

### ADMISSION PROCEDURES AND RULES

#### ELIGIBILITY

1. Generally a graduate in related discipline having 50% (SC/ST 45%) marks will be eligible for admission to the Post-graduate courses in the University/Regional Centres/Neighbourhood Campuses. To confirm see the details of particular department because there may be a difference.

For admission to the M.Sc. courses in various science faculties only those students will be eligible for admission who have studied science subjects for three years at graduate level.

However, specific pre-requisite for each course has been given with detailed information of respective departments.

**Candidates belonging to the following categories shall be allowed relaxation of 5% in the aggregate percentage.**

- a) Scheduled Caste and Scheduled Tribe
  - b) Physically handicapped, provided that they produce a medical certificate that they have at least 40% physical disability.
2. Weightage to the marks obtained in the concerned subject at the qualifying examination level will be given for admission to postgraduate courses in the respective departments as per rules laid by the university.
  3. Candidates who have been awarded grades in the qualifying examination shall be required to produce conversion formula for converting the scored grades into percentage marks. In case conversion formula from the concerned organisation is not available a committee comprising of Dean, Academic Affairs, Dean of the Faculty and Head of the Department will decide the weightage.
  4. Where a candidate wants to take the benefit of any additional subject in the total percentage of qualifying examination, the marks of any other subject may be substituted by the marks in the additional subject to the best advantage of the candidate.
  5. Where the candidate has passed B.A. examination under M.I.L. Ordinance, if the candidate so desires, his percentage may be calculated by adding the marks obtained by him/her in Gyani/Prabhakar examination to the marks secured by him/her in B.A. examination and his merit be determined accordingly.
  6. A candidate who has passed the qualifying examination and his/her result is still awaited, may apply subject to the condition that he/she will submit the result or proof of meeting the eligibility requirements at the time of interview. His/her candidature will be cancelled in case of non-submission of result and fulfilling eligibility norms by the required date.
  7. To be eligible for admission to a course, a candidate must meet other specific requirements of admission, if any, laid down by the concerned Departments.
  8. The candidate who has already passed M.A./ LL.B. course will not be eligible to join any other M.A. course at Punjabi University campus, Patiala. However, LL.B. pass students can take admission in M.A. Social Work.
  9. A candidate who has already availed of hostel facility during any course completed earlier from this University, will not be allowed hostel accommodation, if he/she is granted admission in other discipline.
  10. **Eligibility for evening certificate/diploma courses:** All the eligible candidates are entitled for admission. Prescribed fee will be charged from the students.
  11. The admission committee of the department shall reserve the right to reject the candidature of any student seeking admission to the department keeping in view the antecedents and conduct of the student.

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12. In the case of admission of such students against whom disciplinary action has been taken in the past, their application form for admission will be considered after review by the office of Dean Students Welfare and approval of the Vice Chancellor.
13. Eligibility for admission to courses is given under the serving department/centre/campus.
14. In case of admission to M.A. in Journalism and Mass Communication, Music and Dance 70% weightage will be given to marks of the qualifying examination and 30% to the relevant aptitude test in the respective subjects. Admission will be made on the basis of combined scores of 70 : 30 ratio. Graduation degree with 50% marks is the eligibility for admission in the courses also.
15. For admission in M.P.ED. 1st year, all the candidates seeking admission have to pass the physical efficiency test. Weightage to academic and sports performance will be in ratio of 70:30.

Admission Criteria for M.P.ED. 1st year

(i) Physical efficiency test (Qualifying Score is 50%)

- 50 Meters Dash
- 600 Meters run/walk
- Two hands/overhead shot throw (Boys 04 Kg. Girls 2.4 Kg.)
- Shuttle Run
- Standing broad jumps

(ii) Academic Merit                      70 Marks

\* Sports Achievement                30 Marks

Total    100 Marks

(iii) Participation in National Level Competition should be supported by other sports certificates

**\*Sports Achievement marks are distributed as follows:**

- |   |          |
|---|----------|
| (a) Position holder at International Championship Competitions        | 30 Marks |
| (b) Participation at International Championship                       | 26 Marks |
| (c) <b>Senior National Levels:</b>                                    |          |
| First Position  | 25 Marks |
| Second Position   | 20 Marks |
| Third Position  | 15 Marks |
| (d) <b>All India Inter University Levels:</b>                         |          |
| First Position  | 15 Marks |
| Second Position   | 13 Marks |
| Third Position  | 10 Marks |
| (e) <b>Participation</b>  |          |
| Combined University/ Inter University (Senior National) Participation | 8 Marks  |
| (f) <b>Junior National/State Championship:</b>                        |          |
| First Position  | 7 Marks  |
| Second Position   | 6 Marks  |
| Third Position  | 5 Marks  |
| Participation   | 4 Marks  |
| (g) <b>Inter-College Position:</b>                                    |          |
| First Position  | 4 Marks  |
| Second Position   | 3 Marks  |
| Third Position  | 2 Marks  |

Highest achievement in only one sport.

**Note:** The in-service candidates are required to submit "No Objection Certificate" from the employers.

16. For admission to B.Lib. & Information Science, weightage to Diploma in Library Science and one year certificate course will be 1.5% and 1% respectively of the aggregate marks obtained in B.A./B.Sc./B.Com.

## **Admission Procedures and Rules**

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### **IMPORTANT INSTRUCTIONS**

1. In case a candidate wants to join a Course in an constituent college, he/she may obtain the Admission Form from the concerned college and submit the same, duly filled, in the office of the concerned college by the last date.
2. If a student after depositing the admission fee, remains absent for continuous 10 days in the beginning of the session, his/her name would be struck off from the rolls of the class. The Head of the Department will display on the Notice Board the name(s) of such candidate(s). On receipt of request from the student within one week from the date his name was struck off from the rolls, justifying his/her absence from the class, the Head of the Department may re-admit the candidate on the merit of the case. But in no case the re-admission is allowed after 2 weeks. Details regarding re-admission fee are given in section on fees, charges and funds.
3. If a student remains absent continuously for 10 days during the course of study, his/her name would be struck off the rolls. The Head of the Department will display on the Notice Board the name(s) of such candidate(s). In case such a student does not seek re-admission from the Dean, Academic Affairs by sending his/her request through the Head of the Department/Dean Students, within one week from the date of his/her name was struck off from the rolls, he/she will not be allowed re-admission.
4. Every student will be required to attend a minimum of 75% lectures delivered to that class in each paper. If a student's name is struck off from the rolls due to any reason and is readmitted later on, his/her percentage of attendance will be calculated from the total delivered lectures to the class.
5. In case of serious ailment the Principal/Head of the Department will be empowered to condone the shortage of lectures upto 6% of delivered lectures to that class and further 6% condonation will be considered by the Committee already constituted for this purpose. Such a student shall have to submit necessary Medical Certificate to the Head of the department/Principal of the concerned college immediately after he/she is fit to join classes. No medical certificate will be entertained at the end of the academic session. Before recommending the medical certificate for counter sign by medical officer, concerned Head/Principal will verify that student has not attended any lecture during that period.

Similar benefits can be given to a candidate in case of his/her marriage (for three days); for attending Interview/placement (for actual number of days spent) but the limit of condonation will remain upto 12% i.e. 6% + 6% including all above benefits.

If a student is admitted late due to any reason, the condition of 75% lectures will be considered from the date of his/her admission.

6. For sports persons who have participated in the camps/competitions at state/ inter college/ national/ inter varsity, international levels will be given benefits of all days of the camps, journey days and all competition days. These sports persons will be given the benefit of 5 marks in each subject. In case of NCC/NSS activities at state or national level the benefit of 10 and 15 days respectively will be given.
7. In case of students who do not have requisite number of attendance for appearing in an examination, those rules for condonation of shortage in attended lectures will be applicable, as are in force on the date on which application for condonation is considered.
8. The Students who have more than 50% of shortage of attendance will not be allowed to appear in the examination, such students, can be given casual admission and will have to pay Rs. 5000/- instead of Rs. 1500/- for one paper and Rs 10000/- instead of Rs. 2500/- for more than one paper. This fee will be for subsequent semester/year to take casual admission and be eligible to appear in the following examination.

The Concerned Head/Principal will be competent authority to condone upto 6% of delivered lectures to the student in case of serious illness, the case will be put in front of the constituted

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committee for condonation of lectures of more than 6% shortage. For such students, it will be necessary to submit the required medical certificate to the concerned head/principal of the department/college respectively immediately after joining the department/college but not at the end of the academic session.

The medical certificate must be countersigned by the senior medical officer of the University at the time of submission to the concerned head of the department.

Such type of condonation can also be given to those students who got married or appeared for interview in any institution for job, but in such cases, the condonation will be 6%+6%= 12%. However, the Vice-Chancellor will allow the student to appear in examination in anticipation approval of academic council with a fine of Rs. 1000/- per lecture and maximum of Rs. 10000/-. The fine will be imposed per shortage of lectures less than 75% .

9. As per decision of Syndicate dated 26.3.2008, "the subject of Punjabi will be implemented in B. Sc. and B. Com., in all the three years, on the pattern of B. A. but in other professional under-graduate courses, it will be a one semester qualifying paper only".

For under-graduate courses, the medium of examination shall be as under (University Calender Vol.IV. 2005 Clause 35, p.16).

- (i) The language concerned
- (ii) The cognate modern Indian Language or English or Punjabi or Classical Language itself in the case of classical languages.
- (iii) English or Punjabi or Urdu or Hindi in the case of other subjects.
- (iv) English or Punjabi in the case of science subjects.

For All post-graduate courses the medium of examination for subjects in the faculty of Languages shall be the language concerned and for other subjects English or Punjabi or as specified in the ordinances of the course (University Calendar, Vol. IV, 1995 para 4, Page 22). Provided that candidates for M.A. Sanskrit and M.A. Persian examination shall be permitted, at their option, to offer medium of examination as under:

M.A. Sanskrit    Sanskrit or Hindi or Punjabi

M.A. Persian    Persian or Urdu or Punjabi

10. This Handbook of Information is meant for information of the candidates for admission to various courses. However, if anything contained in it is in contradiction with the University Statutes/Ordinances/Rules, the provisions of the latter shall prevail.

**Note: All disputes arising from this document or connected therewith are subject to the territorial jurisdiction of Courts situated at Patiala only and to the exclusion of all other Courts.**

### ADDITIONAL INFORMATION

1. This Handbook contains information regarding admission to only Part-I/First Semester or Lateral Entry Courses of the course. The information regarding admission after the Part-I/First Semester, where necessary, is available in the concerned "Courses and Syllabi of Reading and Ordinances."
2. The University reserves the right not to make admission to any course without assigning any reason.
3. A course/specialisation will be offered only if number of students admitted to the course/specialisation is five and above (except M.Phil. courses).  
The interview for admission as per programme or information circulated through the newspapers is compulsory. The candidates are required to present the original certificates issued by the appropriate authority at the time of interview.
4. Any examination mentioned in this Handbook includes equivalent examination.
5. In-service candidates are required to produce N.O.C. from the employer. In addition, such candidates seeking admission to day-courses are required to produce a certificate granting them leave for the entire period of the course, including the period of examinations.

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6. The candidates who appeared in the examination conducted by the Punjabi University and whose main result has not been declared at the time of interview due to some reasons will be considered for admission to a course after the declaration of his/her result on the following conditions:
  - (i) That the application has been received by the stipulated date.
  - (ii) That a seat is vacant in the Department/Course and the applicant fulfills admission criteria of the department and his/her merit is not lower than that of the last candidate admitted in the appropriate category.
  - (iii) Not more than 14 days have elapsed since the start of the course.
7. The list of the selected candidates and those placed in the 'waiting list' will be displayed on the notice board of the Department. 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 candidate are advised to visit the website [www.pupadmissions.ac.in](http://www.pupadmissions.ac.in). for updated and latest information. The number of candidates on the waiting list will be 50% of the seats, but not more than 20. **The candidates will not be informed individually.** The candidates selected for admission will be required to deposit the dues and 3 passport size photographs immediately or as notified by the Head of the Department. The admission of the candidates who fail to deposit their dues by the notified time will automatically stand cancelled and the seats so vacated will be offered to the candidates next on merit.
8. For any clarification/interpretation, the candidates are advised to contact the concerned Head of the Department/Dean, Academic Affairs.
9. In the case of candidates securing identical scores in the final merit list, the candidates with higher marks in the qualifying examination will be given preference. In case of parity even at this stage, a candidate older in age shall be given preference.
10. Candidate with a gap of one year or more will have to furnish an undertaking to the satisfaction of the Admission Committee, that he/she was not involved in any Unfair Means Case or Police Case during the gap period.
11. University reserves the right to enhance the fees and funds to be charged from a candidate, in any session and at any stage.
12. As per Syndicate decision dated 20-12-92 (p.43), candidates applying for the re-evaluation of their answer books in the qualifying examination are not entitled to the benefit of late admission if the admission form, complete in all respects, is not submitted within the stipulated period. **No candidate shall be exempted from the payment of late fee in case of late admission.**
13. The University will not allow transfer from Regional Centres/institutes/neighbour-hood campuses to University campus at Patiala and vice-versa, except in very special cases, that too with special transfer fees as per rules.
14. Benefit of 20% seats reserved for the residents of Talwandi Sabo sub-division will be available only in those courses where admission is made on the basis of qualifying examination. This benefit will not be provided in the courses for which admission is made through State Level Entrance Test.
15. The admitted candidates can deposit their fee and other charges for this purpose visit the university website [www.pupadmissions.ac.in](http://www.pupadmissions.ac.in).
16. Weightage for N.C.C./N.S.S./Youth Welfare Activities will be available only to those candidates who claim the benefit in the Admission Form and would attach the self attested copies of the relevant documents along with the Certificate of gradation from the competent authority.
17. For admission to M.Sc./M.A. courses, while calculating merit in the qualifying examination, total marks and marks obtained in the subject in which the candidate want to seek the admission, will be taken into consideration.

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### INTERNATIONAL STUDENTS

International students are admitted under three categories:

- (i) Students sponsored by the Govt. of India agencies like ICCR, Ministry of HRD etc.
- (ii) Students sponsored by their respective Governments/Embassies, under a Memorandum of Understanding with the Punjabi University, Patiala.
- (iii) Self financing students who have passed the Entrance Test recommended by their respective Government or Embassy.
- (iv) Fifteen percent additional supernumerary seats have been created in each Department of the University for foreign students from the academic session 2002-2003.
  - (a.) These seats are to be in addition to the seats/students sponsored by ICCR or those already existing seats filled/created on the basis of Memorandum of understanding (MOU) signed with the various foreign governments.
  - (b.) The foreign students so admitted to various Departments of the University against these additional supernumerary seats will be charged fees equal to those of NRI students.
  - (c.) The students coming from SAARC countries shall pay the same amount of fees as paid by the Indian students

**NOTE: All International Students must possess a valid student visa and an HIV negative test report from a recognized/government medical hospital/laboratory in India.**

#### DECLARATION TO BE GIVEN BY ADMITTED STUDENT

***1. Ragging in any form is not allowed. As per order of the Hon'ble Court' " if any incident of ragging comes to the notice of authority, the concerned student shall be given liberty to explain and if explanation is not satisfactory, the authority would expel him from the institution.***

***2. Students who have been selected will have to submit the self declaration form regarding donations of organs/eyes.***

***Note: Forms for the above declaration are attached at Notifications and Format of Certificates.***

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### CALCULATION OF MERIT FOR ADMISSION TO M.A./M.SC. COURSES

1. DEPARTMENT \_\_\_\_\_
2. COURSE \_\_\_\_\_
3. USER-ID \_\_\_\_\_
4. NAME OF CANDIDATE \_\_\_\_\_
5. FATHER'S NAME \_\_\_\_\_
6. MOTHER'S NAME \_\_\_\_\_
7. DATE OF BIRTH \_\_\_\_\_
8. E-MAIL ID \_\_\_\_\_
9. MOBILE NO. \_\_\_\_\_

|  | Marks<br>obtained | Maximum<br>Marks |
|--|-------------------|------------------|
| (a) Total Marks in the qualifying examination (TDC I+II+III)   |                   |                  |
| (b) Marks of the qualifying examination in the subject in which admission is sought or collateral/allied subject   |                   |                  |
| (c) *Weightage of B.A. (Hon's) in the subject in which admission is sought 10% of marks obtained at (b) above.   |                   |                  |
| (d) Total (a+b+c)  |                   |                  |
| (e) Percentage marks at (d) above  |                   | 100              |
| (f) Weightage admissible to NCC, NSS, 1%, 2% or 3% for A, B or C certificates respectively, limited to a maximum of 6% to this category on marks obtained at (e) above |                   |                  |
| (g) Grand total for ascertaining merit for admission (e+f)   |                   |                  |

**\*Note: Not Applicable to Science Departments.**

**Signature of the Candidate**

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