



**SESSION 2011-12**

# **INFORMATION BROCHURE**

**For Admission to 10+1 (Non-Medical)**

**for Six Year Integrated B.Tech. Course**

**at**

**PUNJAB INSTITUTE OF TECHNOLOGY**

**(A Constituent Institute of Punjab Technical University)**

**MANSA**

**Transit Campus:**

**Nehru Memorial Govt. College, Mansa**



**PROPELLING PUNJAB TO A PROSPEROUS KNOWLEDGE SOCIETY**



**PTU**

**ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ**

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IMPORTANT DEADLINES	
<b>Date of Counselling</b>	<b>11-07-2011 (Monday)</b>
<b>Start of Classes</b>	<b>01-08-2011 (Monday)</b>

**Reporting Time for Counselling: 10.00 A.M.**

**Venue: (Transit Campus) Nehru Memorial Govt. College, Mansa**

## PUNJAB TECHNICAL UNIVERSITY



**Administrative Block of Punjab Technical University**

### **Brief about Punjab Technical University (PTU)**

PTU was established in the year 1997 under The Punjab Technical University Act, 1996 (Punjab Act No. 1 of 1997) to provide for the establishment and incorporation of a University for the advancement of technical education and development thereof in the State of Punjab and for matters connected therewith. In pursuance of this Act, the University started its journey with 09 engineering colleges and few management colleges affiliated to it. Since then the University has come in a long way and during the Academic Session 2011-12, the University has affiliated 94 Engg. Colleges, 139 management and Computer Application courses, 37 institutions imparting Pharmacy education, 11 colleges imparting hotel management education, 06 colleges providing Architecture Education and 21 Regional Centres for M.Tech and Ph.D. in different branches of Engineering and Management and 01 Regional Centre for M. Pharmacy.

We at Punjab Technical University are propelled by the vision and wisdom of our leaders and are continuously striving to discharge our duties for the overall improvement of quality of education and to make sure that the courses we offer remain relevant to our society and useful to our students in the globalized work environment.

Though Knowledge and skills are the key factors in increasing the employability and competitive edge of students in the emerging global environment, an environment of economic growth and opportunity is necessary to promote the demand for such trained and professional manpower and the University participating actively in the process of technological growth and development in shaping human resources of the state of Punjab for economic development of the nation.

### ***Features of the University***

1. Periodic restructuring and updating of the courses to match international standards in consultation with the help of industrialists / R&D / Academia.
2. School of Excellence with industries partnership.
3. Education with value systems / moral development / overall personality development / social relevance.
4. Emphasis on R&D support to medium and small size industry.
5. Providing opportunities for higher education for rural youth, women and weaker's sections and physically handicapped.
6. Promoting multiskilled development with emphasis on communication skills.
7. Promoting higher education through distance education programme to economically weak section and working youth at very low cost. Presently the University has about 1, 20,000 students in distance education mode and 1,20,000 students on regular roll.
8. Giving exposure of modern technology and management to students through knowledge reservoir lecturer series by eminent Industrialists / Academicians / Scientists.

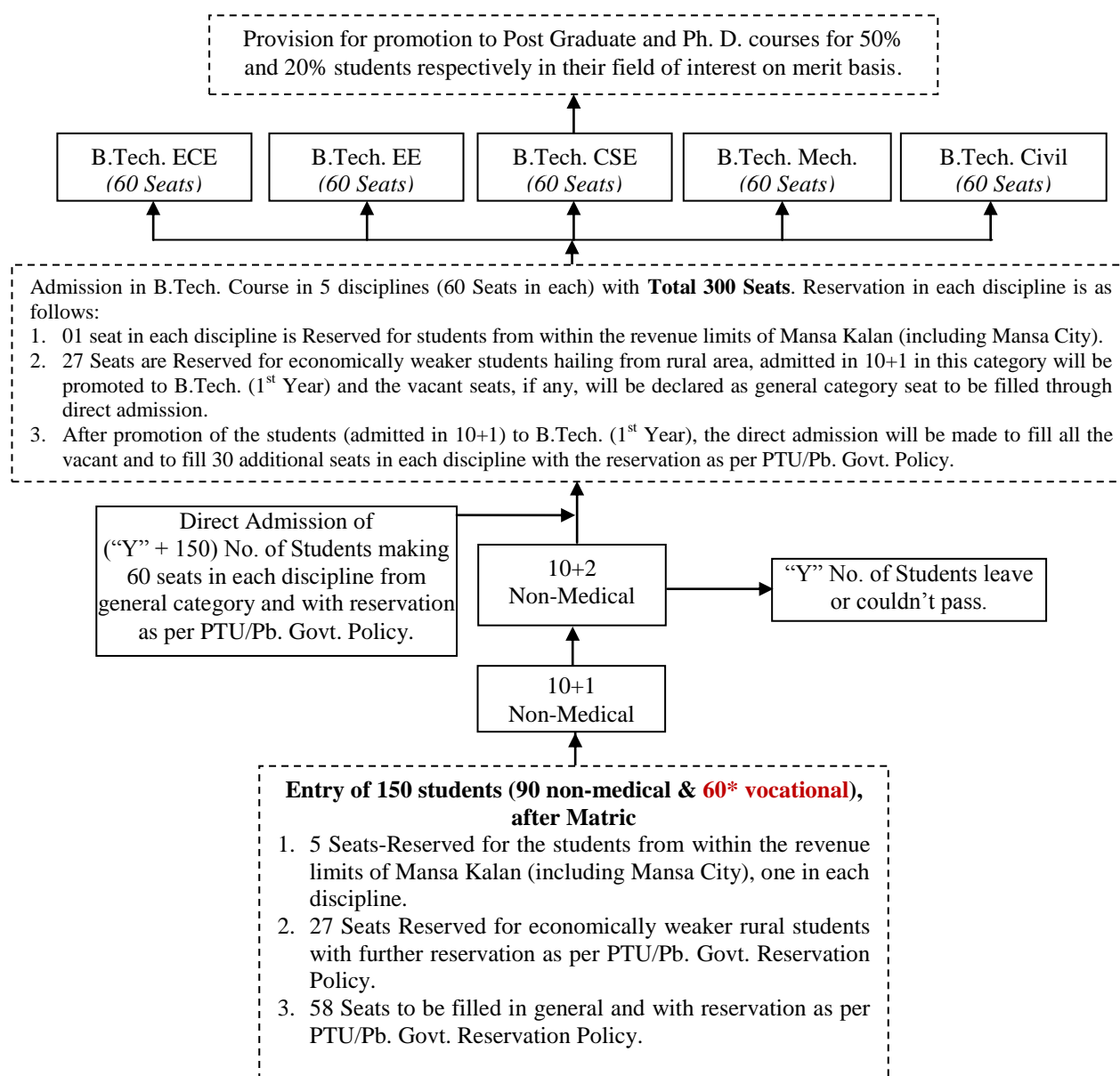
**More details available at website: [www.ptu.ac.in](http://www.ptu.ac.in)**

## PUNJAB INSTITUTE OF TECHNOLOGY (PIT), MANSA

PIT, Mansa is one of the Institutions developed under the aegis of PTU to promote Technical Education and Employment in rural areas of Punjab, at par with IITs. This Institute is the constituent Institute of Punjab Technical University.

The foundation stone of this Institution - **PUNJAB INSTITUTE OF TECHNOLOGY, MANSA** was laid by **Hon'ble Deputy Chief Minister Punjab, S. Sukhbir Singh Badal on April 9, 2011**. PIT, Mansa will be spread over about 54 Acres of Land in district Mansa. For starting the classes of 10+1 (Non-Medical) from session 2011-12, Punjab Govt. has made available the campus of **Nehru Memorial Government College, Mansa**, as the transit campus.

The courses offered at PIT, Mansa will provide flexible, modular approach, so that the student once admitted after matriculation will be allowed to leave on completion of any module. The student will also be allowed to make entry to higher module after gap. Further keeping in view the service to the Rural Section, the 30% seats are reserved for the Economically Weaker Students hailing from Rural Area and five seats in Non-Medical discipline are reserved for the students from within the revenue limits of Mansa Kalan (including Mansa City), in view of the land donation, as per the Punjab Government policy. Further distribution of these five seats will be as per the flow chart in Fig. 1 below:



**Fig. 1: Structure for Non-medical and Vocational Stream after Matric**

**\* Admission to 10+1 (Vocational Stream) will be started from next academic session.**



**100% Tuition Fee and 50% from other Charges/Fee (including hostel) is waived-off for students, admitted under the category of economically weaker students hailing from rural area.**

*(For eligibility under this category, See Section “D” of Information Brochure at Page No.5)*

Admission is made to 10+1 (Non-Medical) for six year integrated B.Tech. course, on the basis of merit of percentage of aggregate marks in **Mathematics, Science and English** in matriculation.

On completion of 10+1 (Non-Medical), the successful students are upgraded to 10+2 (Non-Medical). The failed students at any level will be allowed to complete the course with the immediate junior batch and for such cases the extra seats according to the number of students can be generated. For such students only one chance will be given to complete the studies with the immediate junior batch, failing which, they may be declared as unfit for that course. No direct admission will be made at 10+2 (Non-Medical).

After completion of 10+2 (Non-Medical), the students can take admission to the higher module i.e. **Bachelor of Technology (B.Tech.)** in any of the following five disciplines:

1. Electronics & Communication Engineering (ECE)
2. Electrical Engineering (EE)
3. Computer Science & Engineering (CSE)
4. Mechanical Engineering (ME)
5. Civil Engineering (CE)

The promotion will be made in the discipline of choice of individual on the basis of the merit in 10+2 examination strictly as per the Reservation of seats indicated in Flow Diagram (Fig.1). Any seat remains vacant will be filled by the direct admission.

This modular approach, with vertical mobility, having multi-entry and multi-exit feature at different levels developed. The students will have the option to leave the course after successful completion of each module and will have the option to join back in higher module after acquiring industrial/job experience. Such candidate will have the preference on directly admitted students. Modular flow of courses is depicted in Fig.1. The direct admission will be made in the first year of B. Tech. courses with additional seats to each as well as to the vacant seats from the general category students with reservation as per PTU/Punjab Govt. policy. The preference for direct admission will be given to the internal students, those wants to change the discipline after passing bridge courses. The direct admission to B.Tech. 1<sup>st</sup> year will be made on the basis of merit of IIT/JEE Exam. Lateral entry for Diploma (Engg.) / B.Sc. Degree holders into 2<sup>nd</sup> year of 4 year B.Tech. will be provided as per Punjab Government norms.

**Punjab Technical University has issued the following criteria for making admissions at Punjab Institute of Technology, Mansa:-**

**A. ELIGIBILITY CRITERIA FOR ADMISSION:**

1. The student should have passed matriculation examination with minimum 55% marks (50% marks for SC/ST category).
2. The students, who fail in any one of the subject **Mathematics, Science and English** are not eligible for admission.

**B. GENERAL CONDITIONS:**

Admissions will be made through Counselling. The procedure for counselling shall be decided by the PTU.

**C. TOTAL SEATS, DISTRIBUTION OF SEATS AND RESERVATION:**

**Distribution of Seats:**

Total 10+1 (Non-Medical) Intake: **90 Seats** for the following six year integrated B.Tech. Courses:

1. **Computer Science and Engineering.**
2. **Electronics and Communication Engineering.**
3. **Mechanical Engineering.**
4. **Civil Engineering.**
5. **Electrical Engineering.**

**Note: Branches at B.Tech. level will be allocated on the basis of 10+2 results later on.**

**RESERVATION POLICY:**

- **30%** Seats are reserved for the economically weaker students hailing from rural area.
- **5 seats**, from the remaining 70% seats, are reserved for the residents from within the revenue limits of Mansa Kalan (including Mansa City).
- 85% seats are reserved for the candidates from within the state of Punjab and 15% are open to the candidates from outside the State. As per the University Reservation Policy, the percentage of reservation for each of the categories is as under:-

(i)	Scheduled Castes/Scheduled Tribes	<b>25%</b>
(ii)	Backward Classes.	<b>5%</b>
(iii)	Border Areas/Backward Areas <b>(2% each)</b>	<b>4%</b>
(iv)	Sportspersons	<b>2%</b>
(v)	Children/Grand Children of Freedom Fighters.	<b>1%</b>
(vi)	Disabled Persons:	<b>3%</b>
	(a) Blind	1%
	(b) Deaf & Dumb	1%
	(c) Other Handicapped	1%

(If suitable candidates are available in anyone of these sub-categories, the seats so available will be filled up by the candidates from the other sub-categories of disabled candidates and if they are not available in any sub-category then seats shall be filled up from general category candidates).

- (vii) Children/widows of defence personnel killed or disabled to the extent of 50% or more in action, wards of gallantry awardees, children of serving defence personnel/ex-servicemen **(2%)**.

**The priority to this category is given as under:**

- (a) Killed in action
- (b) Disabled in action & Boarded out of service.
- (c) Died while in service & death attributable to military service.
- (d) Disabled in service & Boarded out of service with disability attributable to military service
- (e) Gallantry award / other award winners both serving / retired.
- (f) Serving Defence Personnel / Ex-servicemen.
- (viii) 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; and children of paramilitary forces personnel/ex-paramilitary forces personnel, wards of Punjab Policemen decorated with Gallantry Medals **(2%)**.
- (ix) November 1984 riots-affected displaced persons, children of the Army deserters Killed/100% physically disabled, children of the families of persons killed as a result of terrorist violence or by security forces acting in aid of civil authorities and the children of innocent civilians who have sustained 100% disability in terrorist violence or during operation by Security forces acting in aid of civil authorities **(2%)**.
- (x) The reservation of T-Sunami affected persons shall be available for the children / grand children of original ex-serviceman settler of Campbell Bay Island only **(1%)**.

The aforesaid percentage reservation in respect of each category shall, however, be subject to the detailed clarifications and *inter se* gradation criteria as decided in the meeting chaired by Chief Secretary to the Government of Punjab on 13<sup>th</sup> March, 2003.

The following is the distribution of seats, as per the above mentioned reservation policy of the University:

**Distribution of Seats for Admission to 10+1 (Non-Med) for six year B.Tech. integrated course**

**TOTAL SEATS: 90**

S. No.	Quota	Seats
<b>A</b>	Quota for residents of Tehsil Mansa Kalan, including that of Mansa City.	<b>5</b>
<b>B</b>	Rural Eco. Weaker (30%)	<b>27</b>
	(i) Punjab Quota (85%)	23
	(ii) Outside Punjab Quota (15%)	4
<b>C</b>	Urban [70% of Total Seats - A]	<b>58</b>
	(i) Punjab Quota (85%)	49
	(ii) Outside Punjab Quota (15%)	9

**B (i) Rural Eco. Weaker, Punjab (85%) Quota**

S. No.	Category ↓	23	← Total Seats in B (i)
1	Scheduled Castes / Scheduled Tribes	6	
2	Backward Classes	1	
3	(a) Border Area	1	
	(b) Backward Area	1	
4	Sportspersons	1	
5	Children / Grand Children of Freedom Fighters	0	
6	Disabled Persons	1	
7	Defence / Ex-servicemen	0	
8	Para-military Personnel	0	
9	Victims of Terrorist Violence (1984 riots)	0	
10	Tsunami victims	0	
11	General	12	

**B (ii) Rural Eco. Weaker, Outside Punjab (15%) Quota**

S. No.	Category ↓	4	← Total Seats in B (ii)
1	Scheduled Castes / Scheduled Tribes	1	
2	Backward Classes	0	
3	General	3	

**C (i) Urban, Punjab (85%) Quota**

S. No.	Category ↓	49
1	Scheduled Castes / Scheduled Tribes	12
2	Backward Classes	2
3	(a) Border Area	1
	(b) Backward Area	1
4	Sportspersons	1
5	Children / Grand Children of Freedom Fighters	1
6	Disabled Persons	1
7	Defence / Ex-servicemen	1
8	Para-military Personnel	1
9	Victims of Terrorist Violence (1984 riots)	1
10	Tsunami victims	1
11	General	26

←Total Seats in C (i)

**C****(ii) Urban, Outside Punjab (15%) Quota**

S. No.	Category ↓	9
1	Scheduled Castes / Scheduled Tribes	2
2	Backward Classes	1
3	General	6

←Total Seats in C (ii)

**D. CONDITIONS FOR ADMISSION, OF ECONOMICALLY WEAKER STUDENTS HAILING FROM RURAL AREA, TO SIX YEAR INTEGRATED B.TECH. COURSE AFTER MATRICULATION:**

1. Student should have passed/ appeared in their matriculation examination held by a recognized board/ council with minimum 55% marks for General and OBC Categories and 50% marks for SC/ST category. Students, who are fail in any of the subjects of **Mathematics, Science and English** in matriculation examination, will not be eligible for admission.
2. **Admission under this scheme will be considered on the basis of percentage of aggregate marks obtained in the subjects of Mathematics, Science and English in matriculation examination.**
3. The student should have passed his 5<sup>th</sup> class from a school situated in a **village, which does not fall within the limits of a municipal committee or corporation or under a small town / notified area.**
4. The student should have passed his matriculation and previous four classes of study (i.e. from 6<sup>th</sup> to 10<sup>th</sup>) from a recognized/Affiliated school in a **village which does not fall within the limits of a municipal committee or corporation or under a small town / notified area.**
5. The annual fee and other charges of the school (s), from where the student has passed his matriculation and all lower classes should not exceed the minimum tuition fee charged in any of the Govt. School of Punjab.
6. The student and his/her parents must be permanent residents of a **village, which does not fall within the limits of a municipal committee or corporation or under a small town/ notified area.**
7. The combined annual family income of the student (parents & grandparents, if living together) should not exceed **₹2,50,000/- per annum.**
8. The admission at any level of integrated course will be provisional subject to physical verification of above conditions. The admission of students, in case of negative verification, will be cancelled and they will have to deposit full fees till that time.
9. No Tution Fee will be charged from the students admitted under this category, but 50% of the other Charges / Fee (i.e. *University Related Fee, Development Fund, Student Activities Fund and Hostel*) will have to be paid. The students, who drop out or do not pass the course will have to repay the entire Fee immediately.



10. If any student leaves the studies/course in-between, then he/she will have to pay the entire fees till that time.
11. If any student gets detained due to short of lectures in any subject then from next semester onwards he/she will not be eligible for Fee Waiver under this scheme.
12. If a student indulges himself/herself in any of the indiscipline activity, the Fee Waiver facility will be withdrawn immediately.

**E. HOW TO APPLY:** Application Form is available at Transit Campus of PIT, Mansa at Nehru Memorial Govt. College, Mansa and is also available online at University website under the link <http://www.ptu.ac.in/PITMansa.aspx>. Download the application form and fill all the information in this form.

**Application Fee of ₹1000/- (Non-Refundable)** can be paid at any branch of designated banks (SBOP or HDFC), by filling the Fee Payment Form, which is available in the Application Form, for both the banks.

Duly signed, completely filled application form with all the requisite documents alongwith the PTU's copy of Fee Payment Receipt is to be submitted personally at Nehru Memorial Govt. College, Mansa or can also be submitted at the time of counselling. Students applying for admission under reserved category should produce the certificate to that effect. All the formats of such certificates are available in the information brochure. All the information related to counselling will be updated at University website at the following link <http://www.ptu.ac.in/PITMansa.aspx>, time to time. No separate letters will be sent to any student.

**F. IMPORTANT DATES**

IMPORTANT DEADLINES	
<b>Date of Counselling</b>	<b>11-07-2011 (Monday)</b>
<b>Start of Classes</b>	<b>01-08-2011 (Monday)</b>

**Reporting Time for Counselling: 10.00 A.M.**

**Venue: (Transit Campus) Nehru Memorial Govt. College, Mansa**

**NOTE:** All the students, as per the merit should report for counselling. **NO SEPARATE LETTERS WILL BE SENT TO ANY INDIVIDUAL STUDENT.**

**G. COUNSELLING SCHEDULE**

Admission will be done through Counselling conducted by PIT, Mansa at its Transit Campus at **Nehru Memorial Govt. College, Mansa**. Counselling Schedule will be notified at the website, by the deadline given in the Admission Notice, advertised in the news paper.

**H. FEE STRUCTURE:**

**The fee structure of 10+1 and 10+2 is given below:**

S. No.	Details	1 <sup>st</sup> Semester Fee (₹)	2 <sup>nd</sup> Semester Fee (₹)	3 <sup>rd</sup> Semester Fee (₹)	4 <sup>th</sup> Semester Fee (₹)
1	Tuition Fee (per Semester)	11,000/-	11,000/-	11,000/-	11,000/-
2	Development Fund	2,750/-	-----	2,750/-	-----
3	Student Activities Fund	1,875/-	-----	1,875/-	-----
4	Securities (Refundable)	3,000/-	-----	-----	-----
5	University Related Fee	1,150/-	-----	550/-	-----
	<b>Gross Total (₹)</b>	<b>19,775/-</b>	<b>11,000/-</b>	<b>16,175/-</b>	<b>11,000/-</b>

*The above fee does not include hostel related Fee and Mess charges, Sports facilities, Blazer (as applicable) etc.*

**The fee structure of B.Tech. (4 Years) is given below:**

S. No.	Details	1 <sup>st</sup> Semester Fee (₹)	2 <sup>nd</sup> Semester Fee (₹)	3 <sup>rd</sup> / 5 <sup>th</sup> / 7 <sup>th</sup> Sem. Fee (₹)	4 <sup>th</sup> / 6 <sup>th</sup> / 8 <sup>th</sup> Sem. Fee (₹)
1	Tuition Fee	30,000/-	30,000/-	30,000/-	30,000/-
2	Development Fund	4,300/-	4,300/-	4,300/-	4,300/-
3	Student Related Fee	2,700/-	2,700/-	2,700/-	2,700/-
4	Securities (Refundable)	8,000/-	-----	-----	-----
5	University Related Fee	1,150/-	-----	550/-	-----
6	Other Fee	1,600/-	-----	-----	-----
	<b>Gross Total (₹)</b>	<b>47,750/-</b>	<b>37,000/-</b>	<b>37,550/-</b>	<b>37,000/-</b>

*The above fee does not include hostel related Fee and Mess charges, Sports facilities, Blazer (as applicable) etc.*

<b>Securities (Refundable)</b>	Includes: College, Library Security, Hostel, Mess
<b>Other Fee</b>	Includes: Souvenir, Institutional Membership, Students Amenities / Development, Identity Card & Library
<b>University Related Fee</b> (To be remitted to the University)	(University related fee includes: University Registration fee, Eligibility /Enrolment fee, University Continuation Fee, Youth Welfare Fee, Cultural & allied activities charges, University Sports facilities Development Fee, University Sports Fee etc.)

Except Examination Fee, no other charges / fee will be taken from any student. However **100% Tuition Fee and 50% from other Charges/Fee (including hostel) is waived-off for students, admitted under the category of economically weaker students hailing from rural area.**

- Note:**
1. The fee structure is subject to change as per University notification from time to time in this Pregard.
  2. Full Fee of 1<sup>st</sup> Semester is to be paid on the same day of Counselling, to confirm the seat.

#### **I. RULES FOR ADJUSTMENT / REFUND OF FEES**

In case a student surrenders his / her seat within 7 days of the end of the counselling, he / she must submit application to the college and full fee, after deduction of ₹ 1000/- only, will be refunded.

**J. ANTI-RAGGING**

The AICTE has issued anti-ragging guidelines vide F.No.37-3/Legal/AICTE/2009.

**Sub: Prevention and prohibition of Ragging in technical Institutions, Universities including Deemed to be Universities imparting technical education.**

**F.No.37-3/Legal/AICTE/2009** – In exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (q) of AICTE Act, 1987, the All India Council for Technical Education, hereby makes the following Regulations:-

**1. Short title and commencement**

These Regulations may be called the All India Council for Technical Education (Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to be Universities imparting technical education) Regulations 2009

They shall come into force on the date of the notification.

**2. Objectives**

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education, (AICTE) brings forth these Regulations.

The details could be found out at <http://www.aicte-india.org/anti.htm>

**K. RESERVED CATEGORY'S CLAIM**

Every candidate must indicate in his / her application the reserved category and sub reserved category (if applicable) for which he / she wants to apply. Candidate seeking admission under a reserved category will be entitled to apply for only one reserved category.

**Candidate shall be required to bring original certificates** when called upon to do so. Candidates not claiming any reservation shall be treated and considered as a "General Candidate".

Rules / instructions of Govt. of Punjab, Regarding reserved categories as amended from time to time, will be applicable. The reservation policy of the Punjab Govt. is also given in this Brochure.

***Reservation policy of Universities other than PTU shall be governed by their respective reservation criteria. PTU shall have no role in interpreting such criteria.***

**ALL ORIGINAL CERTIFICATES IN SUPPORT OF THEIR CLAIM MUST BE PRODUCED AT THE TIME OF ADMISSION OR WHEN CALLED UPON TO DO SO.**

## DEPARTMENT OF TECHNICAL EDUCATION AND INDUSTRIAL TRAINING GUIDELINES

**A. Sports Persons:**

Joint Secretary Sports apprised that the Sports Department had already adopted a comprehensive policy regarding gradation of sports certificates. He clarified that the objective was to give preference to “A” category over “B” category, even if the marks obtained by the “A” category sportsmen was lower than those of “B” category sportsmen. He stated that if this were not done, the very objective of gradation would be defeated, and international level sportspersons would be clubbed with those who had represented only at the district level. He also clarified that even within the same category of sports certificates, preference had to be given to winners and runners up etc., and the policy instructions were comprehensive code in this regard. Only when the tie was not broken on the basis of these comprehensive sports gradation guidelines, the University/colleges take recourse to the marks/ rank in the entrance exam to break the tie.

The policy of the Sports Department which already has the approval of the Government, was found to be fair just and reasonable and it was, accordingly, decided that action may be taken exactly in accordance with the **Punjab Government, Department of Sports and Youth Services, letter No.47/26/83-5Edu/2036, dated 10<sup>th</sup> December, 1997**. It was also decided that a copy of these instructions may be appended to and circulated along with the minutes of this meeting.

**B. Disabled Persons:**

The Principal Secretary Social Security explained that unlike in case sportspersons, no preferential treatment could be given to a person with higher percentage disability. She explained that a person was certified to be handicapped, provided his disability was 40% or more. As such, she proposed that all the handicapped persons having disability of 40% or more, in the respective sub-category (i.e. blind, deaf and dumb etc.), should be regarded as at par and their *inter se* gradation should be effected in accordance with the rank in the entrance examination.

The proposal of the Principal Secretary Social Security was agreed and approved unanimously.

**C. Children/Widows of Defence Personnel/Ex-servicemen etc.:**

This matter was discussed threadbare. It was felt that the children, wards and winners of gallantry awards should be given over-riding preference over children/widows of the ordinary Defence Personnel/Ex-Servicemen. It was also felt that the children/wards of the posthumous awardees of the particular award should get precedence over other awardees of the same category.

It was, accordingly, decided that in this category of reservation of 2%, the following would be the priority, each higher sub-category being preferred to the exclusion of the lower ones:-

- (1) Gallantry awards winners in the following order: Param Vir Chakra (PVC), Ashok Chakra (AC), Sarvottam Yudh Seva Medal (SYSM), Maha Vir Chakra (MVC), Kirti Chakra (KC), Uttam Yudh Seva Medal (UYSM), Vir Chakra (VrC), Shaurya Chakra (SC), Yudh Seva Medal (YSM), Sena/ Nau Sena/ Vayu Sena Medal (gallantry only), Mention-in Despatches.
- (2) For the same medal/awards the children/wards of the posthumous awardees, would get preference as compared to those of other awardees of the same category.
- (3) Children/ wards of defence personnel killed or disabled to the extent of 50% or more “in action”, including cases of Home Guards
- (4) Thereafter, children/widows of Serving Defence Personnel/Ex-Servicemen would be considered. However, the children/widows of personnel getting distinguished service awards such as PVSM, AVSM, VSM and Sena Medal/ Nau Sena medal and Vayu Sena Medal (distinguished service) would get over-riding priority in this sub-category, in the said order. Here also, the children/wards of the posthumous awardees would get preference over the children/wards of the normal awardees of the same category.
- (5) If there is more than one claimant within the same category/sub category as enumerated above, the tie is then to be broken with the assistance of the rank/marks in the entrance test.

In any case, it was decided that the higher sub-categories would be preferred, in exclusion to the lower categories as arranged above even when the marks obtained in the entrance test of a candidate of the former category is less than those obtained by a candidate of the lower category. The above proposal was also, accordingly, approved as such.

**D. Children/Widows of Police/Para Military Forces:**

This item was discussed threadbare. It was felt that the winners of President’s Medal for Gallantry and the Police medal for Gallantry by the President need to be given over-riding preference. Similarly, those killed or disabled in action should be given such preference.

Accordingly, the special categorization/precedence in this category was adopted as under:

Children/wards of officers and jawans of Punjab Police, PAP and para-military forces who are:

- a**
  - (1) Winners of President’s Police Medal for Gallantry, including posthumous awardees.
  - (2) Winners of the Police Medal for Gallantry, conferred by, the President of India, including posthumous awardees.
  - (3) Killed or disabled to the extent of 50% or more “in action”, including cases of Home Guards.
- b**
  - (1) Children and wards for serving para-military personnel and ex-para-military personnel.
  - (2) Remaining categories, already mentioned in the policy, if any.

In any case, it was decided that the higher sub-categories would be preferred, in exclusion to the lower categories as arranged above even when the marks obtained in the entrance test of a candidate of the former category is less than those obtained by a candidate of the lower category. The above proposal was also, accordingly, approved as such.

It was clarified that the children/ wards of the serving or retired Punjab Police Personnel are not entitled to any reservation under this category. It was also clarified that cases of S.P.O.s, killed and disabled in action, would not be considered in this category but rather in the next following category relating to terrorist-affected/ riot-affected families.

**E. Riot-affected/ terrorist-affected families:**

The matter was discussed threadbare. It was felt that the cases where the bread-winners of a family had died / been disabled to an extent of 100%, should get over-riding precedence. As such, the following categorization was decided to be adopted. Children/wards of persons:

- (1) persons killed in 1984 riots/killed as a result of terrorist violence or killed by the security forces acting in aid of civil authority, including innocent civilians and Army Deserters as well as those of these categories who have been disabled physically to the extent of 100%, in accordance with the policy already in place.
- (2) Persons of the above categories who were disabled to an extent less than 100%.
- (3) All other categories mentioned in the existing policy under this head.

In any case, the higher sub-categories would be preferred, in exclusion to the lower categories as arranged above even when the marks obtained in the entrance test of a candidate of the former category is less than those obtained by a candidate of the lower category. The above proposal was also, accordingly, approved as such.

**F. Children/Grand Children of Freedom Fighters:**

The Principal Secretary Freedom Fighters stated that all Freedom Fighters, “Tamra Patra” holders would be regarded at par. It was accordingly decided that relative gradation within the category may be decided in accordance with the rank/marks in the Entrance Test.

**Any other item with the permission of the Chair:**

(1) The Director Colleges, P.T.U. requested that it would be appropriate if a dead-line was adopted for the date of issue of the certificate in respect of these categories, since the candidates continue to submit certificates right up to the very day of the Counselling. It was, accordingly, decided that **only** certificates issued up to the last date of submission of applications forms **and** annexed with the application forms would be considered. This decision should be given wide publicity and also included in the prospectus–cum- information brochure to be issued by the PTU.

(2) The Director, Colleges, PTU suggested that it would be appropriate that the relative and *inter se* gradation of the candidates in respect of categories discussed above should be effected at the level of the state headquarter. This proposal was approved and it was also decided that this would be done by a Committee headed by the Secretary Technical Education, having the following other members:

- a. Director, Technical Education (DTE), Punjab (Convenor);
- b. Director/ Additional Secretary/ Joint Secretary of the concerned Department;
- c. Representative of the PTU.

The P.T.U. shall send the particulars of these categories to the DTE after the last date of the receipt of application and also send the marks obtained/ rank obtained by such candidates after declaration of the result. The above committee, after verification and personal Counselling, shall send the necessary order of gradation, category-wise to PTU, which shall effect the subsequent Counselling / admission in accordance with this order.



Given as Annexure- VI in Pb. Govt. Notification

**ISSUE OF CERTIFICATE: GUIDELINES REGARDING****(I) COMPETENT AUTHORITY TO ISSUE CERTIFICATES AND****(II) CRITERIA FOR ELIGIBILITY OF CANDIDATES BELONGING TO VARIOUS RESERVED CATEGORIES**

(These instructions shall be applicable only to the extent that these have not been modified or amended by subsequent Punjab Government Instructions. In case of any change, the later (more recent) Punjab Government Instructions shall prevail. )

**1. RESIDENCE CERTIFICATE**

Copy of letter No. 1/3/95-3PPH/9619 dated 06.06.1996 from the Deputy Secretary, Personnel, Government of Punjab, Department of Personnel and Administrative Reforms (Personnel Policies-II Branch) 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 Departments, Commissioners of Divisions, Registrars, 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 Residence Certificate.

Sir/Madam

I am directed to invite your attention to the Punjab Government Circular Letter No. 1/3/95-3PPH /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 admissions to educational institutions, (including technical / medical institutions). The matter has been reconsidered in the light of judgment delivered by Hon'ble Supreme Court of India in the case of Dr. Pradeep Jain vs. Union of India and others reported as AIR 1984-SC-1421) wherein it was held that instead of the word '**Domicile**' the word '**Residence**' 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 :

**Affidavit/Certificate and the  
authorities competent to issue the same.**

- |  |  |
|--|--|
| (a) Citizens 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 States.   | Affidavit of the parents/<br>Guardian to be attested by<br>an Executive Magistrate / Oath<br>Commissioner / Notary Public. |
| <b>Categories</b>  |  |
| (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 signed by the<br>Headmaster / Principal of the<br>recognised Schools/Colleges<br>concerned.              |
| (ii) Children/Wards of :   |  |
| (a) The employee of Punjab Government posted in or outside Punjab State or working on deputation having atleast 3 years of service   | Certificate to be issued<br>by the respective Head of<br>the Department  |
| (b) The employees of Government of India posted in Chandigarh or in Punjab in connection with the affairs of the Punjab Govt. for a period of 3 years.   | - do -   |
| (c) The employees of State Government Institutions/ Undertakings who are posted in Chandigarh or in Punjab in connection with affairs of the Punjab Government for a period of 3 years.                        | - do -   |
| (d) The employees having atleast 3 years of service in autonomous bodies /companies in which Punjab Government 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<br>Accountant General<br>Punjab  |

- |      |  |  |
|------|--|--|
| (iv) | Children/Wards of the 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 the application either in pursuit of a profession or holding of 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 Corporation 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, EM, DORG, Tehsildar / DRO based on copies of Jamabandi Revenue Record, Municipal Record, Registered deeds of any other document to the full satisfaction of the DC |
| (vi) | Persons who were born in Punjab and produced a certificates to that effect.  | As per category (iv) above   |

For the purpose of uniformity for issuing the certificate of Residence in the case of various categories to be issued by the Competent Authorities, proforma 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 29.01.1996. The receipt of this letter may please be acknowledged.

Sd/-  
Karam Chand Ahuja  
Deputy Secretary, Personnel.

Specimen formats of Residence Certificate for some of the categories mentioned in guidelines issued by the Punjab Government are given as Annexure No. VI (ii) to VI (x).

**2. SCHEDULED CASTE CATEGORY**

The format for SC Certificate is given as **Annexure-VI (i)** and the competent authorities to issue the certificate are as under

- (i) M.Ps in respect of Scheduled Caste persons residing in their respective parliamentary constituencies.
  - (ii) M.L.As in respect of S.Cs residing in their respective assembly constituencies.
  - (iii) All gazetted officers of the State Government.
- (Declared as such vide letter No. 460/WG/56/4799 dated 25-01-1956 and 1/19194-RCI/6045 dated 15-07-1994.

**3. SCHEDULED TRIBE CATEGORY**

The competent authority to issue Scheduled Tribe certificate is same as given for Scheduled Caste category.

**4. BACKWARD CLASS**

Seats reserved for Backward Class will be offered to a candidate who belongs to a caste declared as Backward in terms of Punjab Govt. letter No. 2662 GIL-6316934 dated April 20, 1963. read with letter No. 9642-4SEI-74/24/ 24222 dated Nov. 26, 1974 and 81144/93 BS2/748 dated Jan. 25, 1994. Competent authorities to issue B.C. certificate are as follows:

- (1) S.D.O. (C); (2) Executive magistrate; (3) Tehsildar; (4) Naib Tehsildar; (5) Block Development and Panchayat Officer; (6) District Revenue Officer and (7) MLA of the concerned constituency.

(Declared as such vide letters No. 2/ 223/79-SWI/15045 dated 12.8.1980 and No. 1119194-RCI/6045 dated 15.7.1994  
Specimen format is attached as per Annexure No. VI (xi).

**5. BACKWARD AREA**

The admission to the seats reserved for students belonging to the Backward Area in the Punjab will be considered as per instructions contained in letter No. 15595-GB-5614174 dated Sept. 7, 1956 from the Chief Secretary to Government, Punjab to all heads of Department etc. and as amended from time to time. Format is attached as per Annexure No. VI (xii).

**6. SPORTS PERSONS CATEGORY**

1. Admission to seats reserved for sports persons will be made on the basis of sports gradation certificate issued by the Sports deptt. Punjab in the light of instructions issued by the Punjab Government vide letter no. 47/26/83-155/2036 dt. 10.10.97. The instructions/guidelines contained in this letter are as under:
2. The certificate shall be in the following descending order of merit;

**GRADE-A:**

Sportsmen/women of international standing i.e. Those who have represented India in the following international tournaments/meets/competitions/ championships conducted by recognised International Federation /Committee

1. Olympic Games.
2. World Cup.
3. Asian Games.
4. Commonwealth Games.
5. Davis Cup.
6. Test / One day Cricket Matches.

**GRADE-B :**

Sportsmen/women who have participated and achieved position in the following tournaments / meets / competitions / Championships. Gradation will be done for grade 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> position. Participation will be grade from (i) to (v) categories mentioned below

- (i) International Tournament for Senior and Junior organised by International Federation of that discipline and where at least 10 Countries have participated, other than those mentioned against Grade-A.

\* The Candidates belonging to SC/ST Category under 15% quota meant for Punjabis settled outside Punjab shall have to submit the relevant certificate issued by competent authority from Punjab only.

- (ii) All India Combined Universities teams which participated in Senior National / World University Championship /International competitions.
- (iii) National **Games** organised by **Indian Olympic Association**.
- (iv) **Senior** and **Junior National** Championships organised by recognised National **Federation of that game** under the banner of Indian Olympic Association where at least 15 States have participated.
- (v) National Championship for women organised by Sports Authority of India.
- (vi) Position Holder of All India Inter University Tournaments where atleast 15 Universities have participated, Participation in these competitions will not be graded.
- (vii) Position holder of Punjab School teams/Kendriya Vidyalaya Schools and Navodaya Sangathan Schools teams participated in **School** National Championships. Participation in these competitions will not be graded.
- (viii) Position holders of All India Rural meet under sixteen by SAI. Participation will not be **graded**.

**GRADE-C :**

Sportsmen/women who have achieved 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> position in the following tournaments /championships/meets will only be graded:

- (i) Position holder of Punjab State Championships for Senior and Junior organised by Punjab Sport Department /Punjab Olympic Associations.
- (ii) Position holders of Inter District State Championships organised for seniors and juniors under the banner of Punjab Olympic Association/Punjab Sports Department/State Sports Associations.
- (iii) Position holders of State School Games organised by Education/Sports Department.

**GRADE - D :**

Sports /women who have achieved 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> position in the following Tournaments / Championships /meets will only be graded

- (i) Position holder of Inter College Tournaments.
- (ii) Position holders of District Tournaments.
- (iii) Position holders of Inter School Tournaments.

3. Performance of following Sports disciplines will only be considered for the purpose of Sports gradation

- |                                   |                              |
|-----------------------------------|------------------------------|
| 1. Athletics                      | 2. Badminton                 |
| 3. Basketball                     | 4. Cricket                   |
| 5. Cycling                        | 6. Gymnastic (Artistic only) |
| 7. Football                       | 8. Hockey                    |
| 9. Handball                       | 10. Judo                     |
| 11. Kabaddi (National Style Only) | 12. Kho-Kho                  |
| 13. Lawn Tennis                   | 14. Boxing                   |
| 15. Wrestling                     | 16. Swimming                 |
| 17. Table Tennis                  | 18. Volley ball              |
| 19. Weight-Lifting                | 20. Shooting                 |
| 21. Archery                       | 22. Equestrian               |
| 23. Fencing                       |                              |

4. For certification. Sport Department, Punjab only consider the cases who fulfill the following requisites

- For gradation Sports Department, Punjab will only consider the claim of domicile of Punjab who actually participated in the competitions as nominee of Punjab Team. This will leave out the Sports residents of other States, Punjab domicile or even of Punjab and Chandigarh who do not represent Punjab in any competition as Punjab nominee
- Claim of the resident of Union Territory of Chandigarh will only be entertained for Counter signature of certificate issued by the Department of Sports, Union Territory of Chandigarh for National School Games only provided, parents belong to the Punjab State Service and are posted at Chandigarh during the period or which gradation is being claimed for their wards.

For Junior and Senior National Championships, they must play as nominee of the State of Punjab as is the case in para 1 above.

3. The certificates issued by the Sports Associations must be submitted for gradation to the concerned District Sports officer within 9 months from the date of issue of certificate. In the absence of this, any delay occurred will be the responsibility of the applicant. The application should be submitted as per the direction / requirements spelled out by the Department of Sports. Copy of the same can be had from the Distt. Sports Officer's Office.
4. The application for gradation received from the District Sports Officer's Office will be processed at the Head quarter for final checking of the performance participation record, if necessary interviews and field tests will be conducted to see the genuineness of the performance and participation level of the applicant.
5. The Directorate of Sports will not be responsible for any delay which occurs due to late submission of application or in furnishing incomplete requisite information / reply to queries by the Department from the individual concerned or the Sports Associations. The total processing time at District and the Headquarter, Chandigarh shall be 60 days in cases where all required formalities are completed.
6. In the matter of rating inter -se, the preference in the same grade will be given in the following descending order
  - (i) Winner
  - (ii) Runner Up
  - (iii) Third position holder
  - (iv) Number of participations

Regarding Senior and Junior tournaments/ Championships senior shall have precedence over Junior in the same performance i.e. for example Gold Medalist in Senior category shall have precedence over Gold Medalist in Junior Category and Gold medalist in Junior category over silver medalist in Senior category and so on which implies that participation in grade 'B' will be considered last of medalists of B category in the same orders of medalists, if after considering the performance criterias mentioned above, the candidate having higher marks obtained in the examination which is considered for admission will decide the seniority from highest to lowest marks obtained by the candidate.
7. Participation in, the lower grade as a playing member in team event and position holder in individual be a prerequisite for acceptability in the higher grade. i.e. for participation National, one has to be a member of the State in team games and position holder in individual games.
8. Performance achieved in individual event of any discipline and in team games, will be consolidated only if it has been achieved through a competition with 7 or more competitors (in individual event) and 15 or more units in team games.
9. Certificates issued by the concerned Sports body are properly signed in ink by the nominee of President and Secretary himself of State Unit along with signature of a Gazetted Officer not below than rank of Deputy Director Sports, Punjab for State Championship in whose Division the State Championship is conducted, and certificates of district championship must carry signatures of president and Secretary of District Association along with signature of Distt. Sports Officer of that District.
10. Only those certificates will be considered for gradation which are declared in the affidavit submitted to the Department with the application for gradation.
11. Director Sports, Punjab, who will issue the certificate will also have the authority to cancel certificate at any time, if it is found to have been issued on false information or record. Director Sports will also have the authority to correct any mistakes done by the office giving opportunity to the affected Sports men /women .
12. No certificate shall be graded after five years have lapsed in issuance of the certificates.
13. No sports gradation certificate shall be issued to the players who participated in Mini, Sub-junior and in the tournaments which are organized for the players under 15 years age.
14. In case difference of opinion / contest between the Sports Directorate and any Sports Association then the matter will be forwarded to the Govt. and the decision of the Secretary Sports Punjab will be final and binding on all concerned.
15. This entire State of Punjab will have uniform gradation policy as specified in this order. No educational / institution or otherwise will deviate or form a separate criteria or guidelines from the criteria / policy as laid down in this order. The final lists will be approved by the Directorate of Sports responsible for issuance of sports gradation certificates.
16. This order will come into force w.e.f. 01.01.1998. Whereby all earlier order would superseded.

#### 7. POLITICAL SUFFERERS/FREEDOM FIGHTERS

2% seats reserved for Political Sufferers / Freedom Fighters will be filled in accordance with the instructions issued by the Punjab Govt. vide letter No. 9(13)-3 PII-81/5822 dated 4.4.1985.

The benefit of this category will be given only to those freedom fighters, and their wards who have either been granted a freedom fighter's pension from the Punjab Govt. or have been awarded Tamra Patra for their political sufferings during Pre-Independence Freedom Movements. The Deputy Commissioner of the District to which a freedom fighter belongs **will be the only** competent authority to provide an eligibility certificate to this effect. A specimen copy of certificate is given as in Annexure-VI (xiii).

#### 8. BORDER AREA

Admission to this reserved category will be done in accordance with the instructions contained in Punjab Government letter No. 723-RR-70/7371 dated 31.3.1970 and as amended from time to time. The prescribed format of the Certificate to be furnished by the candidate is given in Annexure-VI (xiv).

9. **CHILDREN / WIDOWS OF DEFENCE PERSONNEL KILLED OR DISABLED TO THE EXTENT OF 50% OR MORE IN ACTION , WARDS OF GALLANTRY AWARDEES, CHILDREN OF SERVING DEFENCE PERSONNEL / EX-SERVICEMEN**  
The admission to the seats reserved for the **children / widows of defence personnel killed or disabled to the extent of 50% or more in action , wards of gallantry awardees, children of serving defence personnel / ex-servicemen** will be done as per instructions contained in letter No. 32/1/86-1TEII/473-D dated 05.02.1996 of Govt. of Punjab, Deptt. of Tech. Edu. & Indl. Training (Tech. Edu. 2 Br.), Chandigarh. The prescribed format of the certificates to be furnished by the candidates are given in **Annexure – VI (xv to xvii)**.

10. **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; AND CHILDREN OF PARAMILITARY FORCES PERSONNEL/EX-PARAMILITARY FORCES PERSONNEL, WARDS OF PUNJAB POLICEMEN DECORATED WITH GALLANTRY MEDALS**

The admission to the seats reserved for this category will be done as per instructions contained in letter No. 32/1/86-1TEII/473-D dated 05.02.1996 of Govt. of Punjab, Deptt. of Tech. Edu. & Indl. Training (Tech. Edu. 2 Br.), Chandigarh. See **Annexure – VI (xix)** for format of certificate for Gallantry Awardees.

11. NOVEMBER 1984 RIOTS-AFFECTED DISPLACED PERSONS, CHILDREN OF THE ARMY DESERTERS KILLED/100% PHYSICALLY DISABLED, CHILDREN OF THE FAMILIES OF PERSONS KILLED AS A RESULT OF TERRORIST VIOLENCE OR BY SECURITY FORCES ACTING IN AID OF CIVIL AUTHORITIES AND THE CHILDREN OF INNOCENT CIVILIANS WHO HAVE SUSTAINED 100% DISABILITY IN TERRORIST VIOLENCE OR DURING OPERATION BY SECURITY FORCES ACTING IN AID OF CIVIL AUTHORITIES  
For candidates belonging to Sikh Migrants Category, only those shall be considered who possess RED identification cards issued by the concerned S.D.O. (Civil)/ D.C. An attested copy of the card should be attached with the Application Form in support of the claim under this category.  
For candidates belonging to Terrorist / Riot Victims Category, only those will be considered, who migrated from Delhi and other states to Punjab after 31.10.1984 and got themselves registered with Deputy Commissioner(s) by 14.02.1986 and have been issued red identity cards by the concerned Deputy Commissioner(s). An attested copy of the card should be attached with the Application Form in support of the claim under this category. For this category, Punjab Domicile Certificate is not essential.  
For candidates belonging to the category of Internal Migrants who migrated from the nearby cities / districts after 01.01.1986 have been issued WHITE Identity Cards by the concerned SDO (Civil). An attested copy of the card should be attached with the Application Form in support of the claim under this category.  
For candidates belonging to the category of External Migrants who migrated from Villages / Cities to Delhi and other state after 01.01.1986 and returned to Punjab, have been issued WHITE Identity Card by the concerned SDO (Civil). An attested copy of the card should be attached with the Application Form in support of the claim under this category.  
Children of army deserters who deserted army as an aftermath of Operation Blue Star will have to submit Certificate in the prescribed format given under Annexure VI(xviii).
12. **WARDS OF POLICE PERSONNEL / PARA-MILITARY FORCES PERSONNEL / CIVILIAN GOVT. EMPLOYEE KILLED IN TERRORIST ACTION**  
The format of the certificate to be furnished by the candidates desirous of seeking admission under the reserved category of Police Personnel / Civil Govt. Employee killed or 100 percent incapacitated is given in Annexure – VI (xx).
13. **CANDIDATES OF PUNJABI ORIGIN SETTLED IN OTHER STATES / ABROAD**  
The admission to the seats reserved for the wards of those persons who are of Punjabi origin and have settled in other states will be made on the submission of the Punjab Residence Certificate Annexure – VI (ii) to VI (x).
14. **DISABLED PERSONS**  
The admission of Disabled Persons (Blind, Deaf and Dumb and others) will be made in accordance with the decision contained in Pb. Govt. Notification No. 14/8/2000-FM-IJ311 (DTE) Dated 4th March, certificate to be issued by the Chief Medical Officer of the District concerned which should indicate the extent of disability.  
However, 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. The decision in such cases will be taken by the Admission Committee.
- \* **ECONOMICALLY WEAKER STUDENT HAILING FROM RURAL AREA:**  
For admission under this category, the Certificate of School Education (at Annexure – VI (xxv)), Village Resident Certificate (at Annexure – VI (xxvi)) and Undertaking by the Parent / Guardian (at Annexure – VI (xxvii)) is to be attached.



No. VI(i)

**FORM OF CERTIFICATE FOR SCHEDULED CASTES / SCHEDULED TRIBES**

Dispatch No.....

Date .....

1. It is certified that Shri / Smt. / Kumari ..... son / daughter of  
 Shri..... of Village / Town  
 .....District / Division  
 .....State of Punjab belongs to  
 .....Caste which has been recognized as Scheduled  
 Caste as per "The Constitution (Scheduled Castes) Order, 1950".
2. Shri / Smt. / Kumar..... and his / her family lives in village /  
 town .....District / Division of Punjab State.

Place : .....

 Signature  
 Designation  
 Seal of Officer

Date : .....

No. VI (ii)

**\*AFFIDAVIT OF THE PARENTS/GUARDIAN TO BE ATTESTED BY AN EXECUTIVE MAGISTRATE/ OATH COMMISSIONER/NOTARY PUBLIC IN CASE OF Part (a) & (b) of Annexure VI**
 I.....Father / Mother / Guardian of  
 Miss/Mr.....resident of (full address to be given).....

do, hereby, solemnly state and affirm as under

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

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 therefrom.

Dated.....

**DEPONENT**

No. VI (iii)

**\*\*CERTIFICATE TO BE ISSUED BY THE PRINCIPAL/HEAD MASTER OF THE GOVERNMENT/ RECOGNISED SCHOOL/COLLEGE CONCERNED IN CASE OF CATEGORY (b) (i)**
 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/She left the School/College on.....

Dated.....

 Signature of Principal/Head Master  
 of the School/College (with seal)

No. VI (iv)

**\*\*CERTIFICATE TO BE ISSUED BY HEAD OF DEPARTMENT IN CASE OF CATEGORY (b) (ii) (a)**

Certified that Mr/Ms.....S/o/W/o Sh.....  
 father/mother of Miss/Mr.....(name of the Child/Ward)  
 is an employee of the.....(name of Office) of Punjab Government. He/ she is  
 working as..... and is posted at ..... He/she has more  
 than three years service at his/her credit.

Date.....  
 Place .....

Head of Deptt. (Seal)

**OR**

Certified that Mr./Mrs .....S/o / W/o Sh.....is  
 Father / mother of Miss / Mr.....is an employee of the.....of Punjab  
 Government. He/she is working as.....on deputation with  
 the.....and is posted at..... He/She has  
 more than three years service at his/her credit.

Place .....

Head of the Department  
 (With Seal)

Dated.....

\* This affidavit is to be given by all candidates.

\*\* Any one of these certificates, as applicable to the candidate according to the Punjab Govt. instructions, is to be given.

No. VI (v)

**\*\*CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF THE DEPARTMENT IN THE CASE OF CATEGORY (b) (ii) (b)**

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

Dated .....

Head of the Department  
 (With Seal)

No. VI (vi)

**\*\*CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF THE DEPARTMENT IN THE CASE OF CATEGORY (b) (ii) (c)**

Certified that Mr./Mrs.....S/o/W/o Sh.....is  
 father/mother of Miss/Mr.....is an employee of.....  
 .....(institution/Undertaking) of the Government of Punjab  
 and is working as.....He/she has been posted  
 at Chandigarh / Punjab in connection with the affairs of Punjab Government for period of past three years.

Dated .....

 Head of the Department  
 (With Seal)

No. VI (vii)

**\*\*CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF THE DEPARTMENT IN THE CASE OF CATEGORY (b) (ii) (d)**

Certified that Mr./Mrs.....S/o/W/o Sh.....is  
 father / mother of Miss/ Mr.....is an employee of.....  
 .....in which the Punjab Government has 20% or more share.  
 He/she is working as.....and is posted at.....It is also certified that  
 he/she has three years service in the above said autonomous body/company.

Dated .....

 Head of the Department  
 (With Seal)

No. VI (viii)

**\*\*RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC, ADC (R), ADC (D), SDM, ASSTT. COMMISSIONER GENERAL, D.O.R.G, D.R.O., E.M., TEHSILDAR, COMMISSIONERS OF MUNICIPAL CORPORATIONS OF AMRITSAR, JALANDHAR AND LUDHIANA IN CASE OF CATEGORIES (iv)**

Certified that Mr/Mrs (name of person).....S/o/W/o Sh.....  
 father/mother/guardian of Mr/Miss.....(name of the Child/Ward  
 with full address) has settled\* in Punjab or has resided\* in Punjab for a period of 5 years  
 from.....to.....He / she is working  
 as.....

\*Strike out whichever is not applicable

 Signature of DC, ADC (R), ADC (D), SDM, Asstt.  
 Commissioner General, DORG, DRO, EM, Tehsildar,  
 Commissioners of Municipal Corporations of Asr., Jal. and  
 Ldh.

No. VI (ix)

**\*\*RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC, ADC (R), ADC (D), SDM, ASSTT. COMMISSIONER GENERAL, DORG, DRO, EM, TEHSILDAR, COMMISSIONERS OF MUNICIPAL CORPORATIONS OF AMRITSAR, JALANDHAR AND LUDHIANA IN CASE OF CATEGORY (v)**

Certified that Mr/Mrs. (name of person).....S/o/W/o Sh.....

father/mother/guardian of Mr./Miss.....(name of the Child/Ward

with full address) hold immovable property at (place & district).....

in the State of Punjab for the past.....years.

Dated

Signature of DC, ADC (R), ADC (D), SDM, Asstt. Commissioner General, DORG, Tehsildar, based on copies of Jamabandhi, Revenue Record, Municipal Record, Registered deed or any other document to the full satisfaction of the DC.

No. VI (x)

**\*\*RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC, ADC (R), ADC (D) SDM, ASSTT. COMMISSIONER GENERAL, DORG, DRO, EM, TEHSILDAR, COMMISSIONERS OF MUNICIPAL CORPORATIONS AMRITSAR, JALANDHAR AND LUDHIANA IN THE CASE OF CATEGORIES (vi)**

Certified that Miss/Mr. ....S/o / D/o Sh.....

resident of.....was born in Punjab as per Birth Certificate.

Dated

Signature of DC, ADC (R), ADC (D), SDM, Assitt. Commissioner General, DORG, DRO, EM, Tehsildar. Commissioners of Municipal Corporation. Asr., Jal. & Ldh.

No. VI (xi)

**FORM OF CERTIFICATE OF BACKWARD CLASS**

1. This is to certify that Shri / Smt / Kumari.....son/daughter of .....Village/Town..... in district/division.....of the State of Punjab belongs to the .....Caste which is recognized as a Backward Class in terms of Punjab Govt. letter No..... dated.....
2. This is also certified that he/she does not belong to any category of persons/sections mentioned in column 3 of the schedule to Punjab Government. Department of Welfare letter No. 01/41/93-RCI/459 dated 17/01/1994 and No. 8/144/93-BS2/7017 dated 27.9.95
3. Shri / Shrimati / Kumari.....and or / his / her family ordinarily reside(s) in Village/town.....of District/Division.....of the State of Punjab.

Place :

Signature .....

Date :

Designation.....

State :

(with office seal of the officer concerned)

No. VI (xii)

**BACKWARD AREA CERTIFICATE**

Despatch No.....

Dated.....

Certified that.....

son / daughter of Shri.....an applicant for

admission to Degree level Engg./Architecture Courses is a permanent resident of Village.....which has been recognised as Backward Area in accordance with the Instructions issued by the Punjab Govt. from time to time.

Dated.....

DC/GA to DC/SDM/SDO (Civil)

Official Seal

No. VI (xiii)

**CERTIFICATE TO BE FURNISHED BY CHILDREN/GRAND CHILDREN OF POLITICAL SUFFERERS/FREEDOM FIGHTERS**

Despatch No.....

Dated.....

Certified that Mr/Ms.....

an applicant to Degree level Engg./Architecture Course is a son/daughter/son's son/son's daughter or daughter's son/daughter's daughter of (delete whichever is not applicable)

Shri..... Who is Tamra Patra holder/and drawing pension from... ..treasury.

**OR**

Mr./Ms.....an applicant to Degree level Engg./Architecture Course, is son/daughter of Sh.....who had undergone three months' imprisonment in connection with Emergency/Punjabi Suba or Dharam Yudh Morcha for the demands of the State of Punjab.

Signature of District Magistrate of the district concerned

Dated.....

Official Seal



No. VI (xiv)

**CERTIFICATE FOR BORDER AREA**

Despatch No.....

Dated.....

Certified that Mr./Ms.....

son/daughter of Shri.....

resident of.....District.....

an applicant for admission to Degree level Engg./Architecture Course, is residing in Border Area and belongs to Area which has been recognised as border Area in accordance with the instructions contained in Punjab Govt. letter No. 723-RR-70/7371 dated 31-03-1970 as amended from time to time.

Dated.....

Signature DC/GA to DC/SDM/SDO (civil)

Official Seal

No. VI (xv)

Despatch No.....

Dated.....

**CERTIFICATE OF DEATH / INCAPACITATION OF MILITARY****PARA-MILITARY PERSONNEL**

Certified that Mr /Ms.....

an applicant for admission to Degree Level Engg./Architecture Course, is the son/daughter/spouse of Mr./Ms.....who was killed / incapacitated to the extent of 50% or more in action or died otherwise in service on /or incapacitated to the extent of 50% or more while in service during peace time.

Dated :.....

Signature of Authorised Officer Headquarter

Official Seal

No. VI (xvi)

Despatch No.....

Dated.....

**CERTIFICATE TO BE FURNISHED BY WARDS OF MILITARY /  
PARA-MILITARY PERSONEL (EX-SERVICEMEN)**

This is Certified that No \_\_\_\_\_ Rank \_\_\_\_\_

Name \_\_\_\_\_ is a resident of Village / Town \_\_\_\_\_

and has served in the Indian Armed Forces from \_\_\_\_\_ to \_\_\_\_\_

and has been released / retired vide order No. \_\_\_\_\_ dated \_\_\_\_\_

or discharge certificate, issued by \_\_\_\_\_ is an ex – serviceman.

Mr. / Miss / Smt. \_\_\_\_\_ wife / son / daughter of

\_\_\_\_\_ is residing with him and is wholly dependent upon him.

This certificate has been issued for admission purpose only to Mr. / Miss / Smt. \_\_\_\_\_ to apply for ( name of the class course ) \_\_\_\_\_ in ( name of the educational Institution ) \_\_\_\_\_

**( Strike out which is not applicable )**

No. : \_\_\_\_\_

**Deputy Director Sainik Welfare**

Place : \_\_\_\_\_

Dated : \_\_\_\_\_

**No. VI ( xvii )***CERTIFICATE TO BE FURNISHED BY WARDS OF MILITARY /*

**PARA – MILITARY PERSONNEL ( IN – SERVICE )**

Certified that Sh. / Smt. \_\_\_\_\_ an applicant

**to Degree level Engg. / Architecture Course is a son's / daughter or daughter's son / daughter / spouse of Sh.**

\_\_\_\_\_ Rank \_\_\_\_\_ Employed in Unit \_\_\_\_\_.

Dated : \_\_\_\_\_

Signature of Commanding Officer of the Unit

**Official Seal**

No. -VI (xviii)

Despatch No.....

Dated.....

*CERTIFICATE OF ARMY DESERTERS AFTERMATH OPERATION BLUE STAR*

Certified that Mr./ Ms .....

an applicant for admission to Degree Level Engg./Architecture Course, is the son/daughter/spouse  
of Mr./Ms.....Rank.....

who deserted Army Aftermath Operation Blue Star.

Place :

Dated :

Deputy Director Sainik Welfare

No. VI (xix)

Despatch No.....

Dated.....

**CERTIFICATE OF GALLANTRY AWARD TO POLICE PERSONAL**

Certified that Mr./ Ms..... an application for

Admission in Degree level Engg. Course is the son/daughter/spouse of Shri.....

.....who was awarded President' s Police Medal/ Police Medal for gallantry

Dated : ..... Official Seal      Signature of Inspector General of Police

No. – VI (xx)

Despatch No.....

Dated.....

**FORMAT OF DEATH CERTIFICATE TO BE ISSUED BY THE CONCERNED SUB DIVISIONAL OFFICER (CIVIL) IN  
RESPECT OF INNOCENT CIVILIANS KILLED/100% PHYSICALLY INJURED BY TERRORISTS/SECURITY  
FORCES ACTING IN AID OF CIVIL POWER**

It is certified that Mr./Ms.....son/daughter/wife

of Shri/Smt.....resident of.....

(Name of Village, Tehsil in case the deceased belongs to Rural area/House number, name of Mohalla and area of town in which he/she belongs) was killed/100% physically disabled by the terrorists/security forces acting in aid of civil power on.....in Village/Mohalla Tehsil/Town.....District. He was neither terrorist nor having any links with such elements.

**APPLICABLE TO GOVT. EMPLOYEES ONLY**

1. He/She was working as.....in the Department of .....at.....

2. This certificate is issued on the basis of the report of.....

(Name of Police authority).

3. The Certificate is issued on the request of Shri.....

(Name and relationship of applicant with deceased).

Signature of the SDO (C) concerned with Seal

No. – VI (xxi)

**CERTIFICATE OF DEATH / INCAPACITATION OF MILITARY /  
PARA-MILITARY PERSONNEL**

**Certified that Mr./ Miss/Mrs. .... an applicant for  
admission to Degree Level Engineering / Architecture Course is the son / daughter / spouse of Mr.  
..... who was killed / hundred percent  
incapacitated in terrorist action on .....**

Dated:

Signature of Authorised Officer

Headquarter

Official Seal

No. – VI (xxii)

**CERTIFICATE REGARDING PASSING OF MATRICULATION EXAMINATION**

It is certified that Mr./ Ms .....S/o D/o Sh. ....  
and Smt. .... has passed Matriculation examination as a regular  
candidate from our recognized school / college, which is located in the State of Punjab.

**Place:****Signature of Principal /  
Head of the Institution with seal****Dated:**

No. – VI (xxiii)

**MEDICAL FITNESS CERTIFICATE**

I certify that I have carefully examined Sh./Km..... son/daughter of  
Shri .....

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 or bodily infirmity unfitting or likely to unfit him/her in the future for active outdoor service.

Marks of identification

Thumb impression

Dated.....

**Paste Passport  
size photograph  
first with gum and  
then get attested  
by M.O.  
conducting  
medical test.**

**(Signature of Gazetted Medical Officer)**

Official Seal

**Signature of the candidate**



No. – VI (xxiv)

**UNDERTAKING REGARDING DISCONTINUITY IN STUDIES (GAP CERTIFICATE)  
ON MINIMUM OF Rs. 15/- STAMP PAPER) attested by a Notary Public or Executive  
Magistrar**

**UNDERTAKING**

I, \_\_\_\_\_ S/D/o Sh. \_\_\_\_\_ r/o

\_\_\_\_\_ do hereby solemnly affirm and declare as under :

1. That I discontinued my study from \_\_\_\_\_ to \_\_\_\_\_
2. That during the above period I was not involved in any offence or in any illegal activity and
3. That no criminal case is pending against me in any court.

**Deponent**

**Verification**

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

**Deponent**

**SCHOOL(s) EDUCATION CERTIFICATE(s)**  
(To be filled by the schools)

Certified that Mr/Ms \_\_\_\_\_ Son/ Daughter of \_\_\_\_\_  
was a bonafide student of

- A) For classes -----to-----
- Name of the school \_\_\_\_\_
  - Period of Study \_\_\_\_\_
  - Total Fee (Annual Fee and all other charges) of the school was Rs \_\_\_\_\_
  - Identity No. and date of recognition/Affiliation of the School \_\_\_\_\_
  - Name of the Board/Body who accorded recognition \_\_\_\_\_

**I/We further certify that this school does not fall within limits of Municipal Corporation/ Municipal Committee/Small Town/ Notified Area.**

Place: \_\_\_\_\_ Signature: Principal/Headmaster(With Seal)  
Date: \_\_\_\_\_ Name: \_\_\_\_\_  
Contact No.: \_\_\_\_\_

- B) For classes -----to-----
- Name of the school \_\_\_\_\_
  - Period of Study \_\_\_\_\_
  - Total Fee (Annual Fee and all other charges) of the school was Rs \_\_\_\_\_
  - Identity No. and date of recognition/Affiliation of the School \_\_\_\_\_
  - Name of the Board/Body who accorded recognition \_\_\_\_\_

**I/We further certify that this school does not fall within limits of Municipal Corporation/ Municipal Committee/Small Town/ Notified Area.**

Place: \_\_\_\_\_ Signature: Principal/Headmaster(With Seal)  
Date: \_\_\_\_\_ Name: \_\_\_\_\_  
Contact No.: \_\_\_\_\_

- C) For classes -----to-----
- Name of the school \_\_\_\_\_
  - Period of Study \_\_\_\_\_
  - Total Fee (Annual Fee and all other charges) of the school was Rs \_\_\_\_\_
  - Identity No. and date of recognition/Affiliation of the School \_\_\_\_\_
  - Name of the Board/Body who accorded recognition \_\_\_\_\_

**I/We further certify that this school does not fall within limits of Municipal Corporation/ Municipal Committee/Small Town/ Notified Area.**

Place: \_\_\_\_\_ Signature: Principal/Headmaster(With Seal)  
Date: \_\_\_\_\_ Name: \_\_\_\_\_  
Contact No.: \_\_\_\_\_

- D) For classes -----to-----
- Name of the school \_\_\_\_\_
  - Period of Study \_\_\_\_\_
  - Total Fee (Annual Fee and all other charges) of the school was Rs \_\_\_\_\_
  - Identity No. and date of recognition/Affiliation of the School \_\_\_\_\_
  - Name of the Board/Body who accorded recognition \_\_\_\_\_

**I/We further certify that this school does not fall within limits of Municipal Corporation/ Municipal Committee/Small Town/ Notified Area.**

Place: \_\_\_\_\_ Signature: Principal/Headmaster(With Seal)  
Date: \_\_\_\_\_ Name: \_\_\_\_\_  
Contact No.: \_\_\_\_\_

*(Note: if required, the above certificate can be given on a separate page too)*

No. – VI (xxvi)

**VILLAGE RESIDENT CERTIFICATE**

Certified that Mr. / Miss. \_\_\_\_\_ Son/ Daughter of \_\_\_\_\_  
is a bonafide resident of village \_\_\_\_\_ and his / her parents also reside in  
the village since \_\_\_\_\_ years.

**I/We further certify that:**

**This village does not fall within limits of Municipal Corporation/Municipal Committee/Small  
Town/Notified Area.**

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature:** School Principal/Headmaster or  
Tehsildar/Sarpanch of the village (*With Seal*)

**Name:** \_\_\_\_\_**Contact No.:** \_\_\_\_\_

-----  
*A Specimen of Undertaking by the Parent/Guardian*

No. – VI (xxvii)

**UNDERTAKING**

I \_\_\_\_\_ Father/Mother/Guardian of Ms./Mr \_\_\_\_\_  
resident of \_\_\_\_\_

(*Full address to be given*), do hereby, solemnly state and affirm as under:

1. That I am a citizen of India.
2. That neither the deponent nor the child/ward of the deponent have obtained the benefit of Residence in any other State.
3. That my **Annual Family Income** (*including parents, grandparents*) from all recourses does not exceeds **₹2,50,000/- (Rupees Two Lac and Fifty Thousand Only)**

**Dated:****Deponent****Verification:**

**I here by further declared that he facts stated above are true and correct to the best of my  
knowledge and belief.**

**Dated:** \_\_\_\_\_**Deponent**

**UNIVERSITY GRANTS COMMISSION  
NEW DELHI**

F.NO.1-3/2007 (CPP-II)

23<sup>rd</sup> April, 2007

**PUBLIC NOTICE**

1. It has come to the notice of the University Grants Commission that Institutions and Universities including institutions Deemed to be Universities are admitting students to various programmes of studies long before the actual starting of the academic session; collecting full fee from the admitted students; and retaining their schools /institutions leaving certificate in original. The Institutions and universities are also reportedly confiscating the fee paid if a student fails to join by such dates.
2. The Commission is of the view that the Institutions / Universities, by way of retaining the certificate in original, force retention of admitted students which limit the opportunities for the candidates from exercising other options of joining other institutions of their choice. However, it would not be permissible for Institutions and Universities to retain the School / Institution Leaving Certificate, mark sheet, caste certificate and other documents in original.
3. The Ministry of Human Resource Development and University Grant Commission have considered the issue and decided that the Institutions and Universities, in the public interest, shall maintain a waiting list of students / candidates. In the event of a student / candidate withdrawing before the starting of course, the waitlisted candidates should be given admission against the vacant seat. The entire fee collected from the student, after a deduction of the processing fee of not more than Rs. 1000/- (one thousand only) shall be refunded and returned by the Institution / University to the student / candidate withdrawing from the programme. Should a student leave after joining the course and if the seat consequently falling vacant has been filled by another candidate by the last date of admission, the Institution must return the fee collected with proportionate deductions of monthly fee and proportionate hostel rent, where applicable.
4. The Universities / Institutions are requested to abide by the instructions issued by the UGC. The UGC shall on its own or on receipt of specific complaints from those affected, take all such steps as may be necessary to enforce these directions.
5. Institutions / Universities are also required to convey these instructions to the college affiliated to them.

sd/-

(Tilak R. Kem)  
Secretary

**14-4/2007-U.3(A)**  
**Government of India**  
**Ministry of Human Resource Development**  
**Department of Higher Education**  
**[U.3 (A) Section]**

Whereas it has come to the notice of the Government of India that Institutions and Universities, including Institutions Deemed to be Universities, are admitting students to technical education programmes long before the actual starting of an academic session; collecting full fees from the admitted students; and, retaining their school / institution's leaving certificate in the original;

And Whereas, Institutions and Universities are also reportedly confiscating the fee paid if a student fails to join by such dates.

And, Whereas, certificates in original are being detained by institutions and universities to force retention of admitted students;

And, Whereas the time-limit for students to join the courses / programmes is also being advanced in some cases unrealistically so as to pre-empt students / candidates from exercising other options of joining other institutions of their choice.

Now, Therefore, in exercise of the powers conferred in it by Section 20(1) of the University Grant Commission Act and Section 20(1) of the All India Council of Technical Education Act, the Central Government hereby directs the UGC and the AICTE to instruct Institutions and Universities in the public interest to maintain a waitlist of students / candidates. In the event of a student / candidate withdrawing before the starting of the course, the wait listed candidates should be given admissions against the vacant seat. The entire fees collected from the student, after a deduction of the processing fee of not more than Rs.1000/- (one thousand only) shall be refunded and returned by the Institution / University to the student / candidate withdrawing from the programme. It would not be permissible for Institutions and Universities to retain the School / Institution Leaving Certificates in original. Should a student leave after joining the course and if the seat consequently falling vacant gets filled by another candidate by the last date of admission, the Institution must return the fees collected with proportionate deductions of monthly fee and proportionate hostel rent, where applicable.

Any violation of instructions issued, by the UGC, and the AICTE, shall call for punitive action including withdrawal of approval and recognition of erring institutions and Universities. The UGC and the AICTE shall on their own or on receipt of specific complaints from those affected, take all such steps as may be necessary to enforce these directions.

(Sunil Kumar)  
Joint Secretary (Higher Education)

1. PS to HRM
2. PS to MOS
3. Secretary, Higher Education
4. Joint Secretary (T)
5. Chairman, UGC
6. Chairman, AICTE
7. PIO, PIB

## **PUBLIC NOTICE**

**Advt. No.AICTE/Legal/04(01)/2007**

**Sub: Instructions to Technical Institutions, Universities including Deemed to be Universities imparting Technical Education regarding matters concerning charging of fees, refund of fees and other student related issues.**

All India Council for Technical Education (AICTE) has been empowered inter alia under section 10 (n) of AICTE Act to "take all necessary steps to prevent commercialization of technical education". In compliance with the provisions under AICTE Act and in the light of directions of Govt. of India issued under section 20 (1) of AICTE Act vide Letter No. (U.1 (A) Section), it has been decided to issue instructions to the Technical institutions, Universities including Deemed to be Universities imparting Technical Education in the matters concerning students.

Whereas it has come to the notice of the AICTE that Technical Institutions and Universities including Deemed to be Universities, are admitting students to technical education programmes long before the actual starting of an academic session; collecting full fee from the admitted students; and, retaining their school/institution's leaving certificates in the original;

And Whereas, Institutions and Universities are also reportedly confiscating the fee paid if a student fails to join by such dates;

And, Whereas, certificates in original are being detained by institutions and Universities to force retention of admitted students;

And, Whereas the time-limit for students to join the courses/programmes is also being advanced in some cases unrealistically so as to pre-empt students/candidates from exercising other options of joining other institutions of their choice.

In the event of a student/ candidate withdrawing before the starting of the course, the wait listed candidates should be given admissions against the vacant seat. The entire fee collected from the student, after a deduction of the processing fee of not more than Rs.1000/- (Rupees one thousand only) shall be refunded and returned by the Institution/ University to the student/candidate withdrawing from the programme. It would not be permissible for Institutions and Universities to retain the School/Institution Leaving Certificates in original. Should a student leave after joining the course and if the seat consequently falling vacant has been filled by another candidate by the last date of admission, the Institution must return the fee collected with proportionate deductions of monthly fee and proportionate hostel rent, where applicable.

Any violation of instructions issued by the AICTE, shall call for punitive action including withdrawal of approval and recognition of erring institutions and Universities. AICTE shall on its own or on receipt of specific complaints from those affected take all such steps as may be necessary to enforce these directions.

**(Dr. K. Narayana Rao)**  
**Member Secretary**

*"Technology, unlike science is a group activity. It is not based on individual intelligence, but on the interacting intelligence of many"*

**Dr. A.P.J. Abdul Kalam**

Director: **Dr. Buta Singh Sidhu**  
**Punjab Institute of Technology**  
**Mansa**

*For information, contact*  
*9501109002 (SMS only)*  
*[director.pit.mansa@gmail.com](mailto:director.pit.mansa@gmail.com)*

**PIT, Mansa, Transit Campus:**  
**Nehru Memorial Government College,**  
**Mansa (Pb.)**

### **Contacts for career guidance:**

❖ Er. Pardeep Jindal

SMS : 9501109032

email: [ptu.phd@gmail.com](mailto:ptu.phd@gmail.com)

### **HELP DESK**

#### **PUNJAB TECHNICAL UNIVERSITY**

❖ 1800-266-2501 (Toll free)

# **PUNJAB TECHNICAL UNIVERSITY**

**JALANDHAR-KAPURTHALA HIGHWAY, NEAR PUSHPA GUJRAL SCIENCE CITY**  
**KAPURTHALA-144601 (PUNJAB)**

**PH.: 01822-662562**

**FAX: 01822-662573**

**E-MAIL: [deanacad.ptu@gmail.com](mailto:deanacad.ptu@gmail.com)**

**[www.ptu.ac.in](http://www.ptu.ac.in)**