ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ
PUNJABI UNIVERSITY, PATIALA
(Established Under Punjab Act No.35 of 1961)

MBA ADMISSIONS
Batch 2022-24

HANDBOOK OF INFORMATION

SCHOOL OF MANAGEMENT STUDIES

(Estd.1969)

Last Date To Apply (without late fee) : **24 May 2022**

Last Date To Apply (with late fee) : **18 August 2022**

SESSION 2022-23

Visit at: www.smspup.ac.in
Contact Nos. 0175-5136206, 5136207

Visit at: www.pupadmissions.ac.in
Contact Nos. 0175-5136522, 5136390

Notwithstanding the information provided in this Handbook of Information, the Vice-Chancellor will have the right, in consultation with the Standing Committee of Academic Council, to delete, change or make additions to any of the provisions contained in it.

If there is any dispute/ambiguity, the decision of the Vice-Chancellor will prevail.

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.

Important Note: 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".

As per Punjab Government Notification No. 3/7/2010 training(3)/1007 Chandigarh dated 10-03-2010

* ***The candidates seeking admission to any course at Punjabi University, Patiala are not required to submit any type of affidavit (unless it is legally required),self declaration can be furnished.***
* ***In place of attested copies of various certificates, candidate can submit self attested copies of various documents alongwith admission form.***

Note : Information in the handbook is subject to change / modification as per the rules / guidelines received from time to time from the competent bodies/ authorities.

Published by Dr. Navjot Kaur, Registrar, Punjabi University, Patiala

ਯੂਨੀਵਰਸਿਟੀ ਧੁਨੀ

ਆਸਾਮਹਲਾ ।।੧।।ਚਉਪਦੇ।।

ਵਿਦਿਆਵੀਚਾਰੀਤਾਂਪਰਉਪਕਾਰੀ ।
ਜਾਪੰਚਰਾਸੀਤਾਤੀਰਥਵਾਸੀ ।।੧।।
ਘੁੰਗਰੂ ਵਾਜੇ ਜੇ ਮਨੁ ਲਾਗੈ ।
ਤਉ ਜਮੁ ਕਹਾਕਰੇ ਮੋ ਸਿਉ ਆਗੈ ।।੧।। ਰਹਾਉ।।
ਆਸ ਨਿਰਾਸੀਤਉ ਸੰਨਿਆਸੀ ।।
ਜਾ ਜਤੁ ਜੋਗੀਤਾਕਾਇਆਭੋਗੀ ।।੨।।
ਦਇਆਦਿਗੰਬਰੁ ਦੇਹ ਬੀਚਾਰੀ ।
ਆਪਿ ਮਰੈ ਅਵਰਾਨਹਮਾਰੀ ।।੩।।
ਏਕੁ ਤੂ ਹੋਰਿ ਵੇਸ ਬਹੁਤੇਰੇ ।
ਨਾਨਕਜਾਣੇ ਚੋਜ ਨ ਤੇਰੇ ।।੪।।੨੫।।

(ਸ੍ਰੀ ਗੁਰੂ ਗ੍ਰੰਥ ਸਾਹਿਬ, ਪੰਨਾ੩੫੬)

English Translation of University Anthem

True learning *induces in the mind* service of mankind.
One subduing the five passions has truly taken abode at holy
bathing-spots. (1)
The mind attuned *to theInfinite* is the true singing of
ankle-bells in *ritual dances*.
With this how dare Yama intimidate me in
the hereafter ? (Pause 1)
One renouncing desire is the true Sannyasi.
From continence comes true joy of living in the body. (2)
One contemplating *to subdue* the flesh is the truly
Compassionate Jain ascetic.
Such a one subduing the self, forbears harming others. (3)
Thou Lord, art one and Sole.
Many Thy forms-
The manifold play beyond Nanak's comprehension. (4) (25)

(Translated by: Gurbachan Singh Talib)

Centralized Admission Cell

Coordinator

Dr. Manjit Singh, Professor, University School of Applied Management

Co-Coordinator

Dr. Kawaljeet Singh, Director, University Computer Centre

Dr. Gulshan Bansal, Professor, Pharmaceutical Sciences & Drug Research

Co-Coordinator (Computer Operations)

Dr. Gurpreet Singh Josan, Associate Professor, Computer Science

Sh. Dalbir Singh, System Analyst (Senior Scale), University Computer Centre

Sh. Santbir Singh, Programmer (Senior Scale), University Computer Centre

Co-Coordinator (Office Desk)

Sh. Gurlal Singh, Assistant Registrar, University Computer Centre

Technical cum Result EvaluationTeam

Sh. Satish Mittal, Technical Assistant (Teaching Aid), University Computer Centre

Sh. Sukhdeep Singh, Assistant System Analyst, University Computer Centre

Sh. Arshdeep Singh, Trainee Programmer, University Computer Centre

Administrative/Secretarial Staff

Sh. Kuldeep Singh, Superintendent, Economics

Sh. Mandeep Singh Batra, Technical Assistant, Centralized Admission Cell

Sh. Amit Kumar, Technical Assistant, Centralized Admission Cell

Smt. Rajni Kalyan, Senior Assistant, Centralized Admission Cell

Sh. Rajkumar, Senior Assistant, Banda Singh Bahadar Hostel

Centralized Admission Cell

Near Happiness Coffee House, T-Point

Punjabi University, Patiala - 147002, Punjab, India

Phone: 0175-5136522, 0175-5136390

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IMPORTANT DATES

Submission of On-Line Application	Without Late Fee	24th May 2022
	With Late Fee (Rs. 2000/-)	18th August 2022
Group Discussion (G.D.) & Interview		*Dates to be intimated later through departmental website www.smspup.ac.in
Declaration of Result/Merit List (Latest by)		
Document Verification		

Academic Calendar of Session 2022-2023

1.	Summer Break	01-07-2022 to 29-07-2022
2.	Opening of Teaching Departments	01-08-2022
3.	Intermediate Semester	--
4.	First Semester	01-09-2022 to 27-12-2022
5.	Intermediate Semester Examination	--
6.	Examination of 1st Semester	07-01-2023
7.	Winter Break	28-12-2022 to 06-01-2023
8.	Second Semester	01-02-2023 to 31-05-2023
9.	Examination of 2nd Semester	10-06-2023

FUNCTIONARIES OF THE UNIVERSITY

Functionaries	Name	Telephone Numbers	
		Office	Residence
Chancellor	Sh. Banwarilal Purohit	0172-2740740	0172-2740608
Vice-Chancellor	Prof. Arvind	513 6001	513 6005
Dean, Academic Affairs	Prof. YashPal Sharma	513 6150	2208013
Registrar	Prof. Navjot Kaur	513 6030	--
Dean, Research	Prof. A.K. Tiwari	513 6303	--
Associate Dean, Research	Prof. Manjit Singh Paterh	513 6303	--
Dean, College Development Council	Prof. Gurpreet Singh Lehal	513 6165	--
Dean External Campuses	Prof. Trishanjeet Kaur	--	--
Dean, Students' Welfare	Prof. Anupma	513 6415	--
Dean Alumni Association	Prof. Satnam Singh Sandhu	513 6427	--
Co-ordinator, Alumni Association	Dr. Willamjit Singh	---	--
Controller (Examination Branch)	Prof. Gurcharan Singh	513 6371	--
Director, IAS Training Centre	Prof. Amar Inder Singh	513 6352	--
Director, Placement Cell	Prof. Manjit Singh	513 6325	--
Director, Sports	Dr. Gurdeep Kaur Randhawa	513 6430	--
Director, Centre for Diaspora Studies	Prof. Gurmukh Singh	513 6511	--
Director, University Computer Centre	Dr. Kawaljeet Singh	513 6314	--
Director, Bhai Randhir Singh Online Gurmat Sangeet Library	Prof. Amritpal Kaur	513 6194	--
Director, Directorate of International Affairs	Prof. Ranjit Kaur	513 6429	--
Director, UGC-HRDC	Prof. Munruchi Kaur	5136508	--
Director, Planning & Monitoring	Prof. Sanjeev Puri	5136341	--
Director, IQAC	Prof. R.K. Goel	513 6310	--
Director, Enterpreneurship and Skill Development Cell	Prof. Manjit Singh	513 6325	--
Coordinatior, Centralized Admission Cell	Prof. Manjit Singh	5136522	-
Finance Officer	Prof.Rakesh Kumar	513 6050	--
Provost	Prof. Inderjeet Singh Chahal	513 6417	513 6233
Provost (Girls)	Prof. Ajita	513 6525	513 6525
Executive Engineer	Er. Manjit Singh Sidhu	513 6100	513 6113
Coordinator N.S.S. & Coordinator TOC	Prof. Mamta Sharma	513 6427	--
Senior Medical Officer, Health Centre	Dr. Regina Maini	513 6099	--
Public Relation Officer	Dr. Daljit Ami		
University Inquiry	Prof. Bhupinder Singh Virk	513 6366	513 6367
Incharge Youth Welfare	Dr. Gagan deep Singh	513 6342	--
Incharge, Right to Information Cell	Prof. Monika Chawla	513 6332	--
Incharge, Bhai Kahan Singh Nabha Library	Dr. Gurjeet Kaur	513 6152	--
Incharge, Vehicle Pass Cell	Dr. Gautam Sood	513 6559	--
Security Officer	Capt. Gurtej Singh	513 6080	513 6085
Centre For Restoration Of Ecosystem Of Punjab (CRESP) (Director)	Dr. Himender Bharti	5136329	

Note: Telephone Number of the University Exchange: **(0175) 513-6598 and 513-6599.**

Any officer/Branch/Department of the University can be reached through these numbers.

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THE PUNJABI UNIVERSITY, PATIALA
AN INTRODUCTION

Punjab Assembly established Punjabi University, Patiala under the Punjab Act No. 35 of 1961. Dr. S. Radhakrishnan, the then President of India, laid the foundation of Punjabi University on June 24, 1962. He preached, '*The institutes of higher education share the burden of nation-building in a critically important sense. Our aim is a strong, free and democratic India where every citizen has an equal place and full opportunity of growth. In this task, a vast responsibility rests on our universities.*' Established on April 30, 1962 in the erstwhile princely state of Patiala with the main objective of furthering the cause of Punjabi language, art and literature, Punjabi University has since evolved into the largest University in the state. This is the second University in the world to be named after a language, the first being Hebrew University of Israel. Its vision is to establish and incorporate a University for the advancement of Punjabi studies and development of Punjabi language as a medium of instruction, or otherwise for providing instruction in humanistic and scientific subjects and generally for the promotion of education and research. The University started working from its present lush green and pollution free 316 acres campus in 1965.

The University has a modern well-planned campus situated on Patiala-Chandigarh National Highway at a short distance from the main city. Sprawling across 316 acres, the campus is away from the din and noise of the city. It presents a splendid sight of magnificent buildings which include the famous Guru Gobind Singh Bhawan. On December 27, 1967, Dr. Zakir Hussain, the then President of India, laid the foundation stone of Guru Gobind Singh Bhawan, the iconic landmark building of Punjabi University.

Initially University jurisdiction area was fixed as the 16 km radius having only 9 colleges. In 1969, it grew into an affiliating university, with 43 colleges affiliated to it. Now the university caters to the educational needs of nine Districts of Punjab. Over the time since its inception, the University has evolved into a multi-faceted and multi-faculty educational institution for the promotion of higher education and research in Humanities, Arts, Sciences, Engineering Languages, Technology and many more faculties. Spread over 600 acres of land, its 1500+ teachers are imparting instruction and guidance to nearly 14,000+ students in a multi-faceted, multi-pronged and multi-faculty environment comprising 70+ Teaching and Research Departments/Chairs on its Campus, 29 (Neighbourhood Campuses (05)/ Regional Centre (04) / Constituent Colleges (13) and 271 Colleges affiliated to it.

Our Vice-Chancellors

The University is fortunate in having a galaxy of scholars and academic administrators as its Vice-Chancellors. These include:

- Bhai Jodh Singh
- Sardar Kirpal Singh Narang
- Mrs. Inderjit Kaur Sandhu
- Dr. Amrik Singh
- Dr. S.S. Johl
- Dr. Bhagat Singh
- Dr. H.K. Manmohan Singh
- Dr. Joginder Singh Puar
- Dr. Jasbir Singh Ahluwalia
- Sh. Swaran Singh Boparai, Kirti Chakra, Padma Shri
- Dr. Jaspal Singh
- Dr. B.S. Ghuman
- **Prof. Arvind (Present)**

The Vision and Mission of Punjabi University, Patiala:

The vision and mission of Punjabi University, Patiala is to promote Punjabi language, literature, art and culture as well as the development of Punjabi language as a medium of instruction and examination in various fields of study, and generally for the promotion of higher education and research. The decisions are governed by management of facts, information and objectives.

The University:

- Grooms leadership at various levels

- Prepares perspective plan document, which is an important component of the University strategy development and deployment process
- Has a well-defined organizational structure with effective processes developed for all its major activities
- Has an effective feedback system involving all stakeholders
- Has an action plan and schedule for its future development
- Has an effective Grievance Redressed Cell
- Effectively manages and monitors the affiliated colleges through College Development Council
- Considers Student Satisfaction Survey as an input factor for all policies of the University
- Takes sustained interest in recruitment and promotion aspects of its employees
- Adheres to the Government of India/State Government policies on recruitment (access, equity, gender sensitivity and physically disabled)
- Has an effective welfare mechanism for teaching and non-teaching staff
- Ensures transparent use of Performance Appraisal Reports
- Conducts programmes to enhance the competency of its faculty and non-teaching staff
- Uses performance budgeting as a core planning activity for decision making
- Incorporates gender auditing to enhance inclusiveness
- Has a UGC-funded Human Resource Development (HRD) centre that conducts various faculty development programmes and courses.
- Strictly adheres to optimal utilization of budget
- Conducts internal and external audits regularly for better monitoring and management of finances
- Leadership takes initiatives for mobilization of resources
- Considers academic audit of departments and its impact as an important quality initiative
- Has an effective quality management and enhancement systems
- Reviews its teaching-learning process, structure, methodologies of operations, and learning outcomes at periodic intervals
- Has an Internal Quality Assurance Cell (IQAC), which has contributed significantly to institutionalizing quality assurance, strategies and processes
- Receives valuable feedback from the external members of the IQAC for its functioning
- Encourages autonomy to its academic departments

- Addresses the needs of the society and students in concordance with its mission statement. Besides generation and transmission of knowledge
- Makes provisions for imparting education in the humanities, sciences, learned professions, and such other branches of learning as it may think fit for research and advancement and dissemination of knowledge.
- Undertakes appropriate measures to
  - promote research and development in Punjabi language and literature.
  - progressively adopt Punjabi Language as a medium of instruction and examination for as many subjects as possible.
  - assist other bodies and individuals in the preparation, translation and publication of books, journals, periodicals and any other material in Punjabi or other languages
- Promotes education among classes and communities which are educationally backward.
- Has excellent NSS and Sports centers that promote physical well-being, sports culture, military training, and sensitization of students towards the existing and upcoming social issues.

In order to fulfill the objective of promotion and development of Punjabi language, literature, art and culture, numerous measures are taken, which are as under:

- The University has set up a number of research departments/centers & cells such as Department of Punjabi Development, Text book Cell and Translation Cell, Department of Punjabi Literary Studies, Department of Punjab Historical Studies, Department of Lexicography, Centre for Advanced Media Studies, etc. in addition to a well-established teaching Department of Punjabi.
- At UG level, Punjabi is introduced as a compulsory subject for all the courses. In many courses at the PG level, students can also opt for Punjabi as a medium of examination. Even M. Phil/Ph.D. thesis can be submitted in Punjabi language.
- The University has launched a 'Punjabipedia Project' and has started a new website *punjabipedia.org.* It has also started an Online English-Punjabi Dictionary for the translation of words in english to punjabi.
- The University has started an online programme "Lets Learn Punjabi" to learn Punjabi in Gurmukhi Script through Research Centre for Punjabi Language Technology. To make it easier to learn computer in Punjabi for those people who know Punjabi, the University has started an online programme "Punjabi Computer Help Centre".

- The University organises the following conferences every year:
    - Vishv Punjabi Sahit Conference
    - Sarb Bharti Punjabi Conference
    - Antar Rashtri Punjabi Vikas Conference
    - Punjabi Diaspora Conference
- Bhai Veer Singh Chair is established to promote Punjabi Literature.
- Talks on prominent Punjabi writers such as Bhai Kahan Singh Nabha, Professor Harbhajan Singh and Prof Pritam Singh are organized every year.

To promote the tradition of Gurmat Sangeet, the University has established an exclusive department of Gurmat Sangeet. To preserve and promote the all-inclusive treasure of Gurmat Sangeet, the University has started Gurmat Gyan online Teaching. For this, Bhai Randhir Singh Online Gurmat Sangeet Library has also been established by Gurmat Sangeet Chair. Besides this, the University is the first in the region to establish a teaching department for religious studies i.e., Shri Guru Gobind Singh Department of Religious Studies. This is housed in Guru Gobind Singh Bhawan. It offers Master level and M.Phil programmes in Hinduism, Buddhism, Christianity, Islam, Jainism and Sikhism. For carrying out research in Sikhism, special research departments such as Guru Granth Sahib Studies and Encyclopaedia of Sikhism have also been established. The University has also released a set of four volumes, on Encyclopaedia of Sikhism prepared by a renowned Professor Late Sardar Harbans Singh. The University has maintained research facilities for the scholars at Dr. Balbir Singh Sahitya Kendra at Dehradun. There is a rich library with rare books and manuscripts bequeathed by Bhai Vir Singh, Dr. Balbir Singh and Prof. Puran Singh, the doyens of Punjabi literature. Research on comparative religions is carried out there. This centre is being developed as an Advanced Centre for Sikh Studies

For the promotion of art and culture, the teaching departments such as Department of Theatre and Television, Department of Music, Department of Dance, and Department of Fine Arts are established in the University. Two TV films, one on the Painting Traditions of Punjab and the other on Excavation in Singhol have been undertaken for the promotion of art & culture of Punjab.

Taking into consideration the need of the hour, the University has introduced a number of several courses in the areas of Engineering, Management, Computer Science, Health and Medical Sciences, Social Sciences, Advanced Media Studies, Hospitality and Hotel Management.

The University has also established Regional Centres, Neighbourhood Campuses and Constituent Colleges in the rural and remote areas such as Damdama Sahib, Jaito, Dehlan Sian, Joga Ralla and Jhunir. The goal is to take professional and job oriented courses to the door steps of the rural students and students of disadvantaged sections of the society.

Students participate in sports, cultural, co-curricular and extra-curriculur activities at different levels. Many of these activities like Lok Mela (Folk Festival), Lok Khedan (Local Sports), Folk Dances, etc. promote Punjabi art and culture.

The University during COVID-19 Pandemic

The COVID-19 pandemic has adversely affected every section of the society. Education, which lays a strong foundation is also affected at different levels. However, the Punjabi University has taken a lead in the state to teach its students through online mode. The University set up an E-learning platform wherein the students could log in and attend the lectures delivered in real-time by their teachers as per the time-table. The teachers prepared the study material for online teaching in record times. Through this platform, the teachers have conducted online tests and quiz to evaluate the performance of the students. Many a teachers have uploaded their teaching content and online-lectures on the web for repeated access to the students.

Several teachers of the University created Standard Operating Procedures (SOPs) to be followed in case anyone on the campus or off the campus get infected by COVID-19. They also created small self-help groups to assist any inflicted person or family. Such measures have gone a long way to counter the adverse situations several times. The University Healthcare Center has conducted several round of COVID-19 testing for its staff to ensure their good health. This measure has helped in identifying the inflicted individuals on time and in preventing the spread of the virus. The center has also conducted several free vaccination camps not only for its staff but also for the public. Several Departments of the University have conducted many online Seminars and Webinars during this period to spread awareness about the pandemic.

Punjabi University was the first in the state to conduct the examination in this difficult situation through online mode and declare the result timely so that the next session can start in time. The University was again the first to start the admission process in the state through online mode for the session 2020-21. The Centralized Admission Cell came up with the process of online counseling to complete the admissions well before the deadlines issued by the Govt.

New Courses introduced

In an endeavor to upgrade the education process at UG and PG levels, and to impart a wholesome flavor of education, the University has started six Multi-disciplinary 5-year Integrated Post-Graduate Programs in the areas of:

1. **Physical and Chemical Sciences** (Physics/Chemistry)
2. **Biological Sciences** (Biotechnology/Botany/Zoology/Human Genetics)
3. **Mathematical and Computational Sciences** (Mathematics/Statistics/Computer Science)
4. **Social Sciences** (Economics/History/Political Science/ Psychology/ Public Administration/ Philosophy/Sociology)
5. **Languages** (Punjabi/ English/Hindi/Sanskrit/Urdu/Persian)
6. **Performing and Visual Arts** (Theatre and Film Studies/Music Vocal/Music Instrumental/ Dance/Fine Arts/Gurmat Sangeet)

The students admitted in these disciplines will have the opportunity to opt for the subject of its choice before the commencement of 2nd year (III-Semester) on the basis of merit-cum-preference considering the result of Semesters-I & II. The student will be allowed to exit the course after the completion of 3 years with the degree of B.Sc. or BA (Honours School) in the subject chosen in the 2nd year. The students pursuing these PG programs can exit the programme after completion of three years with a UG degree in respective discipline. These programs are the first of its kind in any University in the state of Punjab.

NAAC Performance

Punjabi University, Patiala, has kept up its spree of winning the highest "A" grade on a four-point scale amongst over 350 universities in the country. The status is awarded by the National Assessment and Accreditation Council (NAAC), which is an autonomous institution of the University Grants Commission, for a period of Five Years. The rare status is given by the NAAC on the basis of overall performance of a University during a span of Five Years.

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st Cycle	Five Star		2002	2002-2007
2nd Cycle	A	3.11	2008	2008-2013
3rd Cycle	A	3.34	2016	2016-2023

In the year 2016, an 11-member NAAC team visited the University from 20.01.2016 to 23.01.2016 and scanned the activities and achievements of its various departments to review the accomplishments at micro and macro levels.

- Various funding agencies as UGC, CSIR, ICMR, ISRO, DST, DBT, ICSSR and Industry are funding many research projects in the University.
- A large number of paid research scholars are pursuing research in thee University under different schemes such as - UGC- NET JRF
- UGC BSR Fellowship in Sciences
- UGC Rajiv Gandhi National Fellowship
- UGC-Maulana Azad National Scholarship
- ICMR Open Fellow
- DST Inspire
- ICHR Open Fellowship
- CSIR JRF Open Fellow
- ICSSR fellowship

Disclosing the "prestigious honor" bestowed upon the University, the NAAC team had made a special mention about the fact that the University has not deviated from its statutory and fundamental responsibility of promoting the cause of Punjabi language, art and culture. The carrying forward of the utilitarian and qualitative research and use of innovative techniques by various departments were the other major factors which contributed towards its retaining the highest status. The grading is important for any University in ways more than one as it helped it in getting enhanced grants from various funding agencies for the promotion of academic and research activities and establishing tie-ups with prestigious institutions and organizations of national and international standing.

Departments' Research Activities

The University has eleven departments which have been recognized for their research activities

- SAP CAS-2: Punjabi(Till 31-03-2023);
- SAP CAS-2: Physics (Till 31-03-2023);
- SAP CAS-2: Economics(Till 31-03-2021);
- SAP DSA-1: Botany (Till 31-03-2021);

- DRS-2: Computer Science(Till 31-03-2020);
- DRS-1: Forensic Science(Till 31-03-2017);
- DRS-1: Human Genetics (Till 31-03-2017);
- DRS-2: Pharmaceutical Science and Drug Research (Till 31-03-2020);
- DRS-2: School of Management Studies (Till 31-03-2020);

University has been receiving research grants under UGC-NET, NFSC, MANF, SGC, SVSGC, Kothari, NFOBC etc. schemes of UGC,as well as other non-UGC organization including CSIR, ICMR, ISRO, DBT, DST, ICSSR, DRDO, and RUSA, and under industry-funded projects. The students engaged in research projects are getting fellowships from various schemes which mainly include:

- UGC-NET JRF
- UGC BSR Fellowship in Sciences
- UGC Rajiv Gandhi National Fellowship
- UGC-Maulana Azad National Scholarship
- ICMR Open Fellow
- DST Inspire
- ICHR Open Fellowship
- CSIR JRF Open Fellow
- ICSSR fellowship

Foreign Institutions Collaborations

The University has collaborations with some foreign institutions also. Some of the collaborators are:-

- Apex Group of Companies, Dubai.
- Kwantlen University College, Surrey, Canada.
- Maharaja Garden City Association, Bankok, Thailand.
- The University of Fraser Valley, Canada.
- The University of the Highlands and Islands, Scotland, UK.
- University of Wisconsin Parkside, USA.
- Wilkes University College of Science and Engineering USA.
- World Gatka Federation.
- University of British Columbia, Canada.
- University of Northern British Columbia, Canada.
- Shastri Indo Canadian Institute, Canada.
- University of Missouri, Columbia, USA.
- University of California, Santa Cruz, USA.
- University of Wolverhamplon,UK.

Indian Institutions as Collaborators

The University also has many Indian Institutions as the important collaborators.

- ICFOSS, Trivendrum.
- PHD Chambers of Commerce.
- NITCON.
- Punjab Digital Library.
- Infosys Campus Connect.
- National Stock Exchange of India, New Delhi.
- Indian Council of Agricultural Research, New Delhi.
- Directorate of Mushroom Research, Chambaghal, Solan.
- Entrepreneurship Development Institute of India, Ahmedabad.
- Punjab Agro Juices Ltd. Chandigarh.
- Sanudh Foundation, Chandigarh.
- Indian Institute of Technology, Ropar.
- Institute of Nano Science & Technology, Mohali.
- Institute of Microbial Technology, Chandigarh.
- National Agree Food Biotechnology Institute, Mohali.
- National Institute of Pharmaceutical Education & Research, Mohali (NIPER).
- Council for Scientific and Industrial Research- Central Scientific Instuments Organisation.

- Research Centre for Punjabi Language Technology, Punjabi University, Patiala has carried out a number of collaborative research projects for the technical development of Punjabi Language with national institutes like IIT Delhi, IIT Mumbai, IIT Karagpur, IIT Gauhati, IIIT Hyderabad, IIIT Allahabad, ISI Kolkata, CDAC Pune, CDAC Noida, IISc Bangalore, University of Hyderabad, and MS University, Baroda.
- Till to date 23 patents have been registered and accepted. 11 research journals are being published by the University. Around 94 awards have been bestowed upon the University faculty by duly recognizing their research. A large number of faculty members are on editorial boards of national and international journals.

The University has **22 Regional Centres/Neighbourhood Campuses/Constituent Colleges** namely Guru Kashi College, Talwandi Sabo; Regional Centre, Bathinda; Regional Centre for Information Technology and Management, Mohali; University School of Bussiness Studies, Talwandi Sabo; Yadavindra Department of Engineering, Talwandi Sabo; Yadavindra Department of Sciences, College of Engineering & Management, Rampura Phul, Nawab Sher Mohammad Khan Institute of Advanced Studies, Malerkotla; Dr. Balbir Singh Sahitya Kendra, Dehradun; Neighbourhood Campus, Rampura Phul; Neighbourhood Campus, Jhunir, Punjabi University Baba Jogi Peer Neighbourhood Campus Ralla; Punjabi University Akali Phula Singh Neighbourhood Campus, Dehla Seehan; Punjabi University Neighbourhood Campus, Jaito. In order to spread higher education in the rural areas the University has taken over a sick college at Maur and the admission has started from July 2009 onwards.

The University has maintained the estate of Dr. Norah Richards at **Andhretta** in Himachal Pradesh which the noted artist donated to the Punjabi University. The buildings of the estate have been renovated keeping the original architecture intact. Arrangements have been made for the stay of faculty members and students who wish to carry out study and research in the field of Theatre and Television. The Department of Youth Welfare organises youth activities during the summer at Andhretta (Youth Leadership Camps) and the Department of Theatre and Television also arranges theatre performances at Andhretta every year.

University Library

The University Library, named as Bhai Kahn Singh Nabha Library is housed in a spacious modern and Air-Conditioned, Wi-Fi enabled building. The library stocks more than 5.67 lacs volumes and subscribes to 66 print journals and newpapers. Latest books are added every year. The library is kept open for 360 days of the year for 22 hours in a day. The library has a majestic reading hall, which has a seating capacity for more than 600 readers, where they can sit and consult reference books and other relevant literature. A separate Night Reading Hall is available for readers where they can read their personal books. The library is active member of DELNET (Developing Library Network), New Delhi & e-shodhsindhu of Information & Library Network (INFLIBNET) Gandhi Nagar (Gujarat). It caters to the requirements of all the teaching and research departments.

Dr. Ganda Singh Punjabi Reference Library

A new specialized wing called the Punjabi Reference Library has been added in the recent past. The aim of this library is to build up a strong collection on Punjab History, Culture, Sikhism, Punjabi Language and Literature. The rich collection of this library comprises of more than 1.84 lakh documents. About 125 important daily, weekly, newspapers and periodicals published anywhere in the world are received regularly in this library. Above 80,857 documents have been collected from 80 eminent historians and literatures. These contain newspapers, magazines, books, diaries and manuscripts pertaining to the 19^{th} and 20^{th} century. These documents contain mines of information knowledge and wisdom which are of immense value for the scholars.

Online Catalogue

- Web-OPAC (Online Public Access Catalogue) (http://14.139.242.52:8080/jopacv11)
- Thesis
  - English Section / Punjabi Section / Hindi Section
  - (To search the updated Theses database, kindly visit Web-OPAC) of the library on the Punjabi University, Patiala website.
- List of Subscribed Journals (Print version)
- e-Journals (available in the University Campus Network)
- e-Books (available in the University Campus Network)
- e-Books available Full Text online in Punjabi University Campus (Complete List)
- Manuscripts Catalogue
- Periodicals (Recent Arrivals List)
- e-Shodhsindhu
- Shodh-Ganga
- DELNET (Developing Library Network, New Delhi)

- Dissertation and Thesis [Proquest]

Highlights

- Wi-Fi enabled & Air conditioned Library building
- e-journals, e-books and Web-OPAC
- RFID based Self Check-In/Check-out and Security Gates
- Automated Library, Book Drop
- Internet/ Digital Lab, ETD Lab
- More than 8,000 Members
- Nearly 6,600 CD/DVD's database
- Membership of DELNET
- Membership of e-shodhsindhu
- Database of Current Periodicals & Backsets of Periodicals
- Digitization of Manuscripts
- CCTV Camera Security System & R.O. based Drinking Water
- Elevator for Physically Handicapped users and staff
- Departmental Libraries

Regular Features / Facilities

- Reading Hall
- Night Reading Hall
- Current Awareness, Computerised bibliographic and documentation Services
- Recent Arrivals: Periodicals
- List of Additions: Books
- Subject Bibliographies
- Catalogues of Donors' Collections
- Topical Book Exhibitions on Eventful Days
- Readers' orientation Programmes for fresh entrants.
- Special lectures and Demonstrations for Faculty members, Research Scholars, Students and Staff
- Inter Library loan facility
- Reprographic services
- Digitization of Manuscripts
- In-house Library Automation Training for Staff by Computer Section of Library
- Uploading of theses on Shodhganga

Various Sections in the Library

- Computer Section
  - Internet / Digital Library Access Lab
  - ETD Lab
- Acquisition Section
- Technical Section
- Circulation Section
- Periodicals Section
  - Binding Section
  - Photostate Section
- Reference Section
  - Text/Consultation books Section
  - Theses Section
  - Braille Books Corner
  - Sr. Inder Kumar Gujral Corner
  - Komagatamaru Books Corner
  - Dr. Bhim Rao Ambedkar Books Corner
  - Research Gallery
  - Social Work Books Corner
  - Gandhian Corner
  - Shaheed Kartar Singh Sarabha Book Corner
  - S.S. Guraya Collection

- S.S. Bir Collection
- P.U. Publication
- UNESCO Books
- Syndicate Proceeding

- Dr. Ganda Singh Punjabi Reference Library
- Special Collection Section
- Library Office
- Departmental Libraries

Photo Gallary

Dr. Ganda Singh Punjabi Reference Library has photo gallery of eminent scholars related to Punjabi Language & Literature, Culture & History of Punjab and Sikhism.

The Department of Distance Education, Punjabi University, Patiala, established in 1968, is one of the pioneer university departments in India to initiate distance learning in higher education. In fact, it is only the second department after the department associated Dell University to make higher education accessible to people from remote areas through correspondence. It is also the first distance education department provide education in a regional language (Punjabi).

Our department has a vision of reaching the people who aspire for quality higher education but cannot join an institutions on regular basis. Our department, in particular, aims to cater to the educational heeds of Malwa region of the state which was, at one time, considered to be lacking in good quality higher education facilities. It also aims to hone the hands-on skills of people by offering several vacational courses.

Ours is a multi- faculty department that offers 33 academic/professional courses. We have two help centres, at Guru Kashi Campus of the university in Talwandi Sabo and at University Constituent College, Barnala; and we offer admission twice a year (in July and January). In order to facilitate education for people with limited English language competence and to promote the use of vernacular (Punjabi), the department adopts bilingual mode of instruction in classrooms and for examination. It provides reading material in English as well as in Punjabi for most courses. Personal Contact Programmes (PCPs) are organised by the department during each semester of all the courses.

Presently, more than 15000 students are on the rolls of he department. Students are given flexibility in time for completing a couse and for joining or leaving the department during a course. The department has a well stocked library which offers membership to its students from far-flung areas.

University Computer Centre, the University set up a Computer Centre in 1986 with the assistance of the University Grants Commission. The University Computer Centre (UCC) is taken as a centralised resource facilitator for computerization with an aim to cater to the needs of the entire University. The principal objective of UCC is to provide readily available facilities of computer milieu to students, research scholars and teachers of the University. Its associated objective is also to automate administrative and secretarial wings of the University. It is one among the best in the region in terms of computing resources, campus wide network and internet facility. Some noticeable services delivered by UCC are:

1. Enhanced Internet Facility
2. Extended Campus-wide networking
3. Use of advanced featured firewall for checking upon bandwidth abuse
4. Access to on-line journals, thesis and dissertation repositories in the Campus and NPTEL study material.
5. Wi-Fi hot spots in the main library, hostels and departments.
6. Video-conferencing facility
7. Improved Website of the University
8. High Performance Computing Lab (Established under DST-Purse Grant)

UCC emerged as a pioneer podium in the state to extend campus wide Internet facility way back in the year 1996. It extended the facility through thick/ thin Ethernet, now banking upon a robust 20+ km of fibre optic backbone supported through 1 GB fibre/ 10 GB fibre links. The University's dedicated 155 Mbps bandwidth is made available under the NKN-NMEICT project of MHRD. It is 1:1 leased line connection available on fiber links/ Copper links resulting in unlimited 24X7 connectivity. In the main campus, the facility has been extended to all the departments, administrative branches, hostels, research scholar flats and guesthouses through fiber links. The Campus Backbone is primarily being used to access On-line Journals, Library ERP, Net Surfing, Intranet Applications, Online Examinations, Placement of Students, Online Admissions, Hostel Administration and Surveillance. Now the Individual departments are making use of this facility for accessing online resources, electronic formats of theses and dissertations available in the repository of

Shodhganga (Inflibnet-UGC), NPTEL study material and many more. As per policy, non-academic sites are disallowed using academic hours (10:00 am – 5:00 pm) to check upon bandwidth abuse. About 10,000+ users are registered to use the campus Internet facilities on average. On spot Registration of Guests to allow them to use Internet facilities is also provided. Sophos firewall is used to manage it. The University has about 2000+ nodes on its network. These are hooked to the central backbone either through wired links/ Wi-Fi nodes.

Presently, 350+ WAPs have been installed with thin and fat functionality in the Campus to set up Wi-Fi zones in all important places such as the main library, hostels, guesthouses and departments in the University. Majority of the students bring their own devices to access the campus e-facilities.

A modest video conferencing facility has been set up. Presently, it is a one to one communication. This facility is being intensively used for Online Examinations, PhD Registration and submission Viva-Voce, Interactive Lectures, Placement Interviews and Meetings.

UCC manages the University website with domain name www.punjabiuniversity.ac.in and pbi.ac.in for email facility.

The University has set up a High Performance Computing Lab by installing five state of the art AI Servers (high-end, multi-GPU (graphics processing unit) servers, accessible remotely and securely) in the University Computer Centre from the funding received under DST-PURSE project scheme. The aim is to provide new generations of students with access to modern facilities that allow them to gain up-to-date knowledge and progressive experience in the field of AI to a level that matches the requirements for current and future AI education. Furthermore, these servers are dedicated to the educational and research based needs of the students in courses taught within the University.

Research Centre for Technical Development of Punjabi Language, Literature & Culture was established in 2004 with the aim of conducting research and development in linguistic and computational aspects of Punjabi Language as well as to spread the usage of Punjabi on computers and internet as well as to enhance Punjabi culture world wide. It is the only Centre in the World dedicated for Technical Development of Punjabi language. In the last 15 years, the centre has developed technological solutions not only for Punjabi, but also Hindi, Urdu and Sindhi languages. The first high accuracy Gurmukhi to Shahmukhi and reverse transliteration software has been developed in the centre and it has proved to be a boon in breaking the script barrier for Punjabi language. The Centre has also resolved the communication issues of Indian sub-continent with the development of Urdu/ Hindi, Sindhi and Punjabi transliteration tools, which have been provided online. These tools are being used to transliterate books, articles, magazines and newspapers for Punjabi, Sindhi and Urdu languages.

Other notable achievements of the centre have been the development of Akhar 2021, Unicode based Indic word processor for Punjabi, first Gurmukhi Optical Character Recognition(OCR) System, First Intelligent Predictive Romanized typing utility for Gurmukhi Text, First Punjabi font to Unicode and reverse conversion utility, first Intelligent Punjabi/Hindi Font Recognition System, First Punjabi Spell Checker for both Gurmukhi and Shahmukhi scripts, Sangum and first Punjabi Grammar Checker. The video lectures and Multi-media based website for Punjabi teaching, developed by the centre, are being used in schools, universities and homes in more than 156 countries. Major research projects worth more than 2.5 crores including 3 international projects worth 90,000 US$ have been successfully completed by the Centre staff. Recently the centre has been granted Rs. 49.50 Lakhs by Ministry of defense for developing transliteration systems for Perso-Arabic scripts and the centre is also a Part of that consortium of six institutes to which 14.70 crores was awarded for developing OCR for Printed, handwritten and camera images for 22 scheduled Indian Languages. The Centre is also participating in machine transliteration system for Indian Languages under Rs. 25.24 crores Research Project titled "Indian Language to Indian Language Machine Translation." Under these projects, the centre will provide technical solutions for 16 Languages.

The centre has also been actively involved in providing consultancy in the areas of usage of Punjabi on computers and conducting of Recruitment tests majorly type tests and has earned more than 75 lakh rupees as consultancy provided to various Punjab and Central government organisation. Besides delivering consultancy and providing support for its existing research and technology, the centre also promotes usage of Unicode based Punjabi software in government offices.

Educational Multimedia Research Centre (EMRC) located in Punjabi University, is one of the seventeen centers in the country. It has been promoted under the Consortium for Educational Communication (ECE) Programme of Inter-University Centre of University Grants Commission for Countrywide Class Room teaching through educational films being telecast by the Doordarshan. This Centre has a well-equipped full-fledged shooting studio which is being upgraded with the latest digital apparatus. The Centre has already produced more than 64 educational films covering various aspects of different fields of education including art and culture of Punjab.

The Publication Bureau, established in 1966 has a unique and important place in the academic life of the University. It has been publishing the research works, books and journals, produced by different departments of the University. It has so far published more than 3000 titles on Punjab history, art, culture, religion, literature and sciences. The book van has been introduced by the university to make the university publications easily available to the masses.

Internal Quality Assurance Cell (IQAC) is established to develop a system for conscious, consistent and catalytic action to improve the academic & administrative performance of the institution. To promote measures for institutional functioning towards quality enhancement through internalizaton of quality culture and institutionalization of best practices.

The Directorate of Sports works for promoting sports in the University and its affiliated colleges. It organizes inter-college competitions in various games and trains students for participation in Inter-University, National and International games. Infrastructure and facilities for most of the prevalent games have been well maintained. The Punjabi University also has a large gymnasium hall for indoor games. It is one of the very few institutions in India to possess its own Velodrome and Synthetic track.

The Placement Cell: We believe that long-term sustainability of the University and her relationships with industry for training & placement of our students can only be achieved by making assiduous efforts in the following directions:

- Grooming our students with the right combination of skill-set required for becoming a successful employee or entrepreneur.
- Assessing the needs of industry and providing inputs to concerned departments in the form of internal feedback or through interaction with our alumni as well as senior delegates from industry/premier educational & research institutions, so that relevant skill-set is imparted to our students.
- Achieving high degree of responsiveness through dedicated human effort, coupled with application of information technology.
- Maintaining good work-ethics.

Our specific objectives of are to:

- Create awareness among students regarding available career options and help them in identifying their career objectives.
- Guide the students in developing skills and job-search strategies required to achieve their career objectives.
- Identify suitable potential employers and help them achieve their hiring goals.
- Organize activities concerning career planning.
- Act as a bridge between students, alumni and employers.
- Take feedback from industry and provide inputs for curriculum.

Punjabi University Patiala's recruitment season for the year 2020-21 opened with a remarkable upswing in its placement record. It carries incredible significance at times when the country is facing alarming unemployment rate. It has succeeded in hitting the high note by getting cent percent placements done by 60 companies and fairly large number of students placed in more than three companies. A host of companies were invited at the campus to conduct placement drives for the pass out batches of the various branches of the University. The session witnessed successful placements from the reputed corporate houses like Infosys, HCL, Quark, SAPLabs, TCS, Western Shipping, Zoxima Solutions, NIIT Technologies, Daffodils, Xenonstack, TT Consultants, Bebo Technologies, Safeaeon, Cognizant, Enest, etc. on the promising salary packages ranging from 20 LPA to 3.8 LPA. The offers were made for varied profiles like System Analyst, Systems Engineer, Product Engineer, Analog/Digital Engineer, Software developer, Engineer Trainee, etc. The painstaking efforts are being made to equip them with the offbeat solutions and approaches to address the upcoming challenges at the higher levels. Multiple placement drives are organized to make sure the students get enough opportunities to showcase their skills and knowledge to the companies of national and international repute.

The university prepares the students well in advance with mock interviews and other capacity building initiatives to make the students ready for the jobs and it helps it increasing the success rate in the placement drive. The finishing school and the Departments play a very proactive role in raising the employability quotient of its students. The university adopts multipronged approach to make its students job creators as well by energizing and promoting the entrepreneurship capabilities amongst its students.

The Youth Welfare Department of the University organizes youth activities all round the year. The Punjabi University has won unique distinctions in Youth Festivals organized by the Association of Indian Universities in collaboration with the Ministry of Youth Affairs, Govt. of India; Directorate of Youth Services, Panjab; Directorate of

Higher Education, Panjab and Panjabi Academy of Delhi State. Students of Punjabi University have had the privilege of representing India in the Festivals of India held in the former USSR, Mauritius, Spain, China, Germany and U.A.E. (Dubai). This department also organizes Hiking, Trekking, Mountaineering, Rock Climbing courses, and Youth Leadership Training Camps.

The National Service Scheme (NSS) is one of the most significant programmes of the university. The overall aim of National Service Scheme is to give an extension dimension to the higher education system and orient the student youth to community service while they study in educational institutions. Since 1972 Punjabi University NSS Department is committed to its Social Responsibility through various types of outreach community programs. At present, Punjabi University is running 382 NSS units in different colleges affilated with the university along with 4.5 units of University Campus, engaging around 39,000 NSS Volunteers to fulfill the various objectives of NSS.
The NSS units of our University seek to uphold the NSS motto "Not me but You" through its day-to-day programmes with the underline message that the welfare of an individual is ultimately dependent on the welfare of society on the whole. It aims to inculcate social welfare in students, and to provide service to society without bias. It thus attempts to develop in them qualities like leadership, discipline, social service, social harmony, national pride and civic responsibility.
National Service Scheme has two types of programmes – Regular Activities and Special Camping Programmes. Students enrolled as NSS Volunteers are expected to work in the scheme for a period of two years and also participate in Special Camping Programmes of 7 days duration. These special camps provide the volunteers an opportunity to do constructive work like cleaning the surroundings as well as creation of awareness on social evils like drugs, smoking, etc among the villagers. It enables the volunteers to get an insight into community life and its problems and helps them to contribute to the same. Suitable incentives/ awards are conferred to recognize the voluntary services rendered by NSS volunteers, Programme Officers (POs), NSS Units and the College NSS Cells.
NSS units of Punjabi University conduct programmes on days of national significance like Independence Day, Republic Day and Liberation day, as well as marking days of importance such as NSS Day, World AIDS Day, World Environmental Day etc. Health and social awareness programmes, Free Medical check up camps, blood donation camp, Promotion of a Green environment, Plastic eradication campaign, Anti- Child labour campaign, Swaach Bharat campaign, Malaria awareness drive, Anti- tobacco awareness, Street Plays on various social issues, Personality development programmes, Social responsibility programmes (Visits to Orphanage, Old age) etc. are just some of the activities conducted in the University & its affilated colleges. Besides this, NSS volunteers participate at National Level programmes such as National Intergation camp, National Youth parliament, National Youth Festival, Advanture camp, Republiuc Day Parde etc. orgnized by Ministry of Youth Affairs and Sports, Govt. of India.

A Sadbhavna Club is working under the auspices of Sri Guru Tegh Bahadur National Integration Chair. The major objective of the club is to promote spirit of National Integration among the students. All the students of the University Campus are eligible to become its members. The activities of the club include organisation of National Integration Camp, Seminar, Interstate Youth Exchange Programmes, Personality Development Programmes, etc.

A well equipped **Health Centre,** with qualified physicians and paramedical staff, is at the service of the students round the clock. The Centre has an x-ray unit and also a laboratory for medical tests. Students of various teaching departments at the campus are entitled to free medical aid by the University Health Centre. The Health Centre is equipped with basic necessary and modern equipments.

The University has established **Centralized Admission Cell (CAC)** in the year 2012. This cell monitors online admission of all courses run by the university and conduct entrance tests and counseling of various courses mentioned in the Handbook of Information. This cell also issues Identity Cards of Students and Employees.

A **Student Counselling Cell**: On the guidelines of University Grants Commission (UGC), a "Student Counselling Centre" has been set-up at Punjabi University, Patiala in the premises of Dean, Student's Welfare Office. It aims to bridge formal as well as communicative gaps between the students and the institution and within the student itself too as it aims to address the challanges and dilemmas faced by the students ranging from anxiety, stress, homesickness, interpersonal conflicts, depressive thoughts and a slew of other academic concerns. Students' Counselling Centre aspires to cater to the emotional and intellectual needs of the students and makes and effort to guide them to move up in their career at regular intervals of time. This includes Counselling, Psychological Testing and Interactive Workshops at regular intervals of time. Counselling services are extended at hostels also and regular and scheduled hostel visit are carried out. The students can contact Dr. Ruby Gupta (Counselor) at Students Counselling Centre, Appointment can be sought at rubygupta31@gmail.com.

There are six residential **Hostels** for boys and seven residential Hostels for girls. The Hostels have all modern amenities for comfortable living for 4000 students. There are two (one for boys and one for girls) hostels at Guru Kashi Campus,

Talwandi Sabo and two hostels (one for boys and one for girls) at Punjabi University Neighbourhood Campus, Rampura Phul. The strength of these four hostels is 550 for boys and 550 for girls. All the Hostels have wi-fi facility & CCTV Camera.

The **University Enquiry and Information Centre** has been set up at the Main Gate to provide all facilities under one roof to the students and parents with regard to admissions, results, information regarding general courses, receipt of examination forms and canteen facilities. The Centre also handles enquiries of all sorts.

Women's Studies Centre was allocated to Punjabi University by University Grants Commission under XI Plan. Its main object is the pursuit of a comprehensive critical and balanced investigation of the cause of gender disparity. Almost certainly the most pervasive human rights abuses in the world involve women who constitute half of world's population and are subjected to discriminatory policies virtually in all the counters. It also aims at revitalizing University education bringing it closer to burning social issues and working towards their solutions. To fulfill the above objectives the centre organizes activities in six broad areas: Research, Seminars / Panel discussions, workshops / symposium, curriculum development / Teaching and Training advocacy / luster building with the colleges and extension activities.

UGC-Human Resource Development Centre (HRDC):

U.G.C- Human Resource Development Centre has conducted one Faculty Induction Programme, ten Refresher Courses and two Workshop Courses during the session 2021-22 through online mode. Subject wise Refresher Course in Languages, Information Communication Technology (ICT), Social Sciences, Research Methodology, Life Sciences, Economics, Chemistry, Law, Commerce and Psychology were conducted during the year of 2021-22. In these Refresher Courses 245 teachers participated. Three workshops were also organized by UGC-Human Resource Development Centre. 72 participants attended these workshops. In these courses, the participants came from different states i.e. Haryana, Himachal Pradesh, Assam, Maharashtra, West Bengal, Madhya Pradesh, Uttar Pradesh, Jammu and Kashmir, Delhi, Uttrakhand etc. 29 teachers attended the Faculty Induction Programme. The Resource Persons from the different states of India delivered the lectures in the above mentioned courses.

The **Centre for Advanced Media Studies (CAMS)** was established in 2009 to provide state of the art technical and professional training in the field of Journalism and Mass Communication. The Centre prepares its students to excel in the ever expanding Media and Entertainment sector. The students may opt from a variety of professional courses offered by the CAMS namely; B.A honours in Journalism, Mass Communication & Media Technology, M.A honours in TV & Film Production (5 year Integrated), M.A TV and Film Production. In addition to these, the Centre also offers certificate courses in Direction, Editing & Professional Photography. The Centre is the place to pursue a Ph.D in Media Studies.

The **Sophisticated Instruments Centre (SIC)** was established in 2012 as a necessary and very important facility for carrying out research work in the field of Life Sciences, Medical Sciences and Physical Sciences. The latest models of various scientific instruments like Scanning Electron Microscope (SEM), LCMS, Spectroflourimeter, HPTLC, Gel Documentation System, Florescent-Micro-Photographic Unit, UV/V is Spectrophotometer, Flash Chromatograph, PCR, Horizontal & Vertical gel Electrophoresis Unit, Ultra-Centrifuge, Lyophilizer, Ultra-Freezer (-80°C) EDX (Energy Dispersive X-ray Spectroscopy, Gel Documentation system, Lyophilizer, Particle size Analyzer, Nano-drop Analyzer and Deep Freezer (-20°C) etc. have been installed in the SIC laboratories. The building of SIC was completed with grants from UGC during the 11th plan in 2012. SEM was also purchased with grant from UGC. Majority of the other instruments have been purchased with grant from DBT under the "DBT- Punjabi University Patiala Interdisciplinary Life Science Programme for Advance research and Education" (DBT-IPLS) project 102/IFD/SAN/4650/2011-2012 at Punjabi Univesity, Patiala. A Fossil Museum has been established in the centre which attracts the visitors. Students from different colleges visit our department to understand the use of latest Instruments.

The aim of the centre is to make maximum scientific facilities available to the research scholars of university and from othe institutes so that they can generate good quality research in the form of data from their experimental work. It enables them to compete at international level in terms of data generation from their research work. Various facilities have been made available for the students and research scholars from other Universities/Research Institutes/Industries.

The **Centre for Diaspora Studies** was established in the year 2012 and was subsequently supported financially by UGC for Advanced Studies till 30th June, 2017. The Centre is running P.G. Diploma successfully and is planning to introduce some other Certificate/P.G. Diploma courses along with Doctoral Research.

The **Transport Department** of the University runs a fleet of buses for linking the campus to various parts of Patiala city.

Policy against Sexual misconduct/Harassment, eve teasing, stalking

Sexual harassment constitutes a gross violation of women's right to equality and dignity. The University has therefore 'zeor tolerance ' ploicy towards any act of sexual harassment. In May, 2002 the "Prevention of Sexual Harassment of Women at Workplace Cell" was set up to look into any complaint in this regard. The short title of the Cell is "Prevention of Women Harassment Cell" (PWHC).

Its genesis lies in UGC directives, issued in March 1999, to all the Vice Chancellors and Principals to set up prevention of sexual harassment cells, with regard to landmark judgement, Vishaka vs. State of Rajasthan (1997) where in the Supreme Court of India created legally binding guidelines basing it on the right to equality and dignity accorded under the Indian Constitution as well as by the UN Convention on the Elimination of All Forms of Discrimination against Women (CEDAW).

Punjabi University Patiala stands committed to provide a congenial and conducive atmosphere in which students, teachers and non-teaching staff can work together in an environment free of violence, harassment, exploitation and intimidation. This includes all forms of gender violence, sexual harassment and discrimination on the basis of gender. Punjabi University Patiala values the dignity of every individual, guarantees full respect for human rights, ensures the full enforcement of upholding the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are declared unlawful.

The rules and regulations, by which PWHC carries out its functions, are updated and revised from time-to-time in accordance with court judgments and UGC guidelines. Currently, its policy is in consonance with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015.

Objective of the PWHC:

- To fulfil the directives of the Supreme Court and UGC, in respect of implementing a policy for complying with prohibition, prevention and redress of workplace sexual harassment.
- To provide a civil redressal mechanism, to an aggrieved person, in contrast to a criminal -primarily punitive -process.
- To evolve a mechanism, for the prevention and redressal of sexual harassment complaints, through an internal system of relief that is easy to access and thereby provides an effective remedy to the aggrieved complainant as quickly as possible so that she can continue to study/work and develop without further impediments.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To champion prevention of workplace sexual harassment through orientation, awareness and sensitization sessions.
- To provide a detailed framework for the redress.
- To provide an environment free of gender-based discrimination.
- To ensure equal access of all facilities and participation in activities of the University.
- To create a secure physical and social environment which will deter acts of sexual harassment.
- To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.

Definition of sexual harassment: For this purpose, sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as:

i. Physical contact and advances;
ii. A demand or request for sexual favours;
iii. Sexually coloured remarks;
iv. Showing pornography;
v. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Some examples of behaviour that constitute sexual harassment at the workplace:

- ❖ Making sexually suggestive remarks or innuendos.
- ❖ Serious or repeated offensive remarks, such as teasing related to a person's body or appearance.
- ❖ Offensive comments or jokes.
- ❖ Inappropriate questions, suggestions or remarks about a person's sex life.
- ❖ Displaying sexist or other offensive pictures, posters, MMS, SMS, whatsapp, or e-mails.
- ❖ Intimidation, threats, blackmail around sexual favours.

- ❖ Threats, intimidation or retaliations, against an employee who speaks up about unwelcome behaviour with sexual overtones.
- ❖ Unwelcome social invitations, with sexual overtones commonly understood as flirting .
- ❖ Unwelcome sexual advances which may or may not be accompanied by promises or threats, explicit or implicit.
- ❖ Physical contact such as touching or pinching.
- ❖ Caressing, kissing or fondling someone against her will (could be considered assault).
- ❖ Invasion of personal space (getting too close for no reason, brushing against or cornering someone).
- ❖ Persistently asking someone out, despite being turned down.
- ❖ Stalking an individual.
- ❖ Abuse of authority or power to threaten a person's job or undermine her performance against sexual favours.
- ❖ Falsely accusing and undermining a person behind closed doors for sexual favours.
- ❖ Controlling a person's reputation by rumour-mongering about her private life.

Jurisdiction of PWHC: The Cell addresses the complaints from teachers, research scholar, students and non-teaching employees of

- Punjabi University Campus Punjabi University
- Neighborhood Campuses and Regional Centers
- Constituent colleges

Grievance Redressal Mechanism: PWHC executes an internal mechanism, for the redress of the sexual harassment related complaints, through **Harassment Redressal Committee** (HRC). The HRC of the cell comprises seven members which include a senior professor as the chairperson along with a professor, an associate professor, a member from the non-teaching staff, a member from an N.G.O., a representative from research scholars and a representative from students(President of the elected student body,if any)as members.

Process of making complaint:

- ➢ An aggrieved person is required of submit a written complaint to either the chairperson or any of the members of the HRC.
- ➢ Friends, Relatives Colleagues, Co-students, Psychologist or any other associate of the victim may file the complaint in situation where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.
- ➢ If the complaint is made to the Head of the Department, Dean/Director of the Faculty, or any Committee Member or any other Officer of the University, the same shall be forwarded to the chairperson of HRC.

Process of conducting inquiry: HRC is required to assure confidentiality, non- retaliation and recommend interim measures to conduct a fair inquiry which has six stages:
Stage One : Receiving the complaint.

Stage Two: Planning carefully: Creating a confidential file and other related documentation
Stage Three: Preparing an interview plan for the hearing: Complainant, Witnesses and Respondents
Stage Four : Reasoning :- (Analysing and assessing the information gathered during the inquiry)
Stage Five: Finding and Recommendation
Stage Six: Writing the report

Timelines for the process of making complaint and conducting inquiry:

Submission of Complaint	**Within 3 months of the last incident**
Notice to the Respondent	**Within 7 days of receiving copy of the complaint**
Completion of Inquiry	**Within 90 days**
Submission of Report by HRC	**Within 10 days of completion of the inquiry**
Implementation of Recommendations	**Within 60 days**
Appeal	**Within 90 days of the recommendations**

Viva-Voce through Video-Conferencing

Keeping in mind the employment and academic future of the students (abroad and even in India away from the University), Punjabi University, Patiala allows the conduct of viva through Video Conferencing. For this purpose, students have to pay a fee of Rs. 10,000/- for student in India and $300 for studentsabroad.

SCHOOL OF MANAGEMENT STUDIES

FACULTY

Professors

1. Navjot Kaur, Ph. D. **(Head)**
2. Pushpinder Singh Gill, Ph.D.
3. Gurcharan Singh, Ph.D
4. Amar Inder Singh, Ph.D.

Assistant Professors

1. Sandeep Singh Virdi, Ph.D.
2. Bharat Bhushan Singla, Ph.D.
3. Vikas Singla, Ph.D.
4. Apar Singh, Ph.D.
5. Dhiraj Sharma, Ph.D.
6. Ratinder Kaur, Ph.D.
7. Sahil Raj, Ph.D.
8. Amanpreet Singh, Ph.D.
9. Raminder Kaur Sira, Ph.D.
10. Rajwinder Singh, Ph.D.
11. Satinder Kumar, Ph.D.
12. Liaqat Ali. Ph.D.
13. Parneet Kaur, Ph.D.
14. Shavina Goyal, Ph.D.
15. Harpreet Singh, Ph.D.
16. Azizinder Sekhon, MBA (Adhoc)

COURSES

1. M.B.A. (2 years) Students Intake: 242

Pre-requisite: Candidates 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). Admission will be based on Qualifying Exam, Group Discussion and Personal Interview.

2. M.B.A. (2 years) (Dual Degree)* Students Intake: 44

Pre-requisite: Candidates 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) Admission will be on the basis of Group Discussion and Personal Interview.

**** In Collaboration with INSEEC, France***

3.M.B.A. (2 years) (International Business) Students Intake: 44

Pre-requisite: Candidates 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)

4.M.B.A. (2 years) [Hospital and Health Care Management] Students Intake: 33

Pre-requisite: Candidates having 50% marks in the Bachelor's/Master's Degree are eligible to apply (45% marks for SC/ST and handicapped with at least 40% disability). Candidate with graduation science stream will be preferred. Admission will be based on merit list prepared on the basis of weight age to academic performance in graduation (85%) and to interview and group discussion (15%).

Phone No. 0175-513-6206 , 0175-513-6207 (O)

Website: www.smspup.ac.in **Email:smsadmissions@pbi.ac.in**

In the onward journey of Punjabi University, it was indeed a luminous and shining landmark when the Department of Business Management now rechristened as School of Management Studies, was established in the academic session 1969-71. Ever since the School started the 2 years full time MBA programme, it has continuously remained alive to thee needs of the Indian Industry and recognized its never ending task of bringing consistency by extending contemporary education services. Because of economic liberalization and globalization of our economy there have been spectacular opening and possibilities in the field of management. We are at the threshold of a dynamic phase having never before opportunities in our lap. The main objective of the MBA programme at SMS is to equip the students with requisite skills to meet the challenges of the new globalized economic order.

Forte of the School

The School of Management Studies, over the last 53 years has been academically responsive to the requirements of the Indian Industry. Flair for innovation and capacity for adaptation to the emerging corporate scenario have been the forte of the School. The School draws its strength and sustenance from the highly qualified and experienced faculty in the principal streams of management practice. The beautiful blend of the faculty, academicians, researchers, professionals drawn from public and private sectors and managers have projected a bullion image of the School in the region. It has come to acquire a position of great standing and eminence. The department celebrated its Golden Jubilee a couple of years back.

Educational Programmes

The School offers a number of courses, which include full time as well as correspondence courses in various streams of management. It is a matter of pride that this School was the first in the country to introduce M.B.A. programme through correspondence, for senior army officers and working executives. This course serves as a measure of rehabilitation for senior army officers and at the same time helps working executives to enhance their knowledge and skills and consequently their careers. The specializations being offered are Marketing, Human Resource, Finance, Information Technology and Operations Management.

At present, the courses being offered by the School are:

- MBA (2 years) Flagship Program.
- MBA (2 years) Dual Degree* In Collaboration with INSEEC France.
- MBA (2 years) (International Business)
- M.B.A. (2 years) [Hospital and Health Care Management]*
- MBA Programme for defence personnel and industrial managers through correspondence (Two Years).
- Doctoral Programme

* MOU with DMC, Ludhiana.
** MOU with Punjab Pollution Control Board.

Golden Jubilee Celebrations:

A legacy built over decades and a name that symbolizes quality, positivity & excellence, School of Management Studies, Punjabi University, Patiala have completed its fifty years. SMS creates milestones every-day and its rich alumnus is its ambassador spreading happiness all-over the world. For last more than 50 years, SMS has been beacon of success and has preserved its core values, ethical practices & morality and exemplary work culture. At SMS, we dream, We design, We build, We are on a journey of developing creativity, innovation and stretching possibilities. We always keep challenging ourselves and create winners for life. Our approach is focused & steadfast, we always have targets in sight and stand-by our strong convictions of hard-work, honesty and sincerity.

MOU with Foreign Universities

Keeping in view the global standards of education, the department has signed MOUs with foreign universities for faculty and student exchange programme and students summer Internship Programme. These universities are:

1. University South Pacific, Fiji
2. Sian University, Thailand
3. INSEEC, France
4. Yantai University, China.
5. Algoniquin College, Ottawa.

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 2022-23 will be processed through the On-line system portal. For this visit **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 Years Engineering Management Integrated Programme (Part-I), Lateral Entry in Five Years 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.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 in the respective department.

DETAILED GUIDELINES

For detailed information of courses and mode of admission please refer to the section "Course summery 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
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 Patiala Cashier Fee Receipt

(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. 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 Pay-in-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 along with Payment Receipt (in case d) through email at 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 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 http://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 India Pay in Slip.
- 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:

MBA (Flagship Programme)	Rs. 1000/- (Rs. 700/- for SC/ST)
MBA (International Business, Hospital Health care, Dual Degree programme)	Rs.1000/- (Rs.700/- for SC/ST)

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

TUITION FEE/SEMESTER FEE

SR. NO.	COURSE	SEMESTER-I	SEMESTER-II
1.	M.B.A. (2 YEARS)	45030/-	45020/-
2.	M.B.A. (2 YEARS) (DUAL DEGREE)	LUM SUM FOR BOTH SEMESTER 2,64,720/-	
3.	M.B.A. (2 YEARS) (INTERNATIONAL BUSINESS)	ONLY FOR FIRST YEAR 2,65,100/-	
4.	M.B.A. (2 YEARS) [HOSPITAL AND HEALTH CARE MANAGEMENT]	55890/-	55880/-

REFUND POLICY FOR 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 in October 2018, 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 five-tier system for the refund of fees remitted by the student:-

Sr No.	Percentage of Refund of Aggregate Fees*	Point of time when notice of withdrawal of admission is served to Punjabi University, Patiala
1.	100% *(Deduction of amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5000/- as processing charges from the refundable amount)*	15 days or more before the formally-notified last date of admission.
2.	90%	Less than 15 days before the formally-notified last date of admission.
3.	80%	15 days or less after the formally-notified last date of admission.
4.	50%	30 days or less, but more than 15 days, after the formally-notified last date of admission.
5.	00%	More than 30 days after the formally-notified last date of admission.
**(Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)*		
Last Date of Admission; For B. Tech Part-I will be notified later on.		

3) **In case Sr. No.1* in the table above, the University shall deduct an amount not more than 5% of the fee paid by the student, subject to a maximum of Rs. 5000/- 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) Refund Policy is subject to be changed as per latest guidelines received from UGC from time to time..

6) If a student vacate the seat allotted to him/her, his/her refund case will be sent by the concerned head of the Accounts Branch, Punjabi University, Patiala after fully verifying/certifying the case. In such cases refund will be made by the Accounts Branch, Punjabi University, Patiala.
7) 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.
8) 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.
9) 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.
10) 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.
11) 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.
12) 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.
13) **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:
  - All certificates regarding DoB, DMC of all examination, category etc. in original for verification.
  - 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. 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 for updated and latest information.

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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 can join any other M.A. course at Punjabi University campus, Patiala subject to fulfillment of eligibility criteria. Such candidates will not be provided any Hostel accomodation. However, candidate who has already passed two M.A. courses will not be eligible for any further admission in Master Courses.
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.
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 and Music 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.

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

(i) Physical efficiency test (Qualifying)

- –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) certificates and	Participation in National Level Competition should be supported by other sports summary sheet of competition.

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

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

IMPORTANT INSTRUCTIONS

1. In case a candidate wants to join a Course in a 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 sportspersons 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 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%.

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 CalenderVol.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.Phill. 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.
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. 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. 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.

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.

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.

NUMBER OF SEATS FOR Management Programmes

(a) Punjabi University Campus

Sr. no.	School of Management Studies, Punjabi University Campus, Patiala.	No. of Seats
1	MBA (2 years) (Flagship programme)	**242**
2	M.B.A. (2 years) (Dual Degree)	**44**
3	M.B.A. (2 years) (International Business)	**44**
4	M.B.A. (2 years) [Hospital Health Care Management]	**33**

Admission in all the above courses is without entrance test and based on GD and PI

***Additional Seats**

Additional seats based for Sports quota and Youth Festival/Cultural Activities shall be given to only those candidates who have qualified Qualifying exam, Group Discussion, Interview and shall furnish the required documents to prove their claim for the above categories.

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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)

(A) 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).

(B) 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 10% for B.Cs/OBC. S.Cs./S.T. Candidates admitted under 15% seats will have to pay full fee and no relaxation in fee will be given to such candidates as has been given to candidate admitted under 85% seats. The candidate has to produce the Domicile certificate at the time of Admission.

(C) The above 85% reservation clause shall also be applicable to the following categories of candidates:

(i) 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.

(ii) 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 atleast two years in connection with the affairs of the Punjab out of 5 Years preceding the year of entrance examination

(iii) Children, wards and dependents of those Punjab Government pensioners settled outside Punjab before 1st January of the year of Entrance Examination.

(iv) 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).

(v) 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**	**10%**

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 24-02-2009and Government of Punjab (Reservation Cell) vide Notification No. 1/41/93-RS1/1093050/1 dated 27-10-2017.

The rule of exclusion will apply to sons and daughters of

(a) Persons having gross annual income of Rs. 8.0 lakh or above or possessing wealth above the exemption limit as prescribed in the Wealth Tax Act for period three consecutive years;

(b) 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 Area**	**2% (1% each)**
(iv)	**Sports Persons**	**1%**
(v)	**Children/Grand Children of Freedom Fighter of Punjab**	**1%**
(vi)	**Disabled Persons (Blind/ Deaf & Dumb/ Other handicapped)**	**5%**

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 **1%**

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 **1%**

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) Children/Grand Children of Terrorist Affected Persons **1%**

Children/Grand Children of Sikh Riot Affected Persons **1%**

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.

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 **2%**

b. Disabled Persons **3%**

c. Children/Widows of Defence personnel/ Para-Military Personnel **2%**

d. Children / Grand Children of Freedom Fighter, Terrorist Affected, Sikh Riot Affected **3%**

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 Person **5%**

b. Children/Widows of Defence Personnel/ Para-Military Forces Personnel, Children / Grand Children of Freedom Fighter, Terrorist Affected, Sikh Riot Affected **5%**

COMPETENT AUTHORITY TO ISSUE VARIOUS CERTIFICATES

1. A candidate applying for admission under **category (i)** i.e. against the seats reserved for Scheduled Casts/Scheduled Tribes category shall be considered provided he/she produces a Certificate signed by the District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/First Class Stipendary Magistrate/City Magistrate/Sub Divisional Magistrate/Talika Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendary Magistrate). Revenue Officer not below the rank of Tehsildar as per U.O. No. 10/2/96-2 SWI/11-12-13-14 dated, Che. 8.1.99. or as per Punjab Government notification Nos. 1/3/95-PPII/7332 and 1/3/95-3PII/10377 dated 14.06.1999 and 18.08.2000 and 1/8/07-RC1/853 dated 29-06-2009.
2. A candidate applying for admission under **category (ii)** i.e. against the seats reserved for Backward Classes/OBC category shall be considered provided he/she produces income certificates of parents along with Backward Class/OBC Certificate signed by appropriate authority as per latest instructions of the Punjab Government.
3. A candidate shall be eligible for admission under **category (iii)** only if he/she is from a town/village within 10 miles from the International Border excluding the towns of Ferozepur and Gurdaspur or his/her town/village falls within the Backward area limits. A certificate to this affect should be obtained from S.D.M./G..A. to D.C./D.C. and S.D.O. (Civil).
4. Sports Seats: For the 1% Sports Seats in all courses running under Punjabi University, Patiala and all neighbourhood campuses, the eligibility conditions shall be as under;
   I. **Gradation Certificate issued by the Director Sports, Punjab is compulsory.**
   II. For these seats the sports achievements of the candidate for the last three consecutive years will be considered as their sports merit.
   III. Physical Test of the game is compulsory, which will be conducted one day prior to the interview for sports seats.
   IV. The candidate must be eligible to participate in the Inter University Competitions as per association of Indian Universities (A.I.U.) Rules.
   V. Sports merit will be determined as per criteria defined below and after verification from the original certificates at the time of interview.
   VI. For post-graduate courses (with graduation as the basic qualification) the sports criteria are as under:
   A candidate having secured a position or having represented India in regular and officially recognized International competition shall be rated higher as compared to the performance at National level. Preference amongst International competitions shall be given according to the importance of the competition and considering the position achieved.
      1. Olympic Games
      2. World Championship
      3. World Cup
      4. Asian Games
      5. Asian Championship
      6. Asia Cup
      7. Commonwealth Games
      8. Commonwealth Championship
      9. Davis Cup
      10. Test/One Day Cricket Matches
      11. World University Games/World University Championships/Indian University team in recognized International Competition
      12. S.A.F. Games

   a. 1st position in Senior National Team/Individual or 1st position in Women National;
   b. 1st position in All India Inter University (Teams/Individual) or 2nd position in Senior National (Team/Individual) or 2nd position in Women National;
   c. 2nd position in All India Inter University or 3rd position in Senior Nat zonal (Teams/Individual) or 3rd position in Women National;
   d. 3rd position in All India Inter University (Teams/Individual);
   e. Represented State in Senior National/Represented Combined University team (Teams/Individual) in the Senior National;
   f. Secured 1st position in Team/Individual in Senior State Championship;
   g. Having represented University in All India Inter University Tournament (Team/Individual);
   h. Secured 1st position in University in Team/Individual events or 2nd in Senior State Championship;
   i. Secured 2nd place in Inter College or 3rd in Senior Stale Championships (Team/Individual);
   j. Secured 3rd place in Inter College Championship (Team/Individual);
   k. Secured 1st place in Senior District Tournament;
   l. Secured 2nd place in Senior District Tournament;
   m. Secured 3rd place in Senior District Tournament;

FOR POST-GRADUATE COURSES (WITH GRADUATION AS THE BASIC QUALIFICATION)

Sub-Category for Sports	Code
First Position in Olympic Games	101.
Second Position in Olympic Games	102.
Third Position in Olympic Games	103.
First Position in World Championship	104.
Second Position in World Championship	105.
Third Position in World Championship	106.
First Position in World Cup	107.
Second Position in World Cup	108.
Third Position in World Cup	109.
First Position in World University Games/ World University Championships	110.
Second Position in World University Games/ World University Championships	111.
Third Position in World University Games/ World University Championships	112.
Represented India in Olympic Games	113.
Represented India in World Championship	114.
Represented India in World Cup	115.
Represented India in World University Games/ World University Championships	116.
First Position in Asian Games	117.
Second Position in Asian Games	118.
Third Position in Asian Games	119.
First Position in Commonwealth Games	120.
Second Position in Commonwealth Games	121.
Third Position in Commonwealth Games	122.
First Position in Asian Championship	123.
Second Position in Asian Championship	124.
Third Position in Asian Championship	125.
First Position in Asia Cup	126.
Second Position in Asia Cup	127.
Third Position in Asia Cup	128.
First Position in Commonwealth Championship	129.
Second Position in Commonwealth Championship	130.
Third Position in Commonwealth Championship	131.
First Position in Asian University Games/ Championship	132.
Second Position in Asian University Games/ Championship	133.
Third Position in Asian University Games/ Championship	134.
First Position in Commonwealth University Games/ Championship	135.
Second Position in Commonwealth University Games/ Championship	136.
Third Position in Commonwealth University Games/ Championship	137.
Represented India in Asian Games	138.
Represented India in Commonwealth Games	139.
Represented India in Asian Championship	140.
Represented India in Asia Cup	141.
Represented India in Commonwealth Championship	142.
Represented India in Asian University Games/ Championship	143.
Represented India in Commonwealth University Games/ Championship	144.
First Position in Davis Cup	145.
Second Position in Davis Cup	146.
Third Position in Davis Cup	147.
First Position in Test/One Day Cricket Matches	148.
Second Position in Test/One Day Cricket Matches	149.
Third Position in Test/One Day Cricket Matches	150.
Represented India in Davis Cup	151.
Represented India in Test/One Day Cricket Matches	152.
First Position in S.A.F. Games/Championship	153.
Second Position in S.A.F. Games/Championship	154.
Third Position in S.A.F. Games/Championship	155.
First Position in S.A.F. University Games/Championship	156.
Second Position in S.A.F. University Games/Championship	157.
Third Position in S.A.F. University Games/Championship	158.
Represented India in S.A.F. Games/Championship	159.
Represented India in S.A.F. University Games/Championship	160.
1st Position in Senior National Team/Individual or 1st position in Women National	161.
1st position in All India Inter University (Teams/Individual) or 2nd position in Senior National (Teams/Individual) or 2nd position in Women National	162.
2nd position in All India Inter University (Teams/Individual) or 3rd position in Senior National (Teams/Individual) or 3rd position in Women National	163.
3rd position in All India Inter University (Teams/Individual)	164.
Represented State in Senior National/Represented Combined University team (Teams/Individual) in the Senior National	165.

Secured 1st position in Team/Individual in Senior State Championship	166.
Having participated in All India Inter University Tournament (Team/Individual)	167.
Secured 1st position in University in Team/Individual events or 2nd in Senior State Championship	168.
Secured 2nd position in Inter College or 3rd in Senior State Championships (Team/Individual)	169.
3rd place in Inter College Championship (Team/Individual)	170.
Secured 1st place in Senior District Tournament	171.
Secured 2nd place in Senior District Tournament	172.
Secured 3rd place in Senior District Tournament	173.

Note: Only 'A' Division Inter College Tournament will he considered for Post-graduation Course's the performance in Junior Category tournaments will not he considered.

VII. For Graduate Courses (with basic qualification 10+2), the sports criteria are as under:

Having secured position or having represented India in a Team/Individual duly sponsored by Govt. of India in any International Tournament shall be considered higher than the performance at the National level. Further merit amongst International competitions referred to above shall be determined keeping in view the importance of the competition and position achieved (As given in Category VI from serial No. 1 to 12).

1. 1st position in Senior National Team/Individual/Women National Tournaments;
2. 1st position in All India Inter University Championships;
3. 1st position in Junior National;
4. 1st position in National School Games;
5. 2nd position in Senior National/Women National Tournaments;
6. 2nd position in All India Inter\University;
7. 2nd position in Junior National;
8. 2nd position in National School Games;
9. 3rd position in Senior National/Women National Tournaments;
10. 3rd position in All India Inter University;
11. 3rd position in Junior National;
12. 3rd position in National School Games;
13. Represented State in Senior National/Women National Tournaments;
14. 1st position in Senior State Championship;
15. Having represented University in All India Inter University Tournament (Team/Individual);
16. 2nd position in Senior State Championship;
17. Represented Slate in Junior National/School National;
18. 1st position in University Championship;
19. 3rd position in Senior State Championship;
20. 1st position in Junior State/State School Championship;
21. 2nd position in Junior State/State School Championship;:
22. 2nd position in University Championship;
23. 3rd position in Junior State/Slate School Championship;
24. 3rd position in Inter College;
25. Secured 1st place in Senior District/District School Tournament;
26. Secured 2nd place in Senior District/District School Tournament;
27. Secured 3rd place in Senior District/District School Tournament;
28. Secured 1st place in Junior District/District School Tournament;
29. Secured 2nd place in Junior District/District School Tournament;
30. Secured 3rd place in Junior District/District School Tournament;

Note: Junior District & District School Tournaments, the category of Under-19 years will be placed higher than Under-17 years and Under-14 years.

Tie Breaking Rules

A. In case of a tie, the following criteria will be adopted for deciding the merit:

i. Number of representations in the same game/event shall be decided the tie.
ii. In case of a tie again, additional performance in any other game shall decide the merit.
iii. Punjabi University players will be preferred in case of tie.
iv. If the tie still remains, individual events will be preferred.
v. If the tie still remains, the performance of lower level tournaments will be considered to break the tie.

FOR GRADUATE COURSES (WITH BASIC QUALIFICATION 10+2)

1st position in Senior National Team/Individual/Women National Tournaments	174.
1st position in All India Inter University Championships	175.
1st position in Junior National	176.
1st position in National School Games	177.
2nd position in Senior National/Women National Tournaments	178.

2nd position in All India Inter University Championships	179.
2nd position in Junior National	180.
2nd position in National School Games	181.
3rd position in Senior National/Women National Tournaments	182.
3rd position in All India Inter University Championships	183.
3rd position in Junior National	184.
3rd position in National School Games	185.
Represented State in Senior National/Women National Tournaments	186.
1st position in Senior State Championship	187.
Having participated in All India Inter University Tournament (Team/Individual)	188.
2nd position in Senior State Championship	189.
Represented State in Junior National/School National	190.
1st position in University Championship	191.
3rd position in Senior State Championship	192.
1st position in Junior State/State School Championship	193.
2nd position in Junior State/State School Championship	194.
2nd position in University Championship	195.
3rd position in Junior State/State School Championship	196.
3rd position in Inter College	197.
Secured 1st place in Senior District/District School Tournament	198.
Secured 2nd place in Senior District/District School Tournament	199.
Secured 3rd place in Senior District/District School Tournament	200.
Secured 1st place in Junior District/District School Tournament	201.
Secured 2nd place in Junior District/District School Tournament	202.
Secured 3rd place in Junior District/District School Tournament	203.

Note: If the seats from the sports quota remains unfilled in any course, then any other candidate, who had represented Punjabi University, Patiala in any National/International/ All India Inter-University Competitions and had won a medal could be considered eligible for the admission in any course. Even if the candidate is not eligible otherwise for the Inter College and Inter University Competitions.

B. The candidate admitted against sports quota seat shall have to give undertaking that he/she will participate in the sports activities in his/her game/event during the tenure of the course. Director Sports shall review his/her participation in the shorts activities; after every three months. In case a student fails to participate in the Game/Event/Tournament/Competition as per University requirement, his/her admission may be cancelled.

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 atleast five years 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 years 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 I^{st}, 2^{nd}, or 3^{rd} position in senior national tournaments/ meets/championship.
c) The sports men/women who won I^{st}, 2^{nd}, or 3^{rd} position in all india inter university tournaments/ meets/championship.
d) *The sports men/women who won I^{st}, 2^{nd}, or 3^{rd} position in junior national tournaments/ meets/championship.
e) *The sports men/women who won I^{st}, 2^{nd}, or 3^{rd} 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, neighbourhood 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 $I^{st}/2^{nd}/3^{rd}/4^{th}$ position(s) in inter-university national youth festival.
   (c) The candidate must have secured $1^{st}/2^{nd}/3^{rd}$ position in an inter-university youth festival organised by North Zone inter-university centre and other zonal centers.

(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/third position in an individual/team 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 2017-2018:

a. Relaxation of cut off percentage upto 10% subjected to minimum eligibility requirement.
b. Increase in intake capacity upto 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.

Important Note:

1. Ragging in any form is not allowed. As per order of the Hon'ble Court' "Henceforth, in every prospectus relating to admission of the students in any Educational Institution, it shall be clearly stated that 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. There is a provision of admission against NRI Category seats in all courses. Only NRI'S themselves or their wards can apply for such seats. No Entrance Test is required for NRI Category admission. Admission to NRI category seats will be done on the basis of marks of qualifying examination.

MORE DETAILS

1. The admission against the reserved/additional seats will be made in terms of the criteria laid down in the respective categories. Where such criteria have not been provided, the admissions shall be made on the basis of calculated academic merit.
2. The candidates who desire to seek admission in reserved categories but can be admitted on the basis of open merit, will not be admitted under reserved categories.
3. Ex-serviceman means a person who has served in any rank (whether as a combatant or as a non-combatant) in the Armed Forces of the Union including the Armed Forces of the former Indian States but excluding the Assam Rifles, Defense Security Corps, General Reserve Engineering Force, Lok SahayakSena and Territorial Army, for a continuous period of not less than six months after attestation and;
   (i) Has been released or discharged otherwise than at his own request or by way of dismissal or discharged on account of misconduct or inefficiency; or
   (ii) Has been transferred to the reserve, pending his release; or
   (iii) has to serve for more than six months for completing the period of service requisite for becoming entitled to be released or transferred to the reserve as aforesaid; or
   (iv) Has been released at his own request after completing five years service in the Armed forces of the Union.
4. The permanent disablement will mean incapacitation leading to discharge of the person by the military authorities.
5. Applications of the candidates which are to be considered by the Central Admission Committee shall be forwarded to the Chairman of the Committee by the Head of the Department concerned.

Note: I *The candidates claiming admission against sports participation seats are required to submit additional application forms (appended in the Handbook of Information) complete in all respects along with attested copies of the sports certificates to the respective Department.*

II *The specimen of the certificate for claiming benefit against the reserved categories are available at the end of this Handbook. The rules and regulations for reservation of seats as given above are meant for University teaching Departments only. Reservation policy for the colleges would be as given in the prospectus of the concerned college.*

IMPORTANT NOTES

1. *The rules for reservation against various categories can be revised and the rules existing at the time of the interview will be applicable.*
2. *The Punjabi version of the Handbook is also available. In case of any ambiguity/doubt arising from any difference between the English and Punjabi versions of the Handbook, the English version will be considered authentic.*

As per direction of the Hon'ble Supreme Court and guidelines laid down by UGC, Punjabi University, Patiala has "Prevention of Sexual Harassment of Women at Workplace Cell" to deal with issues of gender based harassment and violence on the Campuses. The cell addresses the complaints of sexual harassment nature from students, research scholars, teachers and non-teaching employees of the various departments of the University, its constituent colleges, regional centers and neighbourhood campuses. The information is available at: http://punjabiuniversity.ac.in/pbiuniweb/pages/testing WHC/

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LIST OF THE FACULTIES AND THEIR DEANS

1	**Faculty of Arts and Culture**	**Prof. Rajinder Singh Gill**
2	**Faculty of Business Studies**	**Prof. Ritu Lehal**
3	**Faculty of Education and Information Science**	**Prof. Jasraj Kaur**
4	**Faculty of Engineering**	**Prof. Manjit Patarah**
5	**Faculty of Languages**	**Prof. Rajinder Pal Singh Brar**
6	**Faculty of Law**	**Prof. Gurpreet Pannu**
7	**Faculty of Life Sciences**	**Prof. Manuruchi Kaur**
8	**Faculty of Medicine**	**Prof. Gurpreet Kaur**
9	**Faculty of Physical Sciences**	**Prof. Sanjiv Puri**
10	**Faculty of Social Sciences**	**Prof. Harvinder Kaur**
11	**Faculty of Computing Sciences**	**Prof. Rajesh Kumar Bawa**

State-wise List of Fake Universities

Bihar

- Maithili University/Vishwavidyalaya, Darbhanga, Bihar.

Delhi

- Commercial University Ltd., Daryaganj, Delhi.
- United Nations University, Delhi.
- Vocational University, Delhi.
- ADR-Centric Juridical University, ADR House, 8J, Gopala Tower, 25 Rajendra Place, New Delhi - 110 008.
- Indian Institute of Science and Engineering, New Delhi.
- Viswakarma Open University for Self-Employment, Rozgar Sewasadan, 672, Sanjay Enclave, Opp. GTK Depot, Delhi-110033.
- Adhyatmik Vishwavidyalaya (Spiritual University), 351-352, Phase-1, Block-A, Vijay Vihar, Rithala, Rohini, Delhi-110085

Karnataka

- Badaganvi Sarkar World Open University Education Society, Gokak, Belgaum, Karnataka.

Kerala

- St. John's University, Kishanattam, Kerala.

Maharashtra

- Raja Arabic University, Nagpur, Maharashtra.

West Bengal

- Indian Institute of Alternative Medicine, Kolkatta.
- Institute of Alternative Medicine and Research,8-A, Diamond Harbour Road, Builtech inn, 2nd Floor, Thakurpurkur, Kolkatta - 700063

Uttar Pradesh

- Varanaseya Sanskrit Vishwavidyalaya, Varanasi (UP) Jagatpuri, Delhi.
- Mahila Gram Vidyapith/Vishwavidyalaya, (Women's University) Prayag, Allahabad, Uttar Pradesh.
- Gandhi Hindi Vidyapith, Prayag, Allahabad, Uttar Pradesh.
- National University of Electro Complex Homeopathy, Kanpur, Uttar Pradesh.
- Netaji Subhash Chandra Bose University (Open University), Achaltal, Aligarh, Uttar Pradesh.
- Uttar Pradesh Vishwavidyalaya, Kosi Kalan, Mathura, Uttar Pradesh.
- Maharana Pratap Shiksha Niketan Vishwavidyalaya, Pratapgarh, Uttar Pradesh.
- Indraprastha Shiksha Parishad, Institutional Area, Khoda, Makanpur, Noida Phase-II, Uttar Pradesh.

Odisha

- Nababharat Shiksha Parishad, Anupoorna Bhawan, Plot No. 242, PaniTanki Road, Shaktinagar, Rourkela-769014.
- North Orissa University of Agriculture & Technology, Odisha.

PuduCherry

- Sree Bodhi Academy of Higher Education, No. 186, Thilaspet, Vazhuthavoor Road, Puducherry- 6055009

Andhra Pradesh

- Christ New Testament Deemed University, 32-23-2003, 7th Lane, Kakumanuvarithota, Guntur, Andhra Pradesh-522002 or # fit no. 301, Grace Villa Apts., 7/5, Srinagar, Guntur, Andhra Pradesh-522022.

Uttarakhand

*** Bhartiya Shiksha Parishad, Lucknow, UP - the matter is subjudice before the District Judge - Lucknow**

NOTIFICATIONS AND FORMAT OF CERTIFICATES

No1/3/95-3PPII/9619

GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL POLICIES ii BRANCH)

Dated, Chandigarh the 6/6/1996

To,

(I) All the Financial Commissioners to the Government of Punjab.

(II) All the Principal Secretaries/Administrative Secretaries to the Government of Punjab.

(III) All Heads of Department, Commissioners of Divisions, Registrar, Punjab and Haryana High Court, District and Session Judges, Deputy Commissioners, Sub-Divisional Officers(Civil) in the Punjab State.

Subject: Bonafide resident of Punjab- Guidelines for grant of Resident Certificate.

Sir/Madam,

I am directed to invite your attention to the Punjab Government Circular Letter No. 1/3/95-3PPII/2043, dated 29.1.1996 vide which the instructions were issued regarding simplification of procedure for obtaining the certificate of Domicile for the purpose of admission to educational institutions (including technical/Medical institutions). The matter has been reconsidered in the light of judgment delivered by the Hon'ble Supreme Court of India in the case of Dr. Pardeep Jain Vs. Union of India and others(reported as AIR 1984-SP-1421) wherein it was held that instead of the word 'Domicile' the word 'Resident' be used in the instructions issued by the State Governments on the subject. Accordingly, it has been decided by the Government to revise the Government instructions referred to above, as under:

Categories	**Affidavit certificate and the authorities competent to issued the same**
(A) Citizen of India	
(B) Produce an affidavit to the effect that they or their children/wards have not obtained the benefit of Residence in any other state.	Affidavit of the parent/guardian to be attested by an Executive Magistrate/Oath Commissioner/ Notary Public.
(I) Candidates who have studied for a period of 5 years in Punjab or have studied in Punjab for 2 years just preceding the qualifying examination for the admission.	Certificate to be issued by the Head/Principal of the Govt. And recognized Schools/Colleges concerned.
(II) Children/wards of:	
(a) The employees of Punjab Government posted in or outside PunjabState or working on deputation having at least 3 years of service.	Certificate to be issued by respective Head of the Department.
(b) The employees of Govt. Of India posted in Chandigarh or in Punjab in connection with the affairs of the Punjab Govt. For a period of 3 years	Certificate to be issued by the respective Head of the Department.

(c) The employees of State Govt. Institutions/undertakings who are posted in Chandigarh or in Punjab in connection with the affairs of the Punjab Govt. For a period of 3 years.	----do----
(d) The employees having at least 3 years of service in autonomous bodies/companies in which Punjab Govt. Has 20% or more shares	----do---
(III) Children/wards of the pensioners of Punjab Govt. Irrespective of the fact that the original home of the retiree is in a State other than Punjab or he has settled after retirement in or outside Punjab	PPO issued by the Accountant General, Punjab.
(IV) Children/wards of persons who have settled in Punjab or had resided in Punjab for a period of at least 5 years at any time prior to the date of the submission of application either in pursuit of a profession or holding a job.	Certificate to be issued by the DC, ADC(R), ADC(D), SDO(Civil), GA to DC, DORG, DRO, EM, Tehsildar, Commissioners of Municipal Corporations of Amritsar, Jalandhar and Ludhiana.
(V) Children/wards of persons who have held immovable property in Punjab for a period of five years. The property should be in the name of the parents/guardians or the candidate himself.	DC, ADC(R), ADC(D), SDO(Civil), GA to DC, DORG, Tehsildar/DRO based on copies of Jamabandi, Revenue Record, Municipal Record, Registered Deeds or any other document to the full satisfaction of D.C.
(VI) Persons who were born in Punjab and produce a certificate to the effect.	As per Category (IV) above.

2. For the purpose of uniformity for issuing the certificate of Residence in the case of various categories to be issued by the competent authorities, proformas have been prescribed which are enclosed herewith. After careful consideration it has also been decided to delete the D.T.O., included among the certifying authorities against category (IV) & (VI) of the policy instruction dated 29/10/1996.

SPECIMEN FORMATS OF RESIDENT CERTIFICATE

AFFIDAVIT OF THE PARENT/GUARDIAN TO BE ATTESTED BY AN EXECUTIVE MAGISTRATE/OATH COMMISSIONER/NOTARY PUBLIC IN CASE OF CATEGORY A (Appendix A)

I ..... father/mother/guardian of Miss/Mr..... resident of .....

(full address to be given)

Do hereby solemnly state and affirm as under:

- That I am a citizen of India.
- That neither the deponent nor the child/ward of deponent have obtained the benefit of Residence in any other State.

Dated..... DEPONENT

CERTIFICATE TO BE ISSUED BY THE PRINCIPAL/HEAD MASTER OF THE GOVERNMENT/RECOGNISED SCHOOL/COLLEGE CONCERNED IN CASE OF CATEGORY (B)(I) (Appendix A)

It is certified that Miss/Mr .....D/o/S/o Sh..... has been a student of this School/College for a period of ..... years from ..... to ..... He left the School/College on .....,

Dated.....

Signature of Principal/Headmaster
Of the College/School
(with Seal)

CERTIFICATE TO BE ISSUED BY THE HEAD OF THE DEPARTMENT IN CASE OF CATEGORY (B)(II)(a) (Appendix A)

Certified that Sh.....S/o Sh..... father of Miss/Mr..... is an employeeofthe .....of

(Name of Child/ward) (Name of office)

PunjabGovernment. He is working as.....and is postedat ..... He has more than three years service at his credit.

OR

Certified that Sh ..... S/o Sh..... is father of Miss/Mr..... and employee of the .....of Punjab Government. He is working as .....on deputation with the .....and is posted at .....He has more than three years service at his credit.

Place:..... Head of the Department

Dated:..... (With Seal)

CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF THE DEPARTMENT IN CASE OF CATEGORY (B)(II)(b) (Appendix A)

Certified that Sh ..... S/o Sh..... father of Miss/Mr..... is an employee of Govt. of India and is working as ..... He has been posted at Chandigarh/Punjab in connection with the affairs of Punjab Government for the past three years.

Place:..... Head of the Department

Dated:..... (With Seal)

CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF THE DEPARTMENT IN CASE OF CATEGORY (B)(II)(c) (Appendix A)

Certified that Sh ..... S/oSh.....

fatherof Miss/Mr..... is an employee of .....

(State Govt. Institution/Undertaking)

of the Government of Punjab and is working as ..... He is posted at Chandigarh/Punjab in connection with the affairs of Punjab Government for the past three years.

Place:..... Head of the Department
Dated:..... (With Seal)

CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF THE DEPARTMENT IN CASE OF CATEGORY (B)(II)(d) (Appendix A)

Certified that Sh ..... S/o Sh.....

father of Miss/Mr..... is an employee of .....

(Name of the autonomous bodies/company)

in which the the Punjab Govt. has 20% or more share. He is working as ..... and is postedat .....,

It is also certified that he has three years service in the above said autonomous bodies/company.

Place:..... Head of the Department
Dated:..... (With Seal)

RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC, ADC (R), ADC (D), SDO (C), GA TO DC, D.O.R.G., D.R.O., E.M. TEHSILDAR, COMMISSIONERS OF MUNICIPAL CORPORATIONS OF AMRITSAR, JALANDHAR AND LUDHIANA IN CASE OF CATEGORY (B) (IV) (Appendix-A)

Certified that_____son/daughter of Shri_____
(Name of the person)
father/guardian_____ of Miss/Mr._____
(Name of the Child/ward with full address)
has settled*in Punjab or has reside* in Punjab for a period of 5 years from_____
to_____he is working as _____

(Name of profession Designation and job)

*Strike whichever is not applicable

Signature of DC,ADC(R),ADC(D),SDO(C),
GA TO DC, D.O.R.G., D.R.O., E.M.
Place: Tehsildar, Commissioners of Municipal
Corporations of Amritsar, Jalandhar
Dated: and Ludhiana.
(With Seal)

RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC, ADC (R), ADC (D), SDO (C), GA TO DC, D.O.R.G., D.R.O., E.M. TEHSILDAR, COMMISSIONERS OF MUNICIPAL CORPORATIONS OF AMRITSAR, JALANDHAR AND LUDHIANA IN CASE OF CATEGORY (B) (V) (Appendix-A)

Certified that_____son/daughter of Shri_____
(Name of the person)
father/guardian_____ of Miss/Mr._____hold
(Name of the Child/ward with full address)
immovable property at_____ in the state of
(Place and District)
Punjab for the past_____years.

Signature of DC,ADC(R),ADC(D),SDO(C),
GA TO DC, D.O.R.G., D.R.O., E.M.
Tehsildar, based on copies of
Place: Jamabandi, Revenue Record, Municipal Record,
Registered deeds or any other document to the Dated:
full satisfaction of the D.C.
(With Seal)

RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC,ADC(R), ADC(D), SDO(C), GA TO DC, D.O.R.G., D.R.O., E.M. TEHSILDAR, COMMISSIONERS OF MUNICIPAL CORPORATIONS OF AMRITSAR, JALLANDHAR AND LUDHIANA IN CASE OF CATEGORY (b)(VI)(Appendix-A)

Certified that Miss/Mr.....S/o Sh..... resident of ..... was born in Punjab as per Birth Certificate.

Signature of DC,ADC(R),ADC(D),SDO(C),
GA to DC, D.O.R.G., D.R.O., E.M.
Tehsildar, Commissioners of Municipal
Corporation of Amritsar, Jalandhar and Ludhiana.
(With Seal)

Place:.....

Dated:.....

GOVERNMENT of PUNJAB
Office of the Tehsildar, (_____)
Name of District

Punjab Residential Certificate

Document Sr. No.

CATEGORY No. IV

Certified that Shri/Smt._____

Son/Daughter of Sh._____

Mother's Name, Smt._____

Resident of _____

_____

Tehsil_____District_____

Has settled in Punjab or has resided in Punjab for a period of _____ years from _____ to _____. He is working as _____.

This issues as per Pb. Govt.Cir.No. 1/3/95-3PP2/2043, dated 29-01-1996 and Cir.No. 1/3/95-3PP2/9619, dated 06-06-1996, 1/3/95-3PP2/80, dated 01-01-1999 and 1/3/95-3PP2/7480, dated 24-5-2001 for the purpose of admission to educational Institutions (Including Technical/Medical institutions) only.

Date of Issuance:

Signature of the Issuing Authority:

Digitally Signed by:

Designation:

Date:

(Stamp and Sign of certificate printing center)

Place:

Disclaimer- "This is a digitally Signed Certificate and does not require hand written signatures. The responsibility of verification of this document, before accepting the same for any legal purpose, would rest with the Institution or Organization or Company or any other entity where this document is produced."

The Content of this document could be verified using the document serial number at the following web linkhttp://edistrict.punjab.gov.in/EDA

Notifications

GOVERNMENT OF PUNJAB, DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES II BRANCH)
Nos. 1/3/95-3PPII/7332 & 1/3/95-3PPII/10377
Dated, Chandigarh, the 14/6/1999 & 18/8/2000

To

All the Heads of the Departments,
Commissioners of Divisions,
Deputy Commissioners, Registrar
Punjab and Haryana High Court,
District and Session Judges and
Sub-Divisional Magistrates (Civil)
in the state of Punjab.

Subject: Issuance of Certificates for the purpose of seeking admission to various educational/technical/professional institutions in the State and also for employment.

Sir,

It has been brought to the notice of Government that educational authorities and institutions prescribe various certificates regarding residence, SC/BC category and backward area etc. to be furnished by the students/candidates with the application forms for entrance examination or employment in the formats and by the authorities different from those prescribed by the government departments. Cases have also been reported where the authorities concerned insist on retaining original certificates and refuse to accept the attested photo copies of the certificates. All this results in harassment and panic among the students/candidates and their parents/guardian, since they have to apply with such certificates to more than one authorities simultaneously and within a limited period. The list of certificates required at the time of applying for CET/JET/PMT and PSU are enclosed by way of illustration.

2. In order to overcome the difficulty mentioned above, it has been decided by the Government that the following procedure shall be followed meticulously by all the educational and other authorities concerned:

(1) Certificates issued in the format and by the authorities prescribed by Government Departments shall be accepted as valid by all educational institutions and other authorities.

(2) Where a number of authorities have been authorised to issue the certificates there shall be no insistence on issue of a certificate by any particular authority or by the highest authority indicated in the format.

(3) (a) In case of entrance examinations, no certificate should be called for in the first instance alongwith the application form. It will be sufficient for the candidates seeking admission or

other facility to indicate in the application form whether he/she belongs to any particular category entitling him/her to certain concessions or facility. Requisite certificates may be obtained only from the selected/wait listed candidates.

(b) To further simplify the procedure attested copies of the certificates only shall be retained and original certificates if required to be produced at the time of interview shall be returned immediately, thereafter.

4. Parents/guardian or candidates can also obtain Scheduled Caste Certificate for the purpose of seeking admission as per proforma given below from the Head of Institution where the candidate has studied if the proof i.e. an attested copy of Scheduled Caste Certificate issued by a competent authority in favour of the candidate or the father of the candidate is available in the school records.

5. (i) If parents/guardians are employed with Punjab Govt. they can obtain S.C. Certificate from the Head of Dept. or the Head of Office in the proforma given below provided relevant S.C. Certificate exists on the in service record.

(ii) If the residents of Punjab who are employed in Govt. of India or any other State Govt. the S.C. Certificate in such cases will also issued by the respective H.O.D. or Head of Office in the proforma given below provided S.C. Certificate exists in their service record.

6. In case of freedom fighters; political sufferers, terrorists/riot victims and migrants where the registers are maintained by D.C. Office the certificate may be issued by Deputy Commissioner/ G.A. to D.C./A.D.C.

These instructions shall come into force with immediate effect and shall be affective even where admission prospectus have already been printed following earlier instructions but entrance examination is yet to be held or deadline for submission of forms is not yet over.

ਨੰ : 1/8/07-ਰਸ1/853
ਪੰਜਾਬ ਸਰਕਾਰ
ਭਲਾਈ ਵਿਭਾਗ
(ਰਿਜਰਵੇਸ਼ਨ ਸੈੱਲ)

ਸੇਵਾ ਵਿਖੇ,

ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ,
ਸਮੂਹ ਜਿਲ੍ਹਆਂ ਦੇ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਜ,
ਸਮੂਹ ਉਪ ਮੰਡਲ ਮੈਜਿਸਟਰੇਟ (ਸਿਵਲ) ਅਤੇ
ਤਹਿਸੀਲਦਾਰ

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ : 29.06.2009

ਵਿਸ਼ਾ : ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਨੂੰ ਜਾਤੀ ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨ

ਸ੍ਰੀਮਾਨ ਜੀ,

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਦਾ ਧਿਆਨ ਸਰਕਾਰ ਦੇ ਪੱਤਰ ਨੰਬਰ ਨੰ:1/8/07-ਰਸ1/815-10.07.2008 ਅਤੇ ਇਸ ਸਬੰਧ ਵਿੱਚ ਸਮੇਂ-ਸਮੇਂ ਸਿਰ ਜਾਰੀ ਕੀਤੀਆਂ ਗਈਆਂ ਹਦਾਇਤਾਂ ਵੱਲ ਦਿਵਾਉਣ ਕਹਿਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਵਿਅਕਤੀਆਂ ਨੂੰ ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨ ਲਈ ਪਹਿਲਾਂ ਅਧਿਕਾਰਤ ਕੀਤੇ ਅਧਿਕਾਰੀਆਂ ਤੋਂ ਇਲਾਵਾ ਹੇਠ ਲਿਖੇ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਜਾਤੀ ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨ ਦੇ ਅਖਤਿਆਰ ਦਿੱਤੇ ਜਾਂਦੇ ਹਨ:

ਲੜੀ ਨੰਬਰ	ਕੈਟਾਗਰੀ	ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨ ਲਈ ਸਮੱਰਥ ਅਧਿਕਾਰੀ
1	2	3
1.	ਪੇਂਡੂ ਖੇਤਰਾਂ ਲਈ	ਸਬੰਧਤ ਬਲਾਕ ਵਿਕਾਸ ਤੇ ਪੰਚਾਇਤ ਅਫਸਰ
2.	ਮਿਉਂਸਪਲ ਕਰਪੋਰੇਸ਼ਨਾਂ ਦੀ ਹਦੂਦ ਦੇ ਵਸਨੀਕਾਂ ਲਈ	ਸਬੰਧਤ ਮਿਉਂਸਪਲ ਕਮਿਸ਼ਨਰ/ਵਧੀਕ ਕਮਿਸ਼ਨਰ
3.	ਮਿਉਂਸਪਲ ਕੌਂਸਲਾਂ/ ਐਨ.ਏ.ਸੀ. ਦੀ ਹਦੂਦ ਦੇ ਵਸਨੀਕਾਂ ਲਈ	ਸਬੰਧਤ ਕਾਰਜ ਸਾਧਕ ਅਫਸਰ

1. ਇਹ ਸਪੱਸ਼ਟ ਤੌਰ ਤੇ ਦਸਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਸੰਵਿਧਾਨਕ ਹੁਕਮ (ਅਨੁਸੂਚਿਤ ਜਾਤੀ), ਪੰਜਾਬ ਲਿਸਟ (ਕਾਪੀ ਨੱਥੀ ਹੈ) ਵਿੱਚ ਦਰਜ ਹਿੰਦੂ, ਸਿੱਖ ਅਤੇ ਬੁੱਧ ਧਰਮ ਦੇ ਅਨ_ਯਾਈਆਂ ਨੂੰ ਹੀ ਅਨੁਸੂਚਿਤ ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕੀਤੇ ਜਾ ਸਕਦੇ ਹਨ ਅਤੇ ਇਸ ਲਿਸਟ ਤੋਂ ਬਾਹਰ ਕਿਸੇ ਵੀ ਜਾਤੀ/ਉਪ ਜਾਤੀ ਨੂੰ ਜਾਰੀ ਕੀਤਾ ਗਿਆ ਜਾਤੀ ਸਰਟੀਫਿਕੇਟ ਗੈਰ-ਕਾਨੂੰਨੀ

ਹੋਵੇਗਾ। ਇਸ ਲਈ ਅਨੁਸੂਚਿਤ ਜਾਤੀ ਸਰਟੀਫਿਕੇਟ ਕੇਵਲ ਅਨੁਸੂਚਿਤ ਜਾਤੀ ਦੀ ਸੂਚੀ ਵਿੱਚ ਦਰਜ ਜਾਤੀਆਂ ਨੂੰ ਹੀ ਜਾਰੀ ਕੀਤੀ ਜਾਣਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।

ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ/ਹੋਰ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਨਾਲ ਸਬੰਧਤ ਵਿਅਕਤੀਆਂ ਨੂੰ ਪਛੜੀ ਸ਼੍ਰੇਣੀ/ਓ.ਬੀ.ਸੀ. ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨ ਲਈ ਸਰਕਾਰ ਦੇ ਪੱਤਰ ਨੰ:1/41/93-ਰਸ1/209-211, ਮਿਤੀ 24.02.2009 (ਕਾਪੀ ਨੱਥੀ ਹੈ) ਰਾਹੀਂ ਸਲਾਨਾ ਆਮਦਨ ਸੀਮਾ ਦੀ ਹੱਦ ਨਿਸ਼ਚਿਤ ਕੀਤੀ ਗਈ ਹੈ, ਪੰਜਾਬ ਰਾਜ ਲਈ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ/ਹੋਰ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੀ ਸੂਚੀ ਨਾਲ ਨੱਥੀ ਕਰਕੇ ਭੇਜੀ ਜਾਂਦੀ ਹੈ। ਇਨ੍ਹਾਂ ਜਾਤੀਆਂ ਦੇ ਉਮੀਦਵਾਰਾਂ ਨੂੰ ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨ ਲਈ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਅਤੇ ਹੋਰ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਸਮਾਜਿਕ ਤੌਰ ਤੇ ਪਦ-ਉੱਨਤ (ਕਰੀਮੀਲੇਅਰ) ਵਿਅਕਤੀਆਂ ਨੂੰ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਲਈ ਰਾਖਵੇਂਕਰਨ ਦੇ ਦਾਇਰੇ ਤੋਂ ਬਾਹਰ ਰੱਖਣ ਲਈ ਸਰਕਾਰ ਵੱਲੋਂ ਨੀਤੀ ਹਦਾਇਤਾਂ ਮਿਤੀ 24.02.2009 ਅਤੇ ਇਸ ਸਬੰਧ ਵਿੱਚ ਸਮੇ -ਸਮੇਂ ਸਿਰ ਜਾਰੀ ਕੀਤੀਆਂ ਗਈਆਂ ਹੋਰ ਹਦਾਇਤਾਂ ਨੂੰ ਧਿਆਨ ਵਿੱਚ ਰੱਖ ਕੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇ ਣੀਆਂ ਨੂੰ ਪਛੜੀ ਸ਼੍ਰੇਣੀ/ਓ.ਬੀ.ਸੀ. ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।

ਇਹ ਹਦਾਇਤਾਂ ਕੇਵਲ ਮਿਤੀ 01.07.2009 ਤੋਂ ਮਿਤੀ 30.09.2009 ਤੱਕ ਹੀ ਲਾਗੂ ਰਹਿਣਗੀਆਂ।

ਸਹੀ/-
ਅਧੀਨ ਸਕੱਤਰ ਭਲਾਈ

FORMAT OF CERTIFICATE

GOVERNMENT of PUNJAB
Office of the Tehsildar, (_____)
Name of District

Certificate of Scheduled Caste

Document Sr. No.

It is Certified that_____Shri/Smt._____

Son/Daughter of_____Shri_____of

Village/Town_____ of

District/Division_____

State of Punjab belongs to_____Caste which

has been recongnized as Scheduled Caste as per "The Constitution (Scheduled Castes), Order 1950".

Shri_____and his family lives in village/Town of_____of District/Division_____ofPunjab State.

Date of Issuance:

Signature of the Issuing Authority:

Digitally Signed by:
Designation:
Date:
Place:

(Stamp and sign of certificate printing center)

Disclaimer- "This is a digitally Signed Certificate and does not require hand written signatures. The responsibility of verification of this document, before accepting the same for any legal purpose, would rest with the Institution or Organization or Company or any other entity where this document is produced."

The Content of this document could be verified using the document serial number at the following web linkhttp://edistrict.punjab.gov.in/EDA

FORMAT OF CERTIFICATE

GOVERNMENT of PUNJAB

Office of the Tehsildar, (_____)

Name of District

Certificate of Backward Class

Document Sr. No.

This is to Certified that Shri/Smt._____

Son/Daughter ofShri_____of_____

Town of_____

District/DivisionIn the State of Punjab belongs to the_____Community which is recognized as a backward class under the Government of Punjab, Department of Welfare of SCs and BCs vide Notification No. 11096-WG55/53380 dated 03/09/1955and Government of Punjab (Reservation Cell) vide Notification No. 1/41/93-RS1/1093050/1 dated 27-10-2017.

Shri/Smt_____and/orhis/her family ordinarily resides inthe_____ District/Division of the state of Punjab.

This is also to certify that he does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of Punjab, Department of Welfare of SCs and BCs Notification no. 1/41/93-RC1/ dated 17-01-1994, as amended vide Notification no. 1/41/93-RC1/1597 dated 17-08-2005, Notification No. 1/41/93-RC1/209 dated 24-02-2009 and Notification No. 1/41/93-RC1/609 dated 24-10-2013and Government of Punjab (Reservation Cell) vide Notification No. 1/41/93-RS1/1093050/1 dated 27-10-2017.

Date of Issuance:

Signature of the Issuing Authority:

Digitally Signed by:

Designation:

Date:

(Stamp and sign of certificate printing center)

Place:

Note: The term "Ordinarily" used here will have same meaning as in Section 20 of Representation of People Act, 1950.

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ਦਫ਼ਤਰ ਜ਼ਿਲ੍ਹਾ ਭਲਾਈ ਅਫ਼ਸਰ, ਪਟਿਆਲਾ।

(ਡਾ.ਬੀ.ਆਰ.ਅੰਬੇਦਕਰ ਭਵਨ, ਸੇਵਾ ਸਿੰਘ ਠੀਕਰੀ ਵਾਲਾ ਨਗਰ,
ਈ-ਮੇਲ: dwopatiala@gmail.com ਟੈਲੀਫੋਨ ਨੰ: 0175-2370574)

ਸੇਵਾ ਵਿਖੇ,

ਸਹਾਇਕ ਰਜਿਸਟਰਾਰ
ਕੇਂਦਰੀ ਦਾਖਲਾ ਸੈੱਲ
ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ,
ਪਟਿਆਲਾ।

ਪੱਤਰ ਨੰ.ਸ-1/ 5865 ਮਿਤੀ: ਪਟਿਆਲਾ/ 25-01-18

ਵਿਸ਼ਾ: **ਕੈਟਾਗਰੀਆਂ ਨਾਲ ਸਬੰਧਤ ਸਰਟੀਫਿਕੇਟ ਸਬੰਧੀ।**

ਹਵਾਲਾ: **ਆਪ ਦੇ ਦਫ਼ਤਰ ਦੇ ਪੱਤਰ ਨੰ: 13542/CAC ਮਿਤੀ 22-01-18 ਦੇ ਸਬੰਧ ਵਿੱਚ।**

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ ਆਪ ਨੂੰ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਪੱਛੜੀਆਂ ਸ੍ਰੇਣੀਆਂ /ਹੋਰ ਪੱਛੜੀਆਂ ਸ੍ਰੇਣੀਆਂ ਦੇ ਉਮੀਦਵਾਰਾਂ ਨੂੰ ਲਾਭ ਦੇਣ ਲਈ ਪੰਜਾਬ ਸਰਕਾਰ (ਰਿਜ਼ਰਵੇਸ਼ਨ ਸੈੱਲ) ਵਲੋਂ ਪੱਤਰ ਨੰ: 1/41/93-ਰਸ1/1093050/1 ਮਿਤੀ 27-10-17 ਰਾਹੀਂ ਨਿਰਧਾਰਿਤ ਆਮਦਨ ਸੀਮਾ Less than 6 ਲੱਖ ਤੋਂ ਵਧਾ ਕੇ Less than 8 ਲੱਖ ਰੁਪਏ ਸਲਾਨਾ ਕਰ ਦਿੱਤੀ ਗਈ ਹੈ। ਇਸ ਲਈ ਇਸ ਪੱਤਰ ਦਾ ਇੰਦਰਾਜ ਵੰ ਸਰਟੀਫਿਕੇਟ ਵਿੱਚ ਕਰ ਦਿੱਤਾ ਜਾਵੇ।

ਜ਼ਿਲ੍ਹਾ ਭਲਾਈ ਅਫ਼ਸਰ
ਪਟਿਆਲਾ 25/1/18

CAC

GOVERNMENT of PUNJAB

Office of the Tehsildar, (_____)

Name of District

Certificate of Other Backward Class

Document Sr. No.

This is to Certified thatShri/Smt._____

Son/Daughter of Shri_____of_____

Village/Town of_____

District/Division_____

State of Punjab belongs to the_____Caste which has been recognized as a backward class in terms of Punjab Government Letter No. 11096-WG55/53380 dated 03/09/1955and Government of Punjab (Reservation Cell) vide Notification No. 1/41/93-RS1/1093050/1 dated 27-10-2017.

This is also to certify that he/she does not belong to any category of persons/sections mentioned in column 3 of the schedule to the Punjab Government, Department of welfare letter No. 1/41/93-RC1/209 dated 24-02-2009 and Notification No. 1/41/93-RC1/209 dated 24-02-2009 and Government of Punjab (Reservation Cell) vide Notification No. 1/41/93-RS1/1093050/1 dated 27-10-2017.

Shri/Smt._____and his/her family ordinarily resides in Village/Town _____ District/Division of_____the state of Punjab.

Date of Issuance:

Signature of the Issuing Authority:

Digitally Signed by:

Designation:

Date:

(Stamp and sign of certificate printing center)

Place:

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ਪੰਜਾਬ ਸਰਕਾਰ
ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ
(ਟਰੇਨਿੰਗ ਸ਼ਾਖਾ)

ਸੇਵਾ ਵਿਖੇ,

ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ,
ਡਵੀਜਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ,
ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈਕੋਰਟ,
ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਅਤੇ ਉਪ ਮੰਡਲ ਅਫਸਰ (ਸਿਵਲ)

ਮੀਮੋ ਨੰ:3/7/2010-ਟਰੇਨਿੰਗ (3)/1007
ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ: 10 ਮਾਰਚ, 2010

ਵਿਸ਼ਾ : ਪੰਜਾਬ ਰਾਜ ਪ੍ਰਬੰਧ (ਗਵਰਨੈਂਸ) ਸੁਧਾਰ ਕਮਿਸ਼ਨ ਦੀਆਂ ਸਿਫਾਰਸ਼ਾਂ ਨੂੰ ਲਾਗੂ ਕਰਨ ਸਬੰਧੀ।

ਪੰਜਾਬ ਰਾਜ ਪ੍ਰਬੰਧ (ਗਵਰਨੈਂਸ) ਸੁਧਾਰ ਕਮਿਸ਼ਨ ਦੀ ਸਥਾਪਨਾ ਸਰਕਾਰੀ ਹੁਕਮਾਂ ਰਾਹੀਂ ਮਿਤੀ 3 ਜਨਵਰੀ, 2009 ਨੂੰ ਹੋਈ ਸੀ। ਇਹ ਪਹਿਲਾਂ ਸਰਕਾਰ ਨੂੰ ਦੋ ਰਿਪੋਰਟਾਂ ਸੌਂਪ ਚੁੱਕਾ ਹੈ। ਕਮਿਸ਼ਨ ਦੁਆਰਾ ਪ੍ਰਸਤਾਵਿਤ ਸੁਝਾਵਾਂ ਨੂੰ ਲਾਗੂ ਕਰਨ ਦੇ ਮੁੱਦੇ ਤੇ ਸਰਕਾਰ ਵੱਲੋਂ ਧਿਆਨਪੂਰਵਕ ਵਿਚਾਰ ਕੀਤਾ ਗਿਆ ਅਤੇ ਇਹ ਫੈਸਲਾ ਲਿਆ ਗਿਆ ਕਿ ਸਿਫਾਰਸ਼ਾਂ ਨੂੰ ਮੁੱਖ ਸਕੱਤਰ ਦੀ ਪ੍ਰਧਾਨਗੀ ਹੇਠ ਬਣੀ ਉੱਚ ਪੱਧਰੀ ਕਮੇਟੀ ਵਿਚ ਵਿਚਾਰਨ ਉਪਰੰਤ ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ ਸਬੰਧਤ ਸਕੱਤਰਾਂ ਨਾਲ ਸਲਾਹ ਮਸ਼ਵਰੇ ਨਾਲ ਸਰਕਾਰੀ ਫੈਸਲਿਆਂ ਨੂੰ ਜਾਰੀ ਕਰਨ ਲਈ ਜਿੰਮੇਵਾਰ ਹੋਵੇਗਾ।

ਕਮਿਸ਼ਨ ਦੇ ਸੁਝਾਵਾਂ ਤੇ ਇਸ ਅਨੁਸਾਰ ਧਿਆਨਪੂਰਵਕ ਵਿਚਾਰ ਕੀਤਾ ਗਿਆ ਅਤੇ ਹਲਫੀਆ ਬਿਆਨਾਂ ਅਤੇ ਤਸਦੀਕ ਸਬੰਧੀ ਵਿਸ਼ੇਸ਼ ਸੁਝਾਵਾਂ ਦੇ ਸਬੰਧ ਵਿਚ ਹੇਠ ਲਿਖੇ ਹੁਕਮ ਜਾਰੀ ਕੀਤੇ ਜਾਂਦੇ ਹਨ।

ਸਾਰੇ ਸਬੰਧਤ ਵਿਅਕਤੀਆਂ ਨੂੰ ਹੁਕਮਾਂ ਦੀ ਪਾਲਣਾ ਅਤੇ ਸੰਸੋਧਿਤ ਵਿਧੀ ਨੂੰ ਦਰਸਾਏ ਸਮੇਂ ਦੇ ਅੰਦਰ-ਅੰਦਰ ਅਪਨਾਉਣ ਲਈ ਤੁਰੰਤ ਕਾਰਵਾਈ ਹਿੱਤ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ।

1. ਲੋੜ ਆਧਾਰਿਤ ਸੇਵਾਵਾਂ ਹਿਤ ਹਲਫੀਆ ਬਿਆਨਾਂ ਦੀ ਪ੍ਰਣਾਲੀ (System):-

1.1 ਮੌਜੂਦਾ ਸਮੇਂ ਤੇ ਬਿਨੈਕਾਰਾਂ/ਸਰਪ੍ਰਸਤਾਂ ਦੇ ਵੱਖ-ਵੱਖ ਲੋੜ ਆਧਾਰਿਤ ਸਰਟੀਫਿਕੇਟਾਂ ਜਿਵੇਂ ਕਿ ਰਿਹਾਇਸ਼/ਅਧਿਵਾਸ/ਕੰਢੀ ਖੇਤਰ/ਅਨੁਸੂਚਿਤ ਜਾਤੀ/ਪੱਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਆਦਿ ਲਈ ਹਲਫੀਆ ਬਿਆਨਾਂ ਦੀ ਲੋੜ ਪੈਂਦੀ ਹੈ। ਕੁਝ ਮਾਮਲਿਆਂ ਵਿਚ ਹਲਫੀਆਂ ਬਿਆਨ ਕਾਨੂੰਨੀ ਨਿਯਮਾਂ ਅਤੇ ਅਧਿਨਿਯਮਾਂ ਅਧੀਨ ਮੁਕੱਰਰ ਕੀਤੇ ਜਾਂਦੇ ਹਨ। ਕੁਝ ਮਾਮਲਿਆਂ ਵਿਚ, ਪਬਲਿਕ ਨੋਟਰੀ ਇਨ੍ਹਾਂ ਨੂੰ ਤਸਦੀਕ ਕਰ ਸਕਦੇ ਹਨ ਜਦੋਂ ਕਿ ਹੋਰਵੇਂ ਮਾਮਲਿਆਂ ਵਿਚ ਇਸ ਦੇ ਅਖਤਿਆਰ ਕੇਵਲ ਕਾਰਜਕਾਰੀ ਮੈਜਿਸਟ੍ਰੇਟਾਂ ਕੋਲ ਹੀ ਹਨ।

1.2 ਸਰਕਾਰ ਦਾ ਵਿਚਾਰ ਹੈ ਕਿ ਹਲਫੀਆ ਬਿਆਨਾਂ ਦੀ ਮੰਗ ਦੇ ਸਿੱਟੇ ਵਜੋਂ ਨਾਗਰਿਕਾਂ ਨੂੰ ਬੇਲੋੜੀ ਪ੍ਰੇਸ਼ਾਨੀ ਹੁੰਦਾ ਹੈ ਅਤੇ ਜ਼ਿਆਦਾਤਰ ਮਾਮਲਿਆਂ ਵਿਚ ਹਲਫੀਆ ਬਿਆਨਾਂ ਨੂੰ ਸਵੈ-ਘੋਸ਼ਣਾ ਨਾਲ ਬਦਲਿਆ ਜਾ ਸਕਦਾ ਹੈ ਕਿਉਂਕਿ ਕਾਨੂੰਨ ਅਧੀਨ ਗਲਤ ਬਿਆਨੀ ਕਰਨ ਤੇ ਸਖਤ ਦੰਡ ਰੱਖੇ ਗਏ ਹਨ। ਇਸ ਲਈ ਇਹ ਫੈਸਲਾ ਕੀਤਾ ਗਿਆ ਹੈ ਕਿ ਕੋਈ ਵੀ ਸਰਕਾਰੀ ਵਿਭਾਗ ਜਾਂ ਸੰਸਥਾਂ ਕਿਸੇ ਵੀ ਪ੍ਰਕਾਰ ਦੀ ਸੇਵਾ ਮੁਹੱਈਆ ਕਰਵਾਉਣ ਲਈ ਬਿਨੈਕਾਰ ਤੋਂ ਹਲਫੀਆ ਬਿਆਨ ਨਹੀਂ ਮੰਗੇ ਗਾ। ਸਿਵਾਏ ਉਨ੍ਹਾਂ ਮਾਮਲਿਆਂ ਦੇ ਜਿਨ੍ਹਾਂ ਵਿਚ ਕਾਨੂੰਨ ਜਾਂ ਕਾਨੂੰਨੀ ਨਿਯਮਾਂ ਅਨੁਸਾਰ ਹਲਫੀਆ ਬਿਆਨ ਦੀ ਲੋੜ ਹੋਵੇ । ਹਲਫੀਆ ਬਿਆਨ ਦੀ ਥਾਂ ਤੇ ਸਵੈ-ਘੋਸ਼ਣਾ ਸਵੀਕਾਰ ਕੀਤੀ ਜਾਵੇਗੀ। ਇਹ ਪ੍ਰਣਾਲੀ 1 ਅਪ੍ਰੈਲ, 2010 ਤੋਂ ਲਾਗੂ ਹੋਵੇਗੀ। ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਇਹ ਸੁਨਿਸ਼ਚਿਤ ਕਰਨਗੇ ਕਿ ਸਵੈ-ਘੋਸ਼ਣਾਵਾਂ ਦੇ ਸੰਸੋਧਿਤ ਖਾਕੇ (ਫਾਰਮੇ) ਸਾਰੇ ਸੁਵਿਧਾ ਕੇਂਦਰਾਂ ਤੇ ਉਪਲਬਧ ਹੋਣ, ਹਾਲਾਕਿ ਸਵੈ-ਘੋਸ਼ਣਾ ਉੱਤੇ ਬਿਨੈਕਾਰਾਂ ਦੀ ਫੋਟੋ ਲੱਗੇਗੀ।

1.3 ਸਮੂਹ ਸਕੱਤਰ, ਵਿਸ਼ੇਸ਼ ਤੌਰ ਤੇ ਸਿੱਖਿਆ, ਸਿਹਤ, ਤਕਨੀਕੀ ਸਿੱਖਿਆ, ਸਿੰਚਾਈ ਅਤੇ ਬਿਜਲੀ ਵਿਭਾਗਾਂ ਆਦਿ ਜਿੱਥੇਹਫੀਆ ਬਿਆਨਾਂ ਦੀ ਲੋੜ ਦਾਖਲੇ/ਰੋਜਗਾਰ ਦੀ ਯੋਗਤਾ ਦੇਖਣ ਲਈ ਹੁੰਦੀ ਹੈ, ਇਹ ਸੁਨਿਸ਼ਚਿਤ ਕਰਨਗੇ ਕਿ ਸਮੂਹ ਸੰਸਥਾਵਾਂ/ਏਜੰਸੀਆਂ ਹਲਫੀਆ ਬਿਆਨ ਫਾਈਲ ਕਰਨ ਦੀ ਮੌਜੂਦਾ ਪ੍ਰਣਾਲੀ ਨੂੰ ਬਦਲਣ ਅਤੇ ਮਿੱਥੇ ਸਮੇਂ ਵਿਚ ਇਸ ਨੂੰ ਲਾਗੂ ਕਰਨ।

1.4 ਸਮੂਹ ਵਿਭਾਗਾਂ ਨੂੰ ਪ੍ਰਸੋਨਲ ਵਿਭਾਗਾਂ ਦੇ ਪੀ.ਜੀ.ਆਰ.ਸੀ. ਸੈਲ ਵਿਖੇ ਉਨ੍ਹਾਂ ਹਲਫੀਆ ਬਿਆਨਾਂ ਦੀ ਇਕ ਸੂਚੀ ਦਰਸਾਉਣੀ ਚਾਹੀਦੀ ਹੈ ਜਿਨ੍ਹਾਂ ਨੂੰ ਹੁਣ ਤੱਕ ਸਵੈ-ਘੋਸ਼ਣਾ ਵਿਚ ਤਬਦੀਲ ਕਰ ਦਿੱਤਾ ਗਿਆ ਅਤੇ ਇਕ ਹੋਰ ਸੂਚੀ ਜਿਸ ਵਿਚ ਵਿਸ਼ੇ /ਖੇਤਰ ਦਰਸਾਏ ਹੋਣ ਜਿੱਥੇ ਕੁਝ ਕਾਨੂੰਨੀ/ਹੋਰ ਕਾਰਨਾਂ ਕਰਕੇ ਹਲਫੀਆ ਬਿਆਨ ਪ੍ਰਣਾਲੀ ਜਾਰੀ ਰੱਖਣ ਦਾ ਸੁਝਾਅ ਹੋਵੇ । ਇਹ ਸੂਚੀ 30 ਅਪ੍ਰੈਲ, 2010 ਤੱਕ ਲਈ ਜਾਣੀ ਚਾਹੀਦੀ ਹੈ।

2. ਦਸਤਾਵੇਜ਼ਾਂ ਦੀ ਤਸਦੀਕ

2.1 ਮੌਜੂਦਾ ਸਮੇਂ ਤੇ ਵਿਦਿਅਕ ਸੰਸਥਾਵਾਂ ਵਿਚ ਦਾਖਲੇ ਅਤੇ ਸਰਕਾਰੀ ਨੌਕਰੀਆਂ ਲਈ ਬਿਨੈਕਾਰ ਆਪਣੀ ਯੋਗਤਾ ਸਾਬਤ ਕਰਨ ਲਈ ਆਪਣੇ ਸਰਟੀਫਿਕੇਟਾਂ/ਨੰਬਰ ਸ਼ੀਟਾਂ ਦੀ ਤਸਦੀਕਸੁਦਾ ਕਾਪੀ ਦੇਣ ਦੀ ਲੋੜ ਪੈਂਦੀ ਹੈ। ਕੁਝ ਮਾਮਲਿਆਂ ਵਿਚ ਉਨ੍ਹਾਂ ਦੁਆਰਾ ਬਿਨੈ ਪੱਤਰ ਵਿਚ ਦਿੱਤੇ ਵੇਰਵਿਆਂ ਨੂੰ ਮੈਜਿਸਟ੍ਰੇਟ ਤਸਦੀਕ ਕਰਵਾਉਣ ਦੀ ਲੋੜ ਪੈਂਦੀ ਹੈ।

2.2 ਸਰਕਾਰ ਨੇ ਇਹ ਫੈਸਲਾ ਲਿਆ ਹੈ ਕਿ ਮਿਤੀ 1 ਅਪ੍ਰੈਲ, 2010 ਤੋਂ ਵਿਦਿਅਕ ਸੰਸਥਾਵਾਂ ਵਿਚ ਦਾਖਲੇ ਅਤੇ ਰੋਜ਼ਗਾਰ ਸਬੰਧੀ ਬਿਨੈਪੱਤਰਾਂ ਹਿੱਤ ਦਸਤਾਵੇਜ਼ਾਂ ਦੀ ਸਵੈ-ਤਸਦੀਕ ਦੀ ਇਜਾਜਤ ਦੇ ਦਿੱਤੀ ਜਾਣੀ ਚਾਹੀਦੀ ਹੈ।

2.3 ਵਿਦਿਅਕ ਅਦਾਰਿਆਂ ਵਿਚ ਦਾਖਲੇ ਅਤੇ ਰੋਜ਼ਗਾਰ ਨਾਲ ਸਬੰਧਤ ਏਜੰਸੀਆਂ ਨੂੰ ਸਵੈ-ਤਸਦੀਕ ਕਾਪੀਆਂ ਸਵੀਕਾਰ ਕਰਨੀਆਂ ਚਾਹੀਦੀਆਂ ਹਨ ਅਤੇ ਅੰਤਿਮ ਸੂਚੀ/ਅੰਤਿਮ ਤੌਰ ਤੇ ਚੁਣੇ ਗਏ ਉਮੀਦਵਾਰ ਦੇ ਮੂੱਲ ਦਸਤਾਵੇਜ਼ ਹੀ ਮੰਗਵਾਉਣੇ ਚਾਹੀਦੇ ਹਨ।

3. ਅਥਾਰਟੀਆਂ ਵੱਲੋਂ ਕੀਤੀ ਜਾਣ ਵਾਲੀ ਕਾਰਵਾਈ

3.1 ਸਿੱਖਿਆ, ਉਚੇਰੀ ਸਿੱਖਿਆ, ਮੈਡੀਕਲ ਸਿੱਖਿਆ ਅਤੇ ਖੋਜ ਅਤੇ ਤਕਨੀਕੀ ਸਿੱਖਿਆ ਵਿਭਾਗਾਂ ਦੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰਾਂ ਨੂੰ ਇਹ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀਹੈ ਕਿ ਉਹ ਸੁਨਿਸ਼ਚਿਤ ਕਰਨ ਕਿ ਇਹ ਫੈਸਲੇ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਦਿਅਕ ਅਦਾਰਿਆਂ ਵਿਚ ਲਾਗੂ ਕੀਤੇ ਜਾਣ ਅਤੇ ਦਾਖਲੇ ਲਈ ਬਿਨੈ ਪੱਤਰ ਫਾਰਮ ਦਾ ਫਾਰਮੈਟ 2010-2011 ਦੇ ਅਕਾਦਮਿਕ ਸੈਸ਼ਨ ਵਿਚ ਦਾਖਲੇ ਲਈ ਬਿਨੈਪੱਤਰ ਮੰਗਵਾਉਣ ਤੋਂ ਪਹਿਲਾਂ ਉਚਿਤ ਰੂਪ ਵਿਚ ਸੋਧਿਆ ਹੋਵੇ।

3.2 ਪੰਜਾਬ ਲੋਕ ਸੇਵਾ ਕਮਿਸ਼ਨ ਅਤੇ ਅਧੀਨ ਸੇਵਾਵਾਂ ਚੋਣ ਬੋਰਡ, ਪੰਜਾਬ ਦੇ ਚੇਅਰਮੈਨ ਸਾਹਿਬਾਨ ਨੂੰ ਇਹ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਉਹ ਉਨ੍ਹਾਂ ਦੁਆਰਾ ਸੰਚਾਲਿਤ ਭਰਤੀਆਂ ਦੇ ਸਬੰਧ ਵਿਚ ਇਨ੍ਹਾਂ ਫੈਸਲਿਆਂ ਨੂੰ ਲਾਗੂ ਕਰਨ ਨੂੰ ਸੁਨਿਸ਼ਚਿਤ ਬਣਾਉਣ। ਜਿਹੜੀਆਂ ਭਰਤੀਆਂ ਉਕਤ ਦੋਨੋਂ ਅਥਾਰਟੀਆਂ ਦੇ ਅਧੀਨ ਨਹੀਂ ਆਉਂਦੀਆਂ ਉਨ੍ਹਾਂ ਵਿਚ ਵਿਭਾਗਾਂ ਦੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ ਅਤੇ ਮੁੱਖੀ ਇਹ ਸੁਨਿਸ਼ਚਿਤ ਕਰਨ ਕਿ ਇਨ੍ਹਾਂ ਫੈਸਲਿਆਂ ਨੂੰ ਲਾਗੂ ਕਰਨ ਹਿੱਤ ਚੋਣ ਕਮੇਟੀਆਂ ਉਚਿਤ ਕਦਮ ਉਠਾਉਣ।

3.3 ਜਿਲ੍ਹਿਆਂ ਦੇ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਸੁਵਿਧਾ ਸੁਵਿਧਾ ਕੇਂਦਰਾਂ ਵਿਖੇ ਇਨ੍ਹਾਂ ਫੈਸਲਿਆਂ ਨੂੰ ਪ੍ਰਦਰਸ਼ਿਤ ਕਰਦੇ ਇਸ ਦਾ ਮੁਨਾਸਬ ਪ੍ਰਚਾਰ ਸੁਨਿਸ਼ਚਿਤ ਬਣਾਉਣ। ਅਜਿਹਾ ਕਰਦੇ ਸਮੇਂ ਭਾਰਤੀ ਦੰਡ ਸੰਘਤਾ ਦੀ ਅੰਤਿਕਾ-1 ਵਿਚ ਸਾਬਤ ਹੁੰਦੀ ਹੈ ਤਾਂ ਮੈਂ ਕਾਨੂੰਨ ਅਧੀਨ ਸਜ਼ਾ ਦਾ ਭਾਗੀਦਾਰ ਹੋਵਾਂਗਾ/ਹੋਵਾਂਗੀ ਅਤੇ ਮੈਨੂੰ ਉਸ ਵਿਦਿਅਕ ਸੰਸਥਾ ਵਿਚੋਂ ਸਰਸਰੀ ਤੌਰ ਤੇ (summarily) ਕੱਢ ਦਿੱਤਾ ਜਾਵੇਗਾ ਜਿਸ ਵਿਚ ਮੈਂ ਅਜਿਹੀ ਝੂਠੀ ਸੂਚਨਾ ਦੇ ਆਧਾਰ ਤੇ ਦਾਖਲਾ ਲਿਆ ਹੈ।

3.4 ਅੰਤਿਕਾ-2 ਵਿਚ ਦਿੱਤੇ ਸਵੈ-ਘੋਸ਼ਣਾ ਦੇ ਫਾਰਮੈਟ ਨੂੰ ਸੇਵਾਵਾਂ ਦੇ ਨਾਲ-ਨਾਲ ਵੱਖ-ਵੱਖ ਸੰਸਥਾਵਾਂ ਅਤੇ ਰਾਜ ਸਰਕਾਰ ਦੇ ਨਿਯੰਤਰਣ ਅਧੀਨ ਰੋਜਗਾਰ ਦੇ ਬਿਨੈਪੱਤਰਾਂ ਵਿਚ ਉਚਿਤ ਤਰੀਕੇ ਨਾਲ ਸ਼ਾਮਲ ਕੀਤਾ ਜਾਵੇ।

ਐਸ.ਸੀ. ਅਗਰਵਾਲ
ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ

ਪਿ:ਅੰ:ਨੰ:3/7/2010-ਟਰੇਨਿੰਗ (3)/1008

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ: 10
ਮਾਰਚ, 2010

ਅੰਤਿਕਾ-1

Section 177. Furnishing false information

Whoever, being legally bound to funish information on any subject to any public servant, as such, furnishes, as true, information on the subject which he knows or has reason to believe to be false, shell be punished with simple imprisonment for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both.

Or, if the information which he is legally bound to give respects the commission of an offence, or is required for the purpose of preventing the commission of an offence, or in order to the apprehension of an offender, with impresonment of either description for a term which may extend to two years, or with fine, or with both.

Section 193. Punishment for false evidence

Whoever intentionally gives false evidence in any stage of a judicial proceeding, or fabricates false evidence for the purpose of being used in any stage of a judicial proceeding, shall be punished with imprisonment of either description for a term which may extend to seven years and shall also be liable to fine;
and whoever intentionally gives or fabricates false evidence in any other case, shall be punished with imprisonment of either description or a term which may extend in three years, and shall also be liable to fine.

Section 197. Issuing or signing false certificate

Whoever issues or signs any certificate required by law to be given or signed, or relating to any fact of which such certificate is by law admissible in evidence, knowing or believing that such certificate is false in any material point, shall be punished in the same manner as if he gave false evidence.

Section 198. Using as true a certificate known to be false

Whoever corruptly uses or attempts to use any such certicate as a true certicate, knowing the same to be false in any material point, shall be punished in the same manner as if he gave false evidence.

Section 299. False statement made in declaration which is by law receivible as evidence

Whoever, in any declartion made or subscribes by him, which declaration any Court of Justice, or any public servant or other person, is bound or authorized by law to receive as evidence of any fact, makes any statement which is false and which he either knows or believes to be false or does not believe to be true. Touching any pint material to the object for which the declaration is made or used, shall be punished in the same manner as if he gave false evidence.

Section 200. Using as true such declaration knowing is to be false.

Whoever corruptly uses or attempts to use as true any such declaration, knowing the same to be false in any material point, shall be punished in the same manner as if he gave false evidence.

Explanation- A declaration which is inadmissible merely upon the ground of some formality, is a declaration within the meaning of sections 199 to 200

ਨਮੂਨਾ ਫਾਰਮ ਸਵੈਘੋਸ਼ਣਾ

ਅੰਤਿਕ੍2

ਰਾਜ ਸਰਕਾਰਜਾਂਇਸ ਦੇ ਅਧੀਨਆਉਂਦੀਆਂਵਿਦਿਅਕ ਸੰਸਥਾਵਾਂਵਿਚਦਾਖਲੇ ਹਿੱਤਬਿਨੈਕਾਰਵਲੋਂਜ਼ਦਿੱਤੇ ਜਾਣਵਾਲੀ ਸਵੈਘੋਸ਼ਣਾ।

ਦਾਖਲਾਲੈਣਲਈਬਿਨੈ ਪੱਤਰਫਾਰਮ ਦੇ ਅੰਤਵਿਚ ਹੇਠ ਲਿਖੀ ਘੋਣਾਮਲਕੀਤੀਜਾਣੀਚਾਹੀਦੀਹੈ:

ਮੈਜ਼ ..... ਪੁੱਤਰ/ਪੁੱਤਰੀਸ਼੍ਰੀ ..... ਉਮਰ ..... ਸਾਲ ..... ਵਾਸੀ ..... ਜਿਲ੍ਹ ..... ਪੰਜਾਬ, ਇਹ ਘੋਣਾਕਰਦਾ/ਕਰਦੀਹਾਂਕਿ ਉਪਰੋਕਤ ਅਤੇ ਨੱਥੀਦਸਤਾਵੇਜ਼ਾਂਵਿਚਦਿੱਤੀ ਸੂਚਨਾ ਮੇਰੀ ਜਾਣਕਾਰੀ ਅਤੇ ਵਿਸ਼ਾਅਨੁਸਾਰ ਦਰੁਸਤ ਹੈ ਅਤੇ ਇਸ ਵਿਚ ਕੁਝ ਵੀ ਛੁਪਾਇਆਨਹੀਜ਼ਗਿਆ। ਮੈਂਇਸ ਗੱਲ ਤੋ ਜਾਣੂ ਹਾਂਕਿਜੇਕਰ ਮੇਰੇ ਦੁਆਰਾਦਿੱਤੀਗਈ ਸੂਚਨਾ ਝੂਠੀ ਸਾਬਤ ਹੁੰਦੀ ਹੈ ਤਾਂਮੈਂਕਾਨੂੰਨਅਧੀਨ ਸਜ਼ਾ ਦਾ ਭਾਗੀਦਾਰਹੋਵਾਂਗਾ/ਹੋਵਾਂਗੀ ਅਤੇ ਮੈਨੂੰ ਉਸ ਵਿਦਿਅਕ ਸੰਸਥਾਵਿਚੋ ਸਰਸਰੀਤੌਰ ਤੇ (summarily)ਕੱਢਦਿੱਤਾਜਾਵੇਗਾ ਜਿਸ ਵਿਚ ਮੈ ਅਜਿਹੀ ਝੂਠੀ ਸੂਚਨਾ ਦੇ ਅਧਾਰ ਤੇ ਦਾਖਲਾਲਿਆ ਹੈ।

ਉਮੀਦਵਾਰ ਦੇ ਹਸਤਾਖਰ

BACKWARD AREA CERTIFICATE

Despatch No._____ Date: _____

Certified that_____son/daughter of Shri_____is a bonafide resident of_____Tehsil_____District_____
which has been declared as backward area by the Punjab Government. His/Her claim falls under Category_____indicated below:

(a) A person who with the family members has been residing in a particular village or town included in the list of areas which are declared backward constantly for a period of ten years or more and is likely to continue to reside there.

(b) A person who has been residing in a village town for a period of less than ten years but not less than five years who is likely to reside there on account of the fact that he has obtained employment and will settle there after retirement.

In case of a person who has been residing in a village or town included in the list of areas which are declared backward and has migrated to another village or town in the said area, the total of his stay at both places will be counted.

Place: **District Magistrate/G.A. to D.C.
or Sub-Divisional Officer (Civil)
Date: (with Seal of the Court)

*Please mention here category (a) or (b) as the case may be.
**Certificate from authority other than D.M./G.A. to D.C. or S.D.O. (Civil) is not Valid.

CERTIFICATE FOR BEING CHILDEREN/GRANDCHILDREN OF POLITICAL SUFFERERS (GRAND CHILDREN WOULD MEAN SON'S SONS/DAUGHTERS OR DAUGHTER'S SONS/DAUGHTERS)

Despatch No._____ Date:_____

Certified that_____son/daughter of Shri_____of village _____P.O._____Tehsil_____
District_____and father/mother of Shri/Kumari_____
(Name of the Candidate)
bonafide political sufferer and has been granted freedom fighter's pension by the Punjab Government or has been awarded Tamra Patra for his political sufferings.

Place: *Deputy Commissioner
Date: (with Seal of the Court)

*Certificate from no other authority will be accepted.

CERTIFICATE BY THE CANDIDATE HAILING FROM BORDER AREA

Despatch No._____ Date: _____

(i) Certified that_____son/daughter of Shri_____ofvillage_____District_____is a bonafide resident of village_____District_____ the village/town fall within the belt of 10 miles from the international border.

It is further certified that_____has studied for at least 5 years in a recognised institutions(s) located in such village/town, as per dated of joining and leaving school/college given below, which also fall within the belt of 10 miles from the international border.

(1) _____
(2) _____
(3) _____
(4) _____

Place: *D.C./G.A. to D.C./S.D.O.(Civil)
Date: (with Seal of the Court)

*Certificate from no other authority will be accepted.

(ii) Certified that_____son/daughter of Sh._____of village_____District_____was a bonafide student of the school/college from_____to_____.
(exact date of joining and leaving the School/College to be given)

Place: Signature of Headmaster/
Principal of the School/College
Date: (with Seal)

DEFENCE/PARA-MILITARY/PUNJAB POLICE/P.A.P./PUNJAB HOME GUARDS PERSONNEL CERTIFICATE

To be obtained from the appropriate authority with despatch number and date of the issue alongwith seal of the officer issuing the certificate mentioned in the Reservation Policy in the Prospectus for this category. Certificate must indicate the name of the candidate.

FORMAT OF CERTIFICATE
DISTRICT SAINIK WELFARE OFFICER

Name of District _____

Admission Certificate

(As per Pb. Govt. Notification No. GSR 9/Const/Art 309, 234 and 318/amd(5)/2003 dated 6th Nov, 2002 and letter No. 15/7/92-4DW/Part11/2056 dated 30th Apr, 2003

Certified that _____is a Lineal Descendant of No _____ Rank Ex_____ Name _____ Who is an Ex-Servicemen as per Identity Card No _____ issued by District Defence Services Welfare Officer, _____ and residing at _____

District-

This certificate is issued to _____ whose date of birth is _____ strictly for the purpose of Admission for (Name of the class/course) _____

No. _____

Dated:_____

District Defence Services Welfare Officer,

(_____)
Name of District

ਪੰਜਾਬ ਰੂਰਲ ਏਰੀਆ ਸਰਟੀਫਿਕੇਟ

Punjab Rural Area Certificate- CERTIFICATE: (A)

Document Sr. No.

ਇਹ ਤਸਦੀਕ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ/This is to Certified that_____
ਪੁੱਤਰ/ਪੁੱਤਰੀ/Son/Daughter of_____ਪਿੰਡ ਦਾ ਰਹਿਣਵਾਲਾ/ਵਾਲੀ ਹੈ/is Resident of Village_____ਤਹਿਸੀਲ/Tehsil_____
ਜ਼ਿਲਾ/District_____ਜਿਹੜਾਕਿ ਪੇਡੂ ਏਰੀਆ ਹੈ/Which is a Rural Area._____

Date of Issuance:

Signature of the Issuing Authority:

Digitally Signed by:
Designation:
Date:

(Stamp and sign of certificate printing center)

Place:

Punjab Rural Area Certificate- CERTIFICATE: (B)

(Require only from those candidates claiming benefit of reservation under rural area

Certified that_____son/daughter/wife of Shri_____ an applicant for admission to various courses (2022-23) in Punjabi University, Patiala has passed Matriculation/Higher Secondary examination from Name of School_____Village_____

District_____ which was situated in rural area i.e. an area that falls neither under a Corporation/Municipal Committee nor under a Notified Area Committee. Further he/she has studied in this school from_____ to _____.

Further certified that he/she is a resident of village_____Tehsil_____District_____.

Place:

Date:

Signature of the Principal/
Headmaster of the School with office stamp

Signature of Tehsildar of the area
with clear office stamp

Despatch No._____
Dated_____

Note:

- If the residence of the candidate and village in which candidate has studied are same then only certificate "B" is required. Otherwise "A" and "B" both the certificates are required.
- The school run on the campuses of Corporations, Universities and Cantonment areas will not be considered in this category.
- Candidate should studied in a school situated in rural area for at least five years prior to his/her Matriculation/Higher Secondary Examination.

Disclaimer- "This is a digitally Signed Certificate and does not require hand written signatures. The responsibility of verification of this document, before accepting the same for any legal purpose, would rest with the Institution or Organization or Company or any other entity where this document is produced."

The Content of this document could be verified using the document serial number at the following web link http://edistrict.punjab.gov.in/EDA

CERTIFICATE IN RESPECT OF 1984 RIOT AFFECTED MIGRANTS / DISPLACED PERSON/ DEPENDENTS OF TERORIST AFFECTED FAMILY OF PUNJAB

Dispatch No._____ Date: _____

This is to certify that _____ son / daughter of Sh. _____ is November 1984 riots affected migrant/ displaced person terrorist affected person / Dependent of terrorist affected family in Punjab. (Dependents of terrorist affected family will mean a family which has lost its bread winner in some terrorist action in Punjab).

He / She is achild of army deserter killed 100% physically disabled or the child of family of person killed as a result of terrorist violence by security forces acting in aid of civil power or the child of innocent civilians who have sustained 100% disability in terrorist violence or during operation by security forced acting in aid of civil power.

Place : Deputy Commissioner
Date ; (with Seal of the Court)

a) Certificate from authority other than D.C is not valid.
b) The applicant will have to fulfill the basic qualifications and any criteria prescribed by the University.

(CERTIFICATE FROM THE HANDICAPPED)

Dispatch No._____ Date: _____

Certified that _____ son / daughter of Sh. _____ suffers from a loss of disability of :

(a) 50% of more
(b) 40% or more but less than 50%

According to the criteria laid down in the Punjab Govt. notification (Reproduced in Chapter VII of the Prospectus for category 6)
Not relevant should be scored out.
Date :

Chief Medical Officer
PunjabiUniversity,
Patiala

MEDICAL FITNESS CERTIFICATE

I certify that I have carefully examined Mr. / Ms.....
Son/Daughter of Sh.....
His/Her age is about .....
His Chest Measurement is :- Unexpanded .....cm Expanded.....cm
His/her eyesight is upto the prescribed standards:
Details of glasses, (if worn) .....
He/She has no disease or mental/bodily infirmity unfitting or likely to unfit him/her in the future for active outdoor service.
Marks of identification: .....
Right Hand Thumb impression:-

Dated.....

(Signature of Gazetted Medical Officer)
With Office Seal

Passport Size Photo of the Candidate

Signature of Candidate .....

Self Declaration
Regarding Discontinuity in Studies (Gap Certificate)

I .....

S/o, D/o Mr./Mrs./Ms .....

Resident of .....

Passport Size Photo of the Candidate

do hereby solemnly affirm and declare as under:-

- That I discontinued my study from Session .....to .....
- That during the above period I was not involved in any offence or in any illegal activity.
- That no criminal case is pending against me in any court.

Dated:.....,.....

DEPONENT

Verification

Verified that the contents of my above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed there from.

Dated.....

DEPONENT

SELF DECLARATION
ANTI RAGGING - AFFIDAVIT BY PARENT/GUARDIAN

Passport Size Photo of Father / Guardian

I.....

Father/Mother/Guardian of Mr./Ms.....

having been admitted to.....

have received a copy of the UGC Regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (herein after called the "Regulations") carefully read and fully understood the provisions contained in the said regulations.

2. I have, in particular, persued clause 3 of the regulations and am aware as to what constitutes ragging.

3. I have also, in particular, persued clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4. I hereby solemnly aware and undertake that:-

a. My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.

b. My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the regulations.

5. I hereby affirm that, if found guilty of ragging, my ward will be liable for punishment according to clause 9.1 or Regulations, without prejudice to any other criminal action that may be taken against me under penal law or any law for the time being in force.

6. I hereby declare that my ward have not been expelled or debarred from admission in any institution in the country on account of being found guilty or, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my ward's admission is liable to be cancelled.

Declared this.....day of.....Month of.....Year

Signature of Deponent

Name.....

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at.....day of .....Month of.....Year

Signature of Deponent

SELF DECLARATION
ANTI RAGGING - AFFIDAVIT BY THE STUDENT

Passport Size Photo of Student

I.....

Father/Mother/Guardian of Mr./Ms.....

having been admitted to.....

have received a copy of the UGC Regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (herein after called the "Regulations") carefully read and fully understood the provisions contained in the said regulations.

2. I have, in particular, persued clause 3 of the regulations and am aware as to what constitutes ragging.

3. I have also, in particular, persued clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4. I hereby solemnly aware and undertake that:-

a. I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.

b. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the regulations.

5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 or Regulations, without prejudice to any other criminal action that may be taken against me under penal law or any law for the time being in force.

6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty or, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this.....day of.....Month of.....Year

Signature of Student

Name.....

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at.....day of .....Month of.....Year

Signature of Student

SELF DECLARATION
Regarding Organs/Eyes Donations by Students

I_____son/daughter ofshri_____resident of _____want to ☐ want to ☐

"Pledge my eyes for eye donation after my death.My family members also support my decision.

This is to certify that the above said information given by me is accurate and I know that my name will be displayed in the list of Eye donors on the official website as I have chosen to pledge my eyes."

Note: Selected students have to submit the self declaration forms of the above mentioned, attached as annexure.

Signature

ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ

(1961 ਦੇ ਪੰਜਾਬਐਕਟਨੰ. 35 ਤਹਿਤ ਸਥਾਪਤ)

ਵਿਦਿਆਰਥੀ ਦੇ ਬੀਮੇ ਸਬੰਧੀਨਾਮਜ਼ਦਗੀਫਾਰਮ

(Nomination Form for Student Insurance)

ਵਿਦਿਆਰਥੀ ਦਾ ਨਾਮ (Student Name) .....

ਪਿਤਾ ਦਾ ਨਾਮ (Father's Name) .....

ਕੋਰਸ ਦਾ ਨਾਮ (Name of Course) .....

ਕਲਾਸ ਰੋਲਨੰਬਰ(Class Roll No.) .....

ਸੈਸ਼ਨ (Session) : 2022-2023

ਘਰ ਦਾ ਪੱਕਾਪਤਾ: .....

Permanent Home Address .....

ਮੋਬਾਇਲਨੰਬਰMobile No. .....

ਪੱਤਰਵਿਹਾਰਲਈਪਤਾ: .....

Correspondence Address .....

.....

ਨਾਮਜ਼ਦਵਿਅਕਤੀ ਦਾ ਨਾਮ: .....

Nominated Person

ਵਿਦਿਆਰਥੀਨਾਲਰਿਸ਼ਤਾ .....

Relation with Student

ਨਾਮਜ਼ਦਵਿਅਕਤੀ ਦਾ ਪੱਕਾਪਤਾ .....

Address of Nominated Person .....

.....

ਮੋਬਾਇਲਨੰਬਰMobile No. .....

ਮਿਤੀ ..... ਵਿਦਿਆਰਥੀ ਦੇ ਹਸਤਾਖਰ(Signature of Student)

ਨੋਟ: ਇਹਫਾਰਮਵਿਦਿਆਰਥੀ ਦੇ ਦਾਖਲਾਫਾਰਮ ਦੇ ਨਾਲਲਗਾਕੇਵਿਭਾਗ ਦੇ ਰਿਕਾਰਡਵਿੱਚਰੱਖਿਆਜਾਵੇ।

FORM-A
NRI SELF DECLARATION
(FOR NRI SEAT ONLY)

I.....son/daughter of Shri..... resident of ..... solemnly affirm and declare that I am non-Resident Indian and presently staying at .....

1. That I am serving as .....with.....

OR

that I am doing my own business at .....

2. ThatMr/Ms ..... who has applied for admission to ..... of PunjabiUniversity, Patiala under NRI category is my son/daughter. A proof in this regard is attached herewith.

3. That I undertake to bear all his/her expenses on tuition fee and other university dues during the entire period of study in this course in the university as per university rules.

4. That in support of evidence, I am enclosing a copy of Passport and Visa/Green Card/Salary Certificate/Income Tax Return/Bank Balance (in foreign exchange).

DATED:

DEPONENT

VERIFICATION

I solemnly state and affirm that the contents of my declaration (Para 1 to 4) are true to the best of my knowledge and belief.

DEPONENT