration fee, Enrolment fee, Migration fee, Continuation fee and Affiliation fee etc. to be deposited in the University Account as per the instructions issued by the Colleges Branch.

Encls: -As above.

Yours faithfully,
Sd/-
Assistant Registrar(R&S)

From, The Assistant Registrar(R&S), Administrative Block, Dewan Anand Kumar Hall, Panjab University, Chandigarh-160014 Phone no.0172-2534869/70, Email: arrs@pu.ac.in	To, 1. The Principals of all the affiliated Colleges. 2. The Chairpersons of all the Teaching Departments, P.U. Chandigarh 3. The Chairperson, Department of Evening Studies, P.U., Chandigarh 4. The Chairperson, University School of Open Learning, P.U. Chandigarh. 5. The Directors of all Regional Centre, P.U. 6. The Dean, College Development Council P.U., Chandigarh.
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No.6443/ R&S

By-Email

Dated:- 16.09.2022

**INSTRUCTION FOR ADMISSION TO VARIOUS COURSES
FOR THE SESSION 2022-2023**

Respected Sir/Madam,

In continuation to this office e-mail no.5000/R&S dated 04/07/2022, it is informed that the following amendments has been made in Admission Guidelines for the Session 2022-23, may be read as under:-

General Information (v) at page no. 1.

When an admission notice is given in the Newspapers/Website by the respective College, it should be clearly mentioned therein that the candidates coming from other Universities/Boards/Councils/Bodies must submit their qualifying examination Certificates, in original, at the time of admission. Lower pass examination certificate, Migration Certificate etc. be submitted latest by **20th October 2022** in the University Office. If Result Gazette/original documents are not available, then student should submit an affidavit to the effect that if the documents are not found correct, his/her admission to the course will liable to be cancelled.

17. (v) Submission of Registration Return at page no. 18.

- (i) The last date for receipt of Registration Return and data entered through Web application software with regard to Registration/Continuation Returns of various courses along with complete documents from the Principals/Chairpersons/Directors of the affiliated & constituent Colleges/Teaching Departments/Regional Centres of the University is **20th October** of the year of admission.
- (ii) Thereafter the requisite documents, in original, shall be accepted with Penalty, per student as under:-

21st October to 31st October	:	Rs.1,000/-
1st November to 15 th November	:	Rs.2,000/-
16th November to 30th November	:	Rs.5,000/-
(of the year following the admission)		

The Hon'ble Vice-Chancellor shall have the authority to accept the documents in the case of hardship, beyond 30th November up to 7 working days before the commencement of semester examination

This is for information action, please.

Yours faithfully,
Sd/-
Assistant Registrar (R&S)

In the case of Panjab University students who have already appeared in any of its examination and the result is declared late for one or the other reason, the admission cannot be said to be a case of fresh admission. They are already midway of the class. In these cases, admissions to the next class/course may be allowed within 10 working days, from the date of dispatch of result, without charging any late fee.

- (ix) To ensure transparency and credibility in their admission procedure, Universities and Institutions of higher education need to make liberal use of notice board, print media, electronic media, website etc. to declare their admission procedure.
- (x) Following admission, University and College authorities should take proactive action to communicate to newly admitted SC, ST, OBC, minorities students and students from low income families (regardless of the level of their course), the availability of tuition-waiver, free-ships, loan and scholarship available to these categories.
- (xi) The College(s) Prospectus should contain all the information in respect of different scholarships, in detail, offered by the Panjab University to its affiliated Colleges. The Colleges should display total number of Scholarship Scheme(s) on their notice boards.
- (xii) To make admission process more transparent, the Colleges should display fee-structure, merit-list etc. on their notice boards as well as upload the same on their College website.

2. **GENERAL CONDITIONS REGARDING ELIGIBILITY:-**

- (i) It must be ensured that the examination passed by a candidate on the basis of which he/she is seeking admission to the next higher class in the College stands recognized by the Panjab University. For this purpose, the Equivalency Booklet printed in the year 1999, be consulted along with the Consolidated Supplementary List, 2004 to 2007 already sent to all the Colleges by the General Branch. However, if any College does not have the printed Equivalency Booklet, 1999, the same may be obtained from the Printing Store of the University on payment of prescribed cost.
- (ii) Only eligible candidates be admitted to the course concerned. Responsibility for making wrong admission or allowing wrong combination of subjects to a student shall lie entirely with the College/Department authorities.
- (iii) All Foreign/NRI Students shall obtain **Eligibility Certificate** from the Deputy Registrar (General), Panjab University in all cases and the admission of the Foreign/NRI students to College/Teaching Departments would be governed by the Guidelines issued by the Dean, International Students. After obtaining the Eligibility Certificate, the candidate should submit the same to College/Department where he/she is seeking admission. **The eligibility form should be accompanied by a forwarding letter from the Principal of the College/Chairperson of the Teaching Department indicating the reason for denying the admission to the candidate.**
- (iv) An affidavit in duplicate from each candidate having gap year seeking admission to the College/Department to the effect that he/she was not disqualified by any Board/Body/Council/University and he/she was not already registered with the Panjab University (wherever applicable), must be obtained by the concerned College/Department before allowing admission. In case the candidate was disqualified, the period of disqualification and the activities in which the candidate was involved during the period of

PANJAB UNIVERSITY, CHANDIGARH
INSTRUCTIONS FOR ADMISSION TO VARIOUS COURSES
(SESSION 2022-2023)

1. GENERAL INFORMATION:-

- (i) The candidates be admitted strictly in accordance with the Regulations/Rules contained in the latest University Calendars/Guidelines/any other Instructions which have been issued/may be issued by the University from time to time for the respective courses/examinations and in order of merit. The instructions given in these guidelines should in particular be adhered to while making admission for the Session 2022-23. The list of all such candidates selected for admission/waiting-list be displayed on the Notice Board/Website of the respective College, wherever applicable.
- (ii) The admission forms should have separate columns for Father's and Mother's names. The name of mother and father should be mentioned in all records. However, in case some students do not wish to declare the name of both the parents (either of mother or father) they may not be insisted upon and no one be denied admission on this ground. The admission forms should also have option for 'Others' under Gender column.
- (iii) Where the numbers of seats are fixed, the total number of students admitted to a particular class must not exceed the number of seats sanctioned by the University.
- (iv) The admission be made according to the schedule of dates approved by the University and circulated by the Deputy Registrar (Colleges) from time to time.
- (v) When an admission notice is given in the Newspapers/Website by the respective College, it should be clearly mentioned therein that the candidates coming from other Universities/Boards/Councils/Bodies must submit their qualifying examination Certificates, in original, at the time of admission. Lower pass examination certificate, Migration Certificate etc. be submitted latest by (to be circulated later on) in the University Office. If Result Gazette/original documents are not available, then student should submit an affidavit to the effect that if the documents are not found correct, his/her admission to the course will liable to be cancelled.
- (vi) For admission, fraction of marks less than the requisite percentage would not be rounded off to the advantage of the candidates, i.e. 32.9%, 39.9% and 49.9% shall not be rounded off to 33%, 40% and 50% etc.
- (vii) Permission of the Hon'ble Vice-Chancellor is mandatory for admission after the expiry of the last date. However, the candidates be admitted provisionally at their own risk and responsibility subject to approval of the late admission by the Hon'ble Vice-Chancellor and conveyed to concerned College/Deptt. by the University.
- (viii) A student whose result of +2 examination in February/March conducted by a School Board is published late in the year of admission he/she may be admitted without late fee within 15 working days of the declaration of the result, and his/her attendance shall be counted from the date of admission. This would be applicable to an Open School Board also. (See Rule 10 at Page No. 363 of P.U. Calendar Volume-III, 2019).

disqualification, should be indicated by the candidate in the said affidavit. A copy of the affidavit be sent to the University (R&S Branch) along with Registration Return. No candidate be admitted under any circumstances during the disqualification period.

In case of re-admission after a long spell, the candidate must quote his/her old Registration Number of the Panjab University.

- (v) That a candidate who has been placed under compartment/re-appear in one subject only with at least 20% marks (Theory & Practical taken together) in the subject in which he/she has been placed in compartment in the +2 examination conducted by the Open School Boards in India shall be eligible to seek admission to the 1st Semester of B.A./B.Sc. (General)/B.Com./B.B.A./B.C.A. course under 10+2+3 system of education. He/She should have cleared the compartment before the declaration of the first year result. If he/she could not submit the relevant papers/documents before the start of 3rd Semester then his/her admission will be automatically cancelled.
- (vi) The candidate who is admitted in first/third/fifth semester will be allowed to be promoted to second/fourth/sixth semester respectively. However, for promotion from second to third or from fourth to fifth semester the candidate will have to clear 50% of the total papers till that semester. It is further clarified that for calculating 50% fraction, like, 2.5, 3.5 or 4.5 will be considered as 3, 4 or 5 respectively.
- (vii) The candidates, who got admission in 1st Semester in a College and after completing the 1st Semester, could not get the admission in 2nd Semester due to one or other reason, are being allowed admission in the 2nd Semester next year with the condition that the candidate must have attended the classes/appeared in examination in the College in 1st Semester, this provision/facility be extended to the candidates of 3rd and 5th Semester as well. Such a facility be extended to Post-Graduate students also. To overcome this problem, few admission dates for 2nd semester should also be allotted in January i.e. **one week after the Winter Break as per P.U. Academic Calendar, 2022-23. (As per Syndicate Para 49 dated 01.05.2016).**
- (viii) The Hon'ble Vice-Chancellor has allowed to change a subject in any circumstances in the even semester examination whereas he/she will have to clear that subject as deficient in lower semesters examination which he/she has changed in the higher semester for qualifying the award of Bachelor's Degree (**Vide Circular No. Misc./A-6/3295 dated 06-04-2018**).
- (ix) The students who are not domiciled in Punjab and have not passed Punjabi upto class 10th/12th can opt History & Culture of Punjab in place of Punjabi (Compulsory).

3. RESERVATION OF SEATS/FEE CONCESSION: -

- (i) The reservation of seats shall be governed by the Regulation 29.1 and 29.2 given at Page No.168 in P.U. Cal. Volume-I, 2007 and any intimation sent by the Deputy Registrar (Colleges).

However, it is clarified that the reservation of seats/fee concession is not available in the case of candidates who are seeking admission to the next higher class on the basis of having earned compartment in +2 examinations i.e. in the subject of compartment.

(ii) **Additional seats for One Girl child and patients of Cancer/AIDS/Thalassemia.**

- a) Two additional seats for (a) One Girl Child out of only Two Girl children, per unit, per course, subject to maximum limit of four.