

## GENERAL GUIDELINES FOR APPLICATION-CUM-ADMISSION FORM

The Application-cum-Admission-Forms for admission to various courses offered by Punjabi University Patiala (Patiala Campus and its Regional and Neighbourhood Campuses) for the year 2018-19 will be processed through the On-line system portal. For this visit [www.pupadmissions.ac.in](http://www.pupadmissions.ac.in). Candidates seeking admission in various courses are required to fill the online Application-cum-Admission Form by the stipulated date.

### GUIDELINES IN BRIEF

- 1. Courses in Which Admission is Without Entrance Test**
  - a) (Postgraduate, Undergraduate, Certificate Courses and Engineering Courses M. Tech. at Yadavindra College of Engineering, Talwandi Sabo, Lateral entry programmes and Integrated courses, etc.)

The students are advised to follow following two steps:

**STEP ONE:** Submit the Application-cum-Admission Form On-line

**STEP TWO:** Appear for the interview as per schedule given on website.
  - b) [B. Tech. Lateral Entry for Diploma Holders in 2nd year, Five year Engineering Management Integrated Programme (Part-I), Lateral Entry in Five year Engineering Management Integrated Programme (Part-II)]

The students are advised to follow following two steps:

**STEP ONE:** Submit the Application-cum-Admission Form On-line

**STEP TWO:** Appear for the interview as per schedule given on website.
- 2. Admission Through Entrance Test Conducted by Punjabi University, Patiala**

The students seeking admission to M.Ed./M.Tech./LL.M/M.Sc. Hon's in Biotechnology and Microbial and Food Technology/MBA/M.Com. Hon's (Five Year Integrated Programme)/M.Com & M.Com (Finance)/M.Sc. Hon's in Botany (2 Years)/B.Sc. (Mathematics & Computing) and B.Sc. Hon's in Mathematics/M.Sc. Mathematics & M.Sc. (Applied Mathematics & Computing/M.Phil. & Ph.D. courses are advised to follow following four steps.

**STEP ONE:** Submit the Application-cum-Entrance Test Form On-line

**STEP TWO:** Download the Admit Card

**STEP THREE:** Appear in the entrance test

**STEP FOUR:** Successful candidates to appear for counseling/Interview.

## DETAILED GUIDELINES

For detailed information of courses and mode of admission please refer to the section "Course summary Index" in the Hand book of information. Application-cum-Admission-Form for all the courses offered by Punjabi University, Patiala at Patiala campus and its Neighbourhood Campuses/ Regional Centres can be submitted through following common online procedure.

### STEP-1. REGISTRATION PROCEDURE

1. Open [www.pupadmissions.ac.in](http://www.pupadmissions.ac.in)
2. Select the Course Category in which you seek admission
3. Fill the Registration Form Online - kindly fill your particulars as Name, Father's Name, Date of Birth, Category (SC/ST or General and all others), Mobile No., e-mail address, etc.
4. Make payment using one of the following mode:
  - a. Online Debit/Credit Card/ Net Banking
  - b. Pay-in-slip of State Bank of India
  - c. Punjabi University Cashier Receipt (Only at Patiala Campus)

**(NOTE:** In case of b and c take a printout of the Pay-in-slip and deposit the amount in any branch of the concerned bank/ University Cashier. You will be issued User Id and Password (through SMS) only after confirmation of your payment by Centralized Admission Cell. **No need to send the Payin-Slip to Centralized Admission Cell**, but in case Userid and Password are not received within 48 hours, send the scanned copy of Pay-in-slip (in case c)/ University Cash Receipt along with Payment Receipt (in case d) through email at [feeslip@pbi.ac.in](mailto:feeslip@pbi.ac.in).

5. Note down your **User id** for future use. This completes your registration process subject to payment confirmation. To fill your application form please refers to step 2.

### STEP-2 FILL ONLINE APPLICATION FORM

1. Open [www.pupadmissions.ac.in](http://www.pupadmissions.ac.in) and open the Application Form by logging on Apply button in the concerned course category using your User id generated at the end of successful registration  
or  
Proceed from Registration Step.
2. Fill the Application Form Online and provide information regarding your academic record, reservation category, etc.
3. After completion of the Application Form click on SAVE button.

### STEP-3 EDIT YOUR APPLICATION FORM

1. The registered candidates can edit information filled by them in the Application Form for limited period using User id and password issued to them.
2. Once the Application Fee payment status is confirmed you will be issued User Id and Password. The intimation about this will be made through SMS/e-mail alerts.
3. Candidates making payment using Online Net Banking option or Credit/ Debit Card options will be issued User Id and Password immediately after confirmation of the payment by the gateway.
4. Candidates making payment using Pay-in-slip for SBI or Punjabi University Patiala Cashier Fee Receipt will be issued User Id and Passwords only after confirmation of their payment by Centralized Admission Cell. In case no password is received within 48 hours, contact Centralized Admission Cell.

### STEP-4 PRINT THE FORM

Registered candidates whose payment has been confirmed and who have successfully completed step 2, can print their application forms for their personal record, using User Id and Password.

### GUIDELINES FOR GENERAL COURSES

- The candidate is strictly advised to check the admission schedule for the desired course specified in the IMPORTANT DATES mentioned on the website [www.pupadmissions.ac.in](http://www.pupadmissions.ac.in) before filling the online application form.

- A candidate can apply maximum of four different courses offered in the Dropdown List of courses in the respective application form. A single fee will be chargeable in such a case.
- For Entrance test different Application Forms are to be submitted online by paying separate fee for every Entrance Test.
- The candidates are strictly advised to check the Eligibility Criteria mentioned in the Online Handbook of Information for the course in which he/she is seeking admission.
- Candidates who have appeared in the qualifying examination and his/her result is still awaited can submit their application form online in time. He/she has to update his/her online Application Form using **EDIT** option whenever he/she gets the result till the date given by Centralized Admission Cell (it is in the interest of the applicants to complete the information). He/she will be required to submit the result at the time of Interview.
- In case any candidate is found to have furnished false information/false certificate/found to have withheld/concealed information in his/her Application Form, he/she shall be debarred from appearing in entrance test/admission to the course.
- Candidates should deposit the Application Form as per schedule (Important dates) given in the Handbook of Information.
- **Payment Options for Application Fee:** Payment can be made by either through Credit Card/ Debit Card/ Internet Banking or Cash deposited in State Bank of Patiala and HDFC through Pay-in Slip and cash payment at University Cash Counter (only at Punjabi University Patiala Campus).
- Application Fee is non-refundable and non-transferable.

## ONLINE APPLICATION FEE

The application fee (without late fee) for different types of Courses is as followed:

Courses in which Admission is without Entrance Test	Rs. 1000/- (Rs.700/- for SC/ST)
M.Sc. (Honours) Biotechnology & M.Sc. (Honours) Microbial & Food Technology, M.Sc. Hon's in Botany, M.Tech., LL.M. (2 Years) Courses, M.Com. & M.Com. (Finance) (2 Years), M.Com. Hon's Five Year Integrated Course, B.Sc. (Mathematics & Computing) and B.Sc. Hon's in Mathematics, M.Sc. Mathematics & M.Sc. (Applied Mathematics & Computing)	Rs. 1700/- (Rs. 1400/- for SC/ST)
M.Ed./M.Phil/Ph.D.	Rs. 2000/- (Rs. 1400/- for SC/ST)
MBA (Regular Course)	Rs. 3500/- (Processing & Group Discussion)
B.Tech. Four Year [CSE, ECE, ME, Civil] at Patiala Campus	Rs. 3000/- (Rs. 2000/- for SC/ST)

For application submitted after due dates the late fee will be charged (for this See **IMPORTANT DATES** in Handbook of Information).

## REFUND POLICY

### (APPLICATION FEE)

- **Service to be provided against the Application fee:** Application fee is being charged for registering a candidate for taking admission to a particular course/category subject to fulfilling the eligibility and other terms and conditions.
- Application Fee is non-refundable and non-transferable.
- Only multiple payments received for the same course/category due to some technical fault, will be considered for refund.
- Candidate has to submit the requisite documents as a proof of multiple payments for the same course/category.
- For the refund of application fee, candidate has to fill the prescribed form, available on the website within 30 days from the date of last payment for the same course. No request will be entertained after that. While requesting for refund, clearly indicate which payment is ok and for which refund is sought.
- Candidates are advised to check carefully, that, they are making the payment for the course, for which, they are eligible. In case you are not eligible then the application fee will not be refunded. This is the sole responsibility of the applicant to check his/her eligibility before applying.

### REFUNDS/ADJUSTMENTS

As per UGC notification no. D.O.No. 1-3/2007(CPP-II) Dated 6/12/2016 refund rules/adjustments for all courses in Punjabi University Campus/Regional Centre/Neighbourhood Campus/Constituent Colleges will be as follow:-

- 1) Punjabi University, Patiala shall charge fees in advance only for the Semester/Year in which a student is to engage in academic activities. Collecting advance fees for entire program of study or of more than one semester/year in which a student is enrolled is strictly prohibited as it restricts the student from exercising other options of enrollment elsewhere.
- 2) If a student chooses to withdraw from the program of study in which he/she is enrolled, the institution concerned shall follow the following four-tier system for the refund of fees remitted by the student.

<u>Sr No.</u>	<u>Point of time when notice of withdrawal of admission is served to Punjabi University, Patiala</u>	<u>Percentage of Refund of Aggregate Fees*</u>
1.	15 days before the formally-notified last date of admission.	100%
2.	Not more than 15 days after the formally-notified last date of admission.	80%
3.	More than 15 days but less than 30 days after the formally-notified last date of admission.	50%
4.	More than 30 days after the formally-notified last date of admission.	00%

\*(Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)

- 3) In case Sr. No.1 in the table above, the University shall deduct an amount not more than 10% of the aggregate fees as processing charges from the refundable amount.
- 4) Fees shall be refunded by Punjabi University, Patiala to an eligible student within 15 days from the date of receiving a written application from him/her in this regard.
- 5) If a student vacate the seat allotted to him/her, his/her refund case will be sent by the concerned head of the department to the Centralized Admission Cell after fully verifying/certifying the case. In such cases refund will be made by the Centralized Admission Cell.

- 6) If a student vacate the seat after first semester/year and in next semester/year then only security fees will be refunded. In such cases if the student will submit completely filled security form taking "No due certificate" from concerned Head of the department. In such case only library/security fee will be refunded.
- 7) If a student submit hostel fee to get hostel facility and after that he/she does not join hostel then the refund will be made by deducting the 10% of refundable amount as processing fee charges. (Student will have to give an application to concerned warden of the concerned hostel with in 15 days from the date of submitting fees (included)). After 15 days hostel fee will not be refunded to the student. In case student left the hostel after joining the hostel then no hostel fee will be refunded.
- 8) If a student after taking admission in a deptt./ Centre/College/Neighbourhood Campus of Punjabi University changed his/her subject/course/category/centre/college/campus then his/her tuition fee and funds will be adjusted only when he/she will transfer the difference of tuition fee and funds of both the departments to the University. If after adjusting the fee, the University is to pay the difference to the students, then that difference will be adjusted in the next class/semester. If the students left the study after first semester or year, then the difference will be refunded to the student after checking the eligibility of the student.  
  
If a student submits the fee of two courses then he will be refunded the fee including funds etc. of one course. To receive the refund he/she has to apply through the present head of the deptt. duly attested by the present course head of deptt. and left course head of the deptt.
- 9) If a student got admission in higher class but fail to pass the lower class, then the tuition fee and funds of higher class will be adjusted only when he join the higher class. If there is any difference in the tuition fee and funds he has to deposit at the rate of present fee structure of class. If a student left the course during his/her study and after sometime he/she joins the class. Then he/she has to pay the tuition fee and funds as per new rate i.e. of the present session.
- 10) If any student died during his/her study then his/her remaining tuition fee will be refunded to his/her mother/father or husband/wife. This payment will be made within 2 months after receiving the death certificate and an affidavit.
- 11) If a student firstly submit his/her fee, but after that his/her half/full tuition fee is waived off after then in this situation his/her submitted tuition fee will be adjusted/refunded only.
- 12) **For NRI students:** If a student after taking admission in above categories, got admission in the same course or other in the general category, then his/her paid fee tuition fee and other funds will be adjusted under the general category fee. If some amount still left then it will be refunded. If after adjustment, the student is to pay then the difference will be paid by the students.

### **IMPORTANT CHECKLIST**

- No document is to be attached with online application form.
- On the day of interview, the candidates are advised to bring the following documents:
  - Self attested Photocopies of all certificates regarding DoB, DMC of all examinations.
  - Character certificate from the institution last attended.
  - Gap Year Certificate (if any)
  - Necessary certificate from employer (for employed candidates only)
  - Residence/ domicile certificate
  - Certificate for availing the benefit of a reserved category/ additional seat (Latest and signed by the competent issuing authorities).
  - Any other document supporting your candidature as per University Online Handbook of Information.

After the interview the admission list/merit list/ will be displayed on the website [www.pupadmissions.ac.in](http://www.pupadmissions.ac.in). The concerned candidate can check his or her status with regard to admission by using his/her own user ID and password.

Further the candidate can deposit the tuition fee and other charges etc. online. The candidates are advised to visit the website [www.pupadmissions.ac.in](http://www.pupadmissions.ac.in) for updated and latest information.

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