



Punjabi University Regional Centre for Information Technology and Management, Mohali

ADMISSION NOTICE 2019-20

Punjabi University Regional Centre for Information Technology and Management, Mohali was established in September, 2000. The Centre was set up with an aim to provide quality education in the field of computer applications and management in order to meet the growing needs of the business and industry. The Centre is located in Phase-7, residential Area, Mohali which is adjacent to Chandigarh.

The building housing the Centre is surrounded by beautiful gardens. The Centre is equipped with two advanced computer labs, audio-visual aids in fully air-conditional classrooms and 05 mbps leased line service for internet connectivity. It has collection of 21,150 books, 21 newspapers, 34 magazines and a good collection of journals in its library.

Punjabi University Regional Centre for Information Technology and Management, Mohali invites applications from all the eligible candidates for admission to the following programmes:

1. M.Tech. (CSE): 2-Years Regular

Total Seats=45

Eligibility: B.E./B.Tech. in Computer Science and Engineering/Computer Engineering/Information Technology/Information Communication Technology/Software Engineering or equivalent degree in Engineering with 60% (55% for SC/ST and differently-abled persons with at least 40% disability) marks. OR Master of Science in Computer Science/Information Technology/Physics/Mathematics/Statistics/Operations Research/Electronics/Computer Applications (MCA) with 55% marks (50% for SC/ST and differently-abled persons with at least 40% disability).

2. M.C.A. Second Year Lateral Entry: 2 Years Regular

Total Seats=20% of sanctioned intake + unfilled vacancies of 1st year which shall be over and above supernumerary of the sanctioned intake.

Eligibility: Students who have completed Bachelor's Degree of minimum 3 years duration in BCA, B.Sc. (IT/Computer Science) with 50% marks in aggregate (45% marks for SC/ST and differently-abled persons with at least 40% disability) with Mathematics as a course at 10+2 level or at Graduate level shall be eligible for admission to second year of MCA course.

- 3. M.C.A.: 3-Years Regular** **Total Seats=36**
Eligibility: Bachelor's degree (10+2+3) in any discipline of the statutory university with 50% marks in aggregate (45% marks for SC/ST and differently-abled persons with at least 40% disability). The candidates must have passed the senior secondary (10+2) or equivalent examination or higher degree examination with Mathematics/Statistics/Business Mathematics/Business Statistics/Quantitative Techniques or equivalent as compulsory/optional/additional subject or paper.
- 4. M.B.A.: 2-Years Regular** **Total Seats=36**
Eligibility: Candidate should have secured a minimum of 50% marks in the Bachelor's/Master's Degree examination (45% marks for SC/ST and handicapped with at least 40% disability).
- 5. M.B.A. (Executive): 2-Years Regular** **Total Seats=40**
Eligibility: Candidate should have secured a minimum of 50% marks in the Bachelor's/Master's Degree examination (45% marks for SC/ST and handicapped with at least 40% disability).
- 6. M.Com.: 2-Years Regular** **Total Seats=40**
Eligibility: Candidate should have secured a minimum of 50% marks in the Bachelor's/Master's Degree examination (45% marks for SC/ST and handicapped with at least 40% disability).
- 7. B.C.A.+ M.C.A (Integrated Course): 5-Years Regular** **Total Seats=40**
Eligibility: Candidate should have secured a minimum of 50% marks in 10+2 (45% marks for SC/ST).
- 8. B.B.A.: 3-Years Regular** **Total Seats=40**
Eligibility: Candidate should have secured a minimum of 50% marks in the 10+2/Diploma examination (45% marks for SC/ST and handicapped with at least 40% disability).
- 9. B.Com.: 3-Years Regular** **Total Seats=40**
Eligibility: Candidate should have secured a minimum of 50% marks in the 10+2/Diploma examination (45% marks for SC/ST and handicapped with at least 40% disability).
- 10. B.Sc.(Honours) Computer Science: 3-Years Regular** **Total Seats=40**
Eligibility: Candidate should have secured a minimum of 50% marks in the 10+2/Diploma examination (45% marks for SC/ST and handicapped with at least 40% disability).
- 11. Diploma in Computing: 1-Year Regular** **Total Seats=40**
Eligibility: 10+2 or higher degree in any discipline.

Fees, Annual Funds, Charges for the session 2019-20 On admission in the First year a candidate shall have to pay fee including other charges for various courses given below:

COURSE NAME	COURSE NAME	1 st Sem Fees	2 nd Sem Fees
M.Tech. (CSE)	2 years	38,704/-	16,560/-
MCA (Lateral Entry Scheme)	2 years	---	---
MCA	3 years	53,659/-	28,890/-
M.B.A.	2 years	52,794/-	28,110/-
M.B.A. (Executive)	2 years	57419/-	32735/-
M.Com.	2 years	31,169/-	19,010/-
B.C.A.+M.C.A	5 years	28464/-	11710/-
B.B.A.	3 years	28,464/-	11,710/-
B.Com	3 years	28464/-	11710/-
B.Sc. (Honours) Computer Science	3 years	30,964/-	14,210/-
Diploma in Computing	1 year	20000/- (Lum sum)	

SELECTION PROCEDURE:

Admission shall be made on the basis of marks in qualifying examination.

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 admissions 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 organization 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 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.
9. 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.
10. Eligibility for admission to courses is given under the serving department/campus.

RESERVATION POLICY :

The Punjabi University shall follow the reservation Policy of Punjab Government vide its letter No. 11/53/92-6 Edu.I/9729,9938 dated 10.05.2002 and 15-05-2002

DIVISION OF SEATS (Courses where the number of seats is more than 50)

- I. 85% seats would be reserved for the candidates from within the State of Punjab. The eligibility criteria for 85% seats will be that the candidate must be a resident

of Punjab State in terms of Punjab Government, Department of Personnel and Administrative Reforms (PP-II Branch) letter No. 1/3/95-3PPII/9619, dated 6th June, 1996 and letter No. 1/3/95-3PPII/80, dated 1st January, 1999 or have passed 10+1 and 10+2 examination as a regular candidate from a recognized institution situated in Punjab. However, wards of Defence Personnel posted in Punjab are exempted from this condition to the extent that they should have passed only qualifying examination from a recognized institution situated in Punjab. Each candidate would be required to submit a certificate this effect from the Principal/Head of Institution last attended in the prescribed Proforma (Pb.Gov.No.13/1/09-6Edu.1/ dated 19.08.2009).

- II. 15% seats will be open to all the candidates from outside the state of Punjab. The candidates being admitted under 15% quota on All India Basis shall be eligible only for reservation provided by the constitution i.e. 25% for S.Cs./S.Ts. and 5% for B.Cs/OBC. The candidate has to produce the Domicile certificate at the time of Admission.
- III. The above 85% reservation clause shall also be applicable to the following categories of candidates:
 - a) Children, wards and dependents of those regular Punjab Government Employees/Members of All India Services borne on Punjab cadre as well as those on deputation from other State cadres with the Punjab Government/Boards and Corporations/Statutory bodies established by or under an Act of the State of Punjab, posted outside the State of Punjab.
 - b) Children, wards and dependents of those regular Central Government employees not covered under other categories of this Para (A) with Punjab domicile, who have served for at least two years in connection with the affairs of the Punjab out of 5 years preceding the year of entrance examination
 - c) Children, wards and dependents of those Punjab Government pensioners settled outside Punjab before 1st January of the year of Entrance Examination.
 - d) Children, wards and dependents of military/para-military forces personnel belonging to the state of Punjab as per record at the time of their entry into service. (A certificate on prescribed proforma by the commanding officer of the Unit has to be furnished).
 - e) Children, wards and dependents of the Ex-servicemen of military/para-military forces personnel belonging to the State of Punjab as per record at the time of their entry into service who retired on or after 1st January of the year preceding two years of the year of Entrance Examination.

***RESERVATION OF SEATS:**

The percentage of seats reserved for different categories shall be as follows:

***The Reservation Policy is tentative and is subject to change as per Policy of Punjab Government/ Punjabi University, Patiala.**

I. Scheduled Castes/ Scheduled Tribes	25%
II. Backward Classes/OBC	5%

The persons belonging to creamy layer are not entitled to the reservation under BC/OBC as per Notification No. 1/41/93 RS1/209 Government of Punjab, Department of Welfare dated 24-02-2009.

The rule of exclusion will apply to sons and daughters of

- Persons having gross annual income of Rs. 6.0 lakh or above or possessing wealth above the exemption limit as prescribed in the Wealth Tax Act for period three consecutive years;
- Persons in Categories I, II, III and IV who are not disentitled to the benefit of reservation but have income from other sources of wealth which will bring them within the income/wealth criteria mentioned in (a) above.

Explanation: Income from salaries or agricultural land shall not be clubbed.

III. Border Area/Backward **4% Area (2% each)**

IV. Sports Persons **2%**

V. Wards of Political Sufferers/ Freedom Fighter **2%**

This will also include the wards of those who have undergone an aggregate of at least three month of imprisonment in connection with Emergency/Punjabi Suba or Dharm Yudh Morcha for demands of the State of Punjab, Warriors of Jalianwala Bagh, Kuka Movement and Kama Gata Maru Movement.

VI. Disabled Persons **3%**

a) Blind= 1% b) Deaf & Dumb=1% c) Other handicapped=1%

If suitable candidates are not available in any one of these sub-categories of disabled candidates or are not found suitable for the particular course, the seats so available will be filled up by the candidates from the other sub-categories of disabled candidates.

VII. Children/Widows of Defence Personnel **2%**

Children/Widows of defence personnel killed or disabled to the extent of 50% or more in action, wards of gallantry awardees, Ex-Servicemen and children of serving defence personnel/Ex-servicemen.

VIII. Children/Widows of Para-Military Forces Personnel **2%**

Children/Widows of para-military forces personnel, Punjab Police, PAP, and Punjab Home Guards killed or disabled in action to the extent of 50% or more, ex-para-military forces personnel and children of serving para-military forces personnel/ex-paramilitary forces personnel.

IX. Riots Affected **2%**

November, 1984 riots affected displaced persons seats are only for Candidate of Punjab Domicile. The advantage will be given to only those candidates

whose names are entered in Red Book. The advantage of seats will be limited only to son/ daughter of Riot Affected.

X. Widow/Divorced Women 2%

Note: Course where the number of seats are between 20 to 50

The reservation of seats in departments where the number of seats is 20 or above, the following categories will be clubbed. The seats will be allotted according to the order of merit. The clubbing of categories is given below:

- a. Border Area/Backward Area 4%**
- b. Disabled persons/Widows/Divorced Women 5%**
- c. Children/Widows of Defence personnel/ Para-military Personnel 4%**
- d. Wards of Political Sufferers/Freedom Fighters/Riots Affected. 4%**

Course where the number of seats less than or equal to 20.

The reservation of seats in department where the number of seats is below 20, the following categories will be clubbed and the seats will be allotted according to the order of Merit. The clubbing of categories is given below:

- a. Border Area/Backward Area/Disabled Persons 7%**
- b. Wards of Political Sufferers/Freedom Fighters/Children/Widows of Defence Personnel/ Children/Widows of Para-military Forces Personnel/Riots Affected/Widows/Divorced Women. 10%**

ADDITIONAL SEATS:

- (i) **Candidates from Rural Areas:** In each course of study, there will be 10% additional seats for the candidates hailing from rural areas, subject to a minimum of one seat. Only those candidates will be considered in this category who are resident of rural area and passed their Matriculation/+2 examination from those rural schools which do not fall in the area of a Municipal Corporation/Municipal Committee/Small Town/Notified Area. If the admission is on the basis of Matric then before Matric and if the admission is on the basis of 10+2 then before 10+2 candidate should have studied at least five year in rural area school before passing out concerned exam. If the admission on the basis of Matric then rural area certificate will be considered on the basis of Matric otherwise if the eligibility criteria is on the basis of 10+2 then this rural area certificate will be on the basis of 10+2. If seats remain vacant after filling seats on the basis of above criteria then these seats should be filled on the basis of merit of such candidates who have passed matric or 10+2 in a rural area and the candidate should have studied at least five year in a rural area and he/she should be a resident of rural area. Further, the candidate should have been studying in such school for at least five years before passing the last examination. A candidate claiming such benefit will have to produce a certificate from the Tehsildar of the area certifying that the school from where the candidate has passed the Matriculation/+2 examination, falls with in the aforesaid rural area. For rural area seats the concerned certificate will also be accepted that is issued by the school Principal and countersigned by District Education Officer (DEO) and the residential certificate signed by Tehsildar.

- (ii) **Single Girl Child:** In each course of study there will be one additional seat for single girl child which means where the only child is the girl child in the family. Students admitted against the Single Girl Child seat in post-graduate courses will be eligible to apply for the scholarship under UGC scheme "Post Graduate Indira Gandhi Scholarship Scheme for Single Girl Child" provided that an affidavit from the student duly attested by the First Class Magistrate/Gazetted officer mentioning that she is the only child in the family is submitted.
- (iii) **Cancer/Aids and Thalassemia:** In each course of study there will be one additional seat for students suffering from cancer/Aids and Thalassemia. The candidate is required to produce a certificate certified by medical institutions like, PGIMR, AIIMS etc., Full fee concession will be given to students under this category.
- (iv) **Additional Sports Seats:** Five additional sports seats are reserved for outstanding sports persons in all courses and ten seats are reserved in all the courses of physical education running under Punjabi University Patiala, in the neighbourhood campuses, Punjabi University Campus and all the affiliated colleges. The candidate must be eligible to participate in the inter university competitions as per AIU rules. Eligibility Criteria for Admission;
- a) **The sports men/women those who represented india in the International Tournaments/meets/competition/championship conducted by the recognized international federations/committees.**
 - b) **The sports men/women who won 1st, 2nd, or 3rd position in senior national tournaments/meets/championship.**
 - c) **The sports men/women who won 1st, 2nd, or 3rd position in all india inter university tournaments/meets/championship.**
 - d) ***The sports men/women who won 1st, 2nd, or 3rd position in junior national tournaments/meets/championship.**
 - e) ***The sports men/women who won 1st, 2nd, or 3rd position in school national tournaments/meets/championship.**

* These achievements will be considered only for under graduate courses.

- i) The outstanding sports seats are additional seats. These additional seats are open for all outstanding sports persons from all over the country and not only from Punjab.
- ii) Most of the states of the country do not have the gradation policy so, it is not possible to execute gradation policy for all sports persons for these seats. Since outstanding sportspersons can inhale from any state of India, as such gradation policy cannot be pursued.
- iii) All the candidates will have to appear for the test of concerned game/event which will be conducted by the Directorate of Sports under the experts of concerned game/sports.
- iv) All the candidates for these additional seats will have to appear for interview before a committee duly constituted by the Director Sports, Punjabi University,

Patiala. Selected candidates will be recommended by the Director Sports for admission in the Punjabi University Campus, neighborhood campuses and all the affiliated colleges.

v) For the additional seats the sports achievements of the candidate for the last two consecutive years will be considered.

vi) Junior National/School National sports achievements of the candidates will be considered for the admission in Under-Graduate courses only.

vii) For the admission in Post-Graduate courses, the performance in Junior Category/School National Tournaments will not be considered.

viii) If any player is admitted under the additional sports seats in any course and fails to secure any position in the All India Inter University Competitions, South Asian Universities Games, Asian Universities Games, Commonwealth Universities Games, World Universities Games, Senior National Championships after having represented Indian Universities, his/her sports seat can be cancelled and all benefits given to him/her will be withdrawn immediately.

ix) All benefits given to the sports persons will be valid only for one session. For availing next session's benefits, he/she must secure any position in the All India Inter University Competitions, South Asian Universities Games, Asian Universities Games, Commonwealth Universities Games, World Universities Games, Senior National Championships after having represented Indian Universities, during the current session. In order to avail the facilities of outstanding sports seat for next session or next class, their sports performance of current last year/session will only be considered, failing which he/she will have to deposit the full fee and funds with the University immediately.

x) Only those games will be considered for outstanding sports seats, which fall in the AIU Sports Calendar. Preference will be given to the major/individual games.

xi) Free education will be provided to the selected candidates.

(v) Youth Festival/Cultural Activities: For all the teaching courses being run in the University 30 (thirty) additional seats are provided for those candidates who have excelled and outperformed by their participation in the Youth Festivals of Inter-university national level. Additional seat will be deemed to have been created for such meritorious candidates desirous of admission in a course.

1. The candidate availing the aforesaid facility must fulfill the eligibility condition for admission to the particular course. For those courses to which the admission is to be done on the basis of entrance test, the candidate must have passed the entrance test. Only one additional seat will be created for those courses where the number of seats is up to fifty and if the number of seats in a particular course is more than fifty, two additional seats can be offered to such candidates.
2. The selection of such candidates for admission to various courses will be made by the Vice Chancellor/Dean Academic Affairs on the recommendations of Committee approved by the Vice Chancellor.
3. For recommending admission on the basis of youth festival participation, admission criterion will be fixed on the basis of merit as mentioned below and upon the verification of the original certificates of the candidate.

- (a) The candidates must have presented an item in an international festival approved by Punjab Govt./Govt. of India.
 - (b) The candidate must have secured 1st/2nd/3rd/4th position(s) in inter-university national youth festival.
 - (c) The candidate must have secured 1st/2nd position in an inter-university youth festival organized by North Zone inter-university centre and other zonal centres.
 - (d) The candidate must have secured first/second position in youth festivals of various universities of Punjab, organized by Director, Public Instructions/Director Youth Services Punjab Govt., Punjab or have secured third position in a zonal youth festival organized by Association of Indian Universities.
 - (e) Have secured first/second position in an individual/item in a University Youth Festival organized by Punjabi University/any of the Universities of Punjab state, Haryana state, Himachal state and Delhi state.
4. Position secured in an individual item performance shall be rated higher as compared to the performance as a team member. University level participation will also be rated higher than the Deemed University level performance.
 5. The candidate admitted on the basis of youth festival additional quota seats shall have to give an assurance to the university authorities that during the duration of the course the candidate will participate in the activities associated with his item and will not create any kind of indiscipline. The admission committee will assess the participation of the candidate and in case the candidate does not fulfill the requirements, his admission can be cancelled. However, exemption can be given because of a special reason like sickness or any other unavoidable reason.

(vi). NRI Category: In all teaching courses, there will be 5% additional seats for Non Resident Indians (or their wards). Subject to fulfillment of eligibility conditions, admission to NRI Category seats will be made on the basis of marks obtained in qualifying examination.

(vii). Wards of Kashmiri Migrants :

I) As per letter No. 3-1/2012-NER, dated 12.03.2015 from the Ministry of Human Resource and Development, Department of Higher Education, Government of India regarding the following concessions to the Kashmiri Migrants for admission to the educational institutions during the academic session 2019-2020:

- a. Relaxation of cut off percentage up to 10% subjected to minimum eligibility requirement.**
- b. Increase in intake capacity up to 5% course wise.**
- c. Reservation of at least one seat in merit quota in technical/professional institutions.**
- d. Waiving off domicile requirement.**

II) Under special scholarship scheme for Jammu & Kashmir it is decided to create two seats under supernumerary quota in all recognized higher education institutions for students from Jammu & Kashmir.

Note: Candidates seeking admission under Additional Seats should claim it on the admission form and submit the copy of appropriate certificate

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.
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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/Neighborhood Campus/Constituent Colleges will be as follow:-

- 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 enrolment elsewhere.
- 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.

Sr. No	Point of time when notice of withdrawal of admission is served to Punjabi University, Patiala	Percentage of Refund of Aggregate Fees*
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)**

- 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.
- 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
- If a student vacates 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.
- 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.
- 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 within 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.
- 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.
- 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.
- 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.
- 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.
- 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 Self attested Photocopies of all certificates regarding:-

- 1. *Date of Birth***
- 2. *DMC of all examinations(i.e. 10th , 10+2, Diploma, Graduation etc),***
- 3. *Character certificate from the institution last attended,***
- 4. *Gap certificate (if any),***
- 5. *Residence/ domicile certificate,***
- 6. *Certificate for availing the benefit of a reserved category/ additional seat (Latest and signed by the competent issuing authorities),***
- 7. *Any other document supporting your candidature as per University Online Admission Brochure.***

GENERAL GUIDELINES FOR APPLICATION-CUM-ADMISSION FORM:

Candidates can download and fill the **APPLICATION FORM** available online at www.purcitm.ac.in

Admission Form complete in all respects must be submitted by either of two ways

- i) **By hand or post to Head, Punjabi University Regional Centre for Information Technology and Management, Phase 7 (Residential), Mohali along with a bank draft of Rs. 1000/- (Rs. 700/- For SC/ST) as Application fee, drawn in favour of Registrar, Punjabi University Payable at Patiala.**
- ii) Email the following at *admissions.purcitm@gmail.com*
 - a) Scanned copy of complete admission form along with scanned copies of documents
 - b) Scanned copy of the proof of the deposit of application fee

Account Name : Registrar, Punjabi University
Account Number : 65008070498
Bank : State Bank of India,
Branch : Punjabi University Patiala
IFSC Code : SBIN0050009

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.

“The decision of the Institute will be final.”

**Head of the Department
(Dr. Rekha Bhatia)**