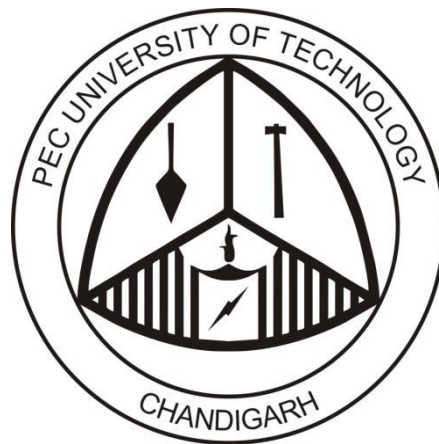# PEC UNIVERSITY OF TECHNOLOGY

(Formerly Punjab Engineering College)

CHANDIGARH

Admission Brochure

2016-17

Registration Fee: Rs. 1500/- (Non-Refundable)

For Admission to M.E. Programmes

IMPORTANT POINTS OF ADMISSION PROCEDURE

1. Candidates are advised to read the admission brochure carefully before applying for admission.

2. Any clause contained in this brochure is subject to alteration(s) and modification(s) without prior notice.

3. **Online registration can be done from 13.06.2016 to 21.06.16 during the working hours from 9.00 am to 6.00 pm.**

4. All the candidates desirous of taking admission in any of the ME programmes are required to register online on website **http://pec.ac.in**. A non-refundable registration fee of Rs. 1500/- (Rupees One thousand five hundred only) is to be deposited in form of Demand Draft in favor of **"PEC University of Technology - PG Admissions" payable at Chandigarh**.

5. **The admitted candidates are required to deposit an amount of Rs. 53,250/- for part – time / sponsored seats of regular programmes or Rs. 75,750/- for self supporting programmes in the form of Demand Draft in favor of "PEC University of Technology - PG Admissions" payable at Chandigarh.**

6. Hostel fee is payable separately in the form of Demand Draft in favor of "Director, PEC University of Technology" payable at Chandigarh in case the candidate wants to avail the hostel facility.

7. **The candidates are required to produce all the originals certificates and fee at the time of counseling. No relaxation in time will be given for arranging the money or for bringing the original certificates from another place.**

8. All admissions to M.E. programmes shall be provisional and subject to approval by the Chairman Senate of PEC University of Technology, Chandigarh.

9. Full time sponsored and Part time sponsored candidates who are not GATE qualified will have to appear in a Test to be conducted by the respective departments and qualify the same.

10. The candidate should bring all the original certificates and one set of self attested photocopies at the time of counseling.

11. Only those candidates who have passed their pre-final year/cleared all subjects up to 7th semester exam and appeared / passed in their qualifying exam (8th semester) should apply for admission. In case the results are awaited, they should furnish an undertaking as per Annexure-B given in this brochure at the time of counseling.

12. Academic registration of all admitted candidates will take place in the institute on 25th and 26th July, 2016. It is mandatory to attend classes regularly after registration. In case a candidate fails to attend classes continuously for one week, his/ her admission will be cancelled and this seat will be offered for admission in the spot round on 05.08.2016. The fees paid by such candidates will be refunded as per the rules of the Institute.

13. All GATE/ NON-GATE seeking admission through entrance test to any of the self-supporting programmes are required to bring the confirmation page along with the proof of registration fee at the time of counseling.

14. The schedule may change without prior notice. The candidates are therefore advised to visit the institute website http://www.pec.ac.in from time to time for any change in the schedule.

15. Some of the seats in regular programmes which are being filled through CCMT – 2016 may remain vacant after the completion of centralized admissions process. These seats will be filled in the manual spot round to be held at the institute on **5.8.2016.** Only GATE qualified candidates will be eligible for these vacant seats if any.

16. The candidates registered with CCMT – 2016 as well as the GATE qualified candidates who register for the self – supporting programmes will be considered for admission to the vacant seats of regular programmes left after the completion of centralized admissions process of CCMT – 2016.

I. DISTRIBUTION OF SEATS

1. The discipline-wise and category-wise distribution of seats is given in Table – 1.

2. Out of the seats meant for the candidates sponsored by the Central Government / State Government /Autonomous Bodies / Public Limited Companies / AICTE approved institutes, one seat in each of the Civil Engineering (Structures), Environmental Engineering, Electronics Engineering, Electronics (VLSI Design) and Mechanical Engineering programmes is reserved for the candidates sponsored by DRDO. However, if any of the seats so reserved remains vacant, it shall be offered to the candidates sponsored by other Central Government / State Government / Autonomous Bodies / Public Limited Companies / AICTE approved institutes.

Table 1 - Distribution of Seats ME Programme 2016-17

SNo	M.E./M.Tech. Programme	SC	ST	PwD	Gen.	Total	Candidates sponsored by Central/ State Govt. Autonomous bodies/ Public Ltd. Companies/ AICTE recognized Institutes	Part-Time
1	CIVIL (Structure Engineering) *	-	-	-	-	-	3	2
2	CIVIL (Transportation Engineering) *	-	-	-	-	-	3	2
3	CIVIL (Water Resources Engineering) *	-	-	-	-	-	3	2
4	Computer Science & Engineering*	-	-	-	-	-	3	2
5	CSE (Information Security) (on Self Supporting basis)	3	2	0	20	25	3	2
6	Electrical Engineering*	-	-	-	-	-	3	2
7	Electronics Engineering*	-	-	-	-	-	3	2
8	Electronics (VLSI Design) *	-	-	-	-	-	3	2
9	CIVIL (Environmental Engineering) *	-	-	-	-	-	3	2

10	Industrial Design (on Self Supporting basis)	2	1	1	14	18	3	2
11	Industrial Materials and Metallurgy Engineering*	-	-	-	-	-	3	2
12	Mechanical Engineering*	-	-	-	-	-	3	2
13	Production & Industrial Engineering*	-	-	-	-	-	3	2
14	Total Quality Management (Regular) (on Self Supporting basis) M.tech (Regular as well as part time)	2	1	1	14	18	2	3
	Total	**7**	**4**	**2**	**48**	**61**	**41**	**29**

* The regular seats of these programmes at 1 to 4, 6 to 9 and 11 to 13 are being filled through CCMT 2016.

NOTE:

1. Some of the seats in regular programmes which are being filled through CCMT – 2016 may remain vacant after the completion of centralized admissions process. These seats will be filled in the manual spot round to be held at the institute on **5.8.2016.**

2. The total number of seats and their subsequent distribution within various categories and branches may be changed without prior notice.

3. The minimum number of students to start an M.E. Programme will be five in case of all programmes except the self supporting programmes. For the self supporting programmes, the minimum number of students to start the programme will be 50% of the total number of seats.

II. ADMISSION PROCEDURE AND REGISTRATION

1. Admission to self-supporting ME programmes (Sr. No. 5, 10 and 14 in Table - 1) will be through an entrance test to be conducted by the respective departments as per schedule. All candidates (GATE qualified as well as Non-GATE) will have to appear in the tests for admission to these programmes.

2. Non-GATE candidates seeking admission under Full Time sponsored/ Part-time Sponsored seats will be considered only if they qualify the test to be conducted by the respective departments.

3. **ELIGIBILITY CRITERION FOR ADMISSION:**

A candidate must have obtained a B.E. / B.Tech. Degree from an IIT / AICTE approved college/ a university recognized by UGC in the relevant discipline as given in Table-2.

OR

A candidate must have cleared/completed A & B Sections of the examination conducted by Institution of Engineers (India), Calcutta, or I.E.T.E. Graduate Examination conducted by the Institution of Electronics and Telecommunication Engineers, New Delhi, in the relevant branch or equivalent examinations of Professional Societies, recognized by MHRD / UPSC / AICTE (e.g. AMIE by Institution of Engineers-India, AMICE by the Institute of Civil Engineers-India) and must possess at least five years research / professional experience.

The candidate must possess the qualifying degree with at least 60% marks or equivalent CGPA with 5% relaxation for SC/ST and Persons with disability (PwD) category candidates.

The percentage marks would be as awarded by the respective university from which the candidate has graduated. In case of universities awarding CGPA, the percentage marks would be determined as per the formula specified by the university on its mark-sheet. In case no formula is specified, the CGPA would be multiplied by a factor of 10 to obtain the percentage of marks.

Candidates who do not possess B.E./B.Tech. Degree at the time of counseling will be given provisional admission. Such candidates will be required to give an undertaking that they would be submitting the original degree and detailed marks certificates latest by 30th September 2016 failing which their admission will be canceled.

Additional Requirements for Sponsored/Part-time Candidates

I. An applicant for a **Full time Sponsored (Two years Duration)** seat must have a minimum of two years full time work experience, as on the last date of receipt of applications, in the sponsoring organization viz. Central / State Government Autonomous Body / Public Limited Company; or as a teacher in an AICTE approved institute. A sponsored candidate will be considered for admission only in that M.E. programme for which he / she has been granted permission by his / her parent department / organization. The main activities of the sponsoring organization should relate to the programme in which the candidate is seeking admission.

II.   An applicant seeking **part-time sponsored (Three year duration)** admission must have a minimum of two years full time work experience, as on the last date of receipt of completed application form, with minimum one year in the present organization viz. a registered firm/company/industry/educational and research institution/any Government Department or Government Autonomous Organization and will be considered for admission to only that specialization for which he / she has been granted permission by his / her parent department.

III.   Candidates sponsored by Central/State Govt. Autonomous Bodies/Public Ltd. Companies/AICTE approved institutes, for admission to ME Programmes, shall be allowed to attend the classes only after they submit the certificate (Annexure−A) of proceeding on leave from their parent organization.

IV.   If a Full time sponsored/part-time sponsored candidate leaves his / her organization during the programme of study, his / her name will be deemed to have been removed from the institute rolls from the date he / she leaves that organization.

Table-2 Eligible B.E./B.Tech. Disciplines for various M.E. Programmes

Sr. No.	M. E. Programme	B.E/B.Tech or equivalent branches of Engineering.	Basis of Inter-se merit
1.	Civil Engineering. (Structural Engg.)	• Civil Engineering	Test for all candidates
2.	Civil Engineering (Transportation Engg.)	• Civil Engineering	Test for all candidates
3.	Civil Engineering (Water Resources Engg.)	• Civil Engineering	Test for all candidates
4.	Computer Science & Engineering	• Computer Engineering • Computer Science • Computer Science & Engineering • Computer Science & Information Technology • Computer Technology • Information Technology • Computer Science & Technology	Test for all candidates
5.	Computer Science & Engineering (Information Security) **(Self-supporting programme)**	• Computer Engineering • Computer Science • Computer Science & Engineering • Computer Science & Information Technology • Computer Technology • Information Technology • Computer Science & Technology • Electronics and Communication Engineering	Test for all candidates

6.	Electrical Engineering	• Electrical Engineering • Electrical and Electronics Engg.	Test for all candidates
7.	Electronics Engineering	• Electronics & Electrical Communication Engineering • Electronics & Communication Engineering • Electronics & Tele-communication Engineering • Electronics Engineering • Electronics Design Technology	Test for all candidates.
8.	Electronics (VLSI Design)	• Electronics & Electrical Communication Engineering • Electronics & Communication Engineering • Electronics & Tele-communication Engineering • Electronics Engineering • VLSI System Design	Test for all candidates
9.	Environmental Engineering	• Civil Engineering • Environmental Engineering • Agricultural Engineering • Chemical Engineering • Biotechnology	Test for all candidates
10.	Industrial Design **(Self-supporting Programme)**	• All Branches of Engineering and Technology	Test for all candidates
11.	Industrial Materials and Metallurgy	• Metallurgy • Metallurgical & Material Engineering • Metallurgical & Material Technology • Metallurgical Engg. & Materials Science • Metallurgical Engineering • Mechanical Engineering • Production Engineering • M. Sc. Material Science	Test for all candidates
12.	Mechanical Engineering	• Mechanical Engineering	Test for all candidates
13.	Production & Industrial Engineering	• Production Engineering • Industrial Engineering • Production & Industrial Engineering • Mechanical Engineering	Test for all candidates
14.	Total Quality Management (TQM) **(Self-supporting Programme)**	• All Branches of Engineering and Technology	Test for all candidates

III.   Procedure for online Registration

Online Submission of application for Registration on http://pec.ac.in/~pecac/new/admission/

Please read the general instructions carefully before starting the registration process. The process of online registration consists of three steps. All the eligible candidates are required to fill online Registration Form.

1.   **Step 1:**

1.1   Enter a valid email address and other personal details.

1.2   On submission, a system generated username & password will be displayed on the screen. Note down this username and password for future reference.

2.   **Step 2:**

2.1.   Enter the academic qualifications and details of the demand draft.

2.2.   The candidate then has to upload the scanned images of Photograph and Signature.

2.3.   All Scanned images should be jpg/jpeg format only.

2.4.   Size of the photograph image must be greater than 4kb and less than 200kb. The photograph should preferably have the frontal face with a light background.

2.5.   Size of the signature image must be greater than 4kb and less than 100 kb.

2.6.   Dimension of photograph image should be 200x150(height x width) pixels only.

2.7.   Dimension of signature image should be 100 x 200 (height x width) pixels only.

Payment of Fee

2.8.   The candidates are required to pay Rs.1500/- (non-refundable) in the form of demand draft in favor of "*PEC University of Technology – PG Admissions*" payable at **Chandigarh**.

2.9.   The details of the demand draft are to be filled in the Registration Form.

2.10.   The candidates have to select their choices of ME programme in order of their preference. (Note: List of available programme will be based on BE/B.Tech discipline of the candidate).The candidates can select as many choices from the list of available choices.

2.11.   In case of a GATE qualified candidate, mention GATE details (This information will be required in case a candidate wishes to be considered for the vacant seats of CCMT – 2016, if any).

3.   **Step 3:**

3.1   After successful completion the registration form and choice filling, a confirmation page will be generated.

3.2 The candidates are advised to take 2 printouts of the confirmation page and send one copy of print-out along with documents (annexure - E) and demand draft (in original) to following address by hand/speed post/registered post so as to reach by the prescribed date.

> Controller of Admissions,
> PEC University of Technology
> Sector-12, Chandigarh
> Pin – 160012

3.3 The institute will not be responsible for any delay in the receipt of hard copy of the Registration Form.

3.4 The candidates are advised to keep one copy of the confirmation page with them for future reference.

4. Entrance test for Full time / Part time sponsored candidates who are not GATE qualified will be conducted by the departments on **12.07.2016** and for Self-supporting programmes (GATE qualified as well as non-GATE qualified) candidate's on **13.07.2016**. The merit list of eligible candidates will be displayed on **15.07.2016.** The candidates will be required to produce all the original certificates and pay full fees on the spot at the time of counseling in the form of DD in favour of "*PEC University of Technology – PG Admissions*" payable at **Chandigarh**" failing which admission will not be granted. **No relaxation in time will be given for arranging the money or for bringing the original certificates from another place.**

IV.   SPOT Round of Seat Allotment

7.1 The following categories of candidates are permitted to participate in the Spot round:

a. All candidates registered in CCMT-2016.

b. All candidates registered in PEC for part time/sponsored seats of regular ME programmes and self – supporting programmes.

c. Fresh candidates may participate in this round by depositing the registration fee of Rs. 1500/- in the form of Demand Draft in favour of "PEC University of Technology – PG Admissions", payable at Chandigarh.

d. For the vacant seats not filled through CCMT – 2016, only GATE qualified candidates will be considered in the spot round.

7.2 Admission to the vacant seats in all disciplines and in all categories will be conducted in this round. Both GATE and Non GATE candidates will be considered wherever applicable.

7.3 The candidates who are offered fresh admission in this round will be required to produce all the original certificates. They will also be required to pay full fees on the SPOT in the form of DD in favour of "**PEC University of Technology - PG Admissions**" payable at Chandigarh failing which admission will not be granted.

7.4 **No relaxation in time will be given for arranging the money or for bringing the original certificates from another place and the seat will be immediately offered to the candidate next in merit**.

7.5 **Since new vacancies are likely to occur in this round due to shifting of candidates, all the registered candidates who are desirous of fresh admission as well as those interested in upgradation are advised to be present during the entire counseling**.

7.6 **Once a seat is allotted in this round and the same is accepted by the candidate, no further change of branch will be allowed.**

V. Verification Of Original Documents At The Time Of Admission

The original documents and the receipt of online payment of fee will be verified during the physical reporting in the institute and for fresh candidates in the final round as per schedule. The original documents EXCEPT THE GATE SCORE CARD shall be returned to the candidate after confirmation of the candidate's admission.

VI. Registration Of Admitted M.E Students:

It is mandatory for all the newly admitted candidates of various ME programmes to register themselves in the respective departments on the given date failing which their seat will be cancelled.

VII. Procedure For Filling Up Of Reserved Category Seats

1. **Person with Disability (PwD) category**

Applicants will be considered in this category only if the minimum loss of earning capacity due to handicap is 40% according to the criteria laid down in the standards of E.S.I. Corporation of India. The candidate should bring a Medical Certificate of handicap, in the prescribed proforma (Annexure – D), from a Government Gazetted Medical Officer, for preliminary screening during the Physical reporting. If this certificate is not produced, the admission of the candidate under this category will be immediately cancelled.

After provisional admission, the candidate will have to appear before the Medical Board constituted by the Principal Medical Officer, Govt. Multi-Specialty Hospital, Sector 16, Chandigarh, for determination of the

percentage loss of earning capacity through handicap/disability and for getting a certificate to this effect. This certificate will also indicate the name of the disease causing the handicap; whether the handicap is progressive or non-progressive; and whether the candidate will be able to carry on the studies and perform the duties of an engineer. The final admission will be based on this certificate issued by the Medical Board. In case any candidate does not present himself before the Medical Board on the date intimated to him, his /her candidature against this category will be rejected and no subsequent opportunity will be given to him/her.

An applicant having a temporary or progressive handicap will not be considered for admission against the seats reserved for this category.

If the requisite number of eligible PwD candidates are not available, the unfilled seats belonging to this category will be treated as unreserved and will be filled up from amongst the candidates belonging to the General category in the final round.

2.   **Full time sponsored / part-time sponsored Category**

If the requisite number of eligible full time sponsored /part time sponsored candidates are not available, the unfilled seats belonging to these categories will not be filled since the seats for full time sponsored/ part time sponsored candidates are supernumerary in nature.

3.   **Scheduled Castes / Scheduled Tribes (S.C./S.T.) category**

An applicant seeking admission under these reserved categories has to submit his/her caste certificate (Annexure - C) from the competent authority at the time of physical reporting. The admission of S.C./S.T. candidates will be subject to subsequent verification of their caste /tribe certificate by the issuing authority.

If a seat belonging to the S.C. category remains unfilled, it will first be made open to the S.T. category candidates, *and vice-versa.* Only after all the eligible candidates in both the S.C. and S.T. categories have been considered, a vacant seat belonging to any of these categories, will be offered to a General Category candidate.

VIII. INTER-SE MERIT FOR ADMISSION

a) GATE-qualified candidates

1. The inter-se merit of the candidates seeking admission to a particular M.E. programme will be decided by their GATE score in the relevant GATE paper.

2. In case of a tie in GATE scores, the inter-se merit of the candidates will be decided by their score at the qualifying degree level. In case the qualifying degree marks are not available, seventh semester marks / marks at last common level will be the deciding factor for the inter-se merit.

3. In case of candidates having the same score both in GATE and qualifying degree / at last common level of comparison, seniority in age will decide their inter-se merit.

b) Non GATE candidates

1. The merit for Non GATE candidates will be based on the Test to be conducted by the respective departments. In case of any tie, their qualifying degree merit will be the deciding factor. In case the qualifying degree marks are not available, seventh semester marks / marks at last common level will be the deciding factor for the inter-se merit.

2. In case of candidates having the same score both in entrance test and qualifying degree/ at the last common level of comparison, seniority in age will decide their inter-se merit.

IX. LEAVE AND ATTENDANCE

1. Students who are absent from the institute continuously for two weeks without permission from the Head of Department, may not be permitted to continue in the semester and may be asked to drop the semester, unless satisfactory explanation of their absence, as given by them through the Head of Department, is duly accepted by the Chairman Senate.

2. If a student does not turn up after winter or summer vacations, his/her name will be sent to Chairman Senate for termination of the programme. If approved by the Senate, his/her name will be removed from the institute rolls with effect from the date on which he/she actually appeared in the last semester examination.

3. If a student does not appear in the end semester examination, then the concerned Head of Department will forward the name of the student for termination to the Chairman Senate.

4. Students who are in receipt of the scholarship shall be entitled to a total leave of 30 days in a year without loss of scholarship. They are not entitled for any vacation.

5. **Semester Leave**: Semester leave for up to a maximum of two semesters for the ME students may be sanctioned for bonafide reasons. Except for medical reasons, such leave would not normally be sanctioned before a student has completed his/her programme requirements and in no case before the student has spent two semesters in the programme. However, on medical considerations such leave may be sanctioned after his/her stay of one semester. Leave for more than one semester at a time will not be granted.

6. **Attendance**: All students must have minimum attendance of 75% of the total number of classes including lectures, tutorials and practicals, held in a course in order to be eligible to appear in the end term examination for that course. A student should meet the above attendance requirement irrespective of number of days he/she misses classes due to medical or any other reason whatsoever.

Note: However, the latest rules as decided by the Senate for the Semester leave and Termination etc. will prevail for all the students.

X. SCHOLARSHIPS

1. The students admitted to M.E. degree programmes with valid GATE result, may get scholarships as per rules subject to the approval of Chairman Senate. The said scholarship shall be in accordance with the procedure and guidelines laid down in this regard. Grant of Scholarship is further subject to the availability of funds and on the fulfillment of conditions for such award.

2. TEQIP scholarships are not available in the institute.

3. Every student must submit a formal application for grant of Scholarship in the prescribed form within a week from the date of actually joining the Postgraduate Classes duly attested by the concerned Head of the Department.

   i. An awardee under post-graduate scholarship scheme will not be allowed to receive additional scholarship or stipend or special allowance from any other source. In case he is in receipt of any such award, the same must be surrendered and the amount received as such should be refunded before the benefit of scholarship is availed of.

   ii. Good conduct and regularity in attendance are also implied conditions for the continuance of the scholarship.

iii. If any candidate is found to be ineligible for the award of the scholarship for any reasons whatsoever including wrong information given by the student concerned, the scholarship will be cancelled and the total amount paid to him will be recovered in lump sum.

4. Unauthorized absence from the institute will result in forfeiture of scholarship in part or in whole for the period of absence or subsequent to such absence.

5. A student who has not appeared in the End Semester Examination due to shortage of attendance or otherwise will be debarred from future payment of scholarship.

6. Unsatisfactory progress/misconduct of a student during the programme may result in discontinuation of scholarship.

7. In order to be eligible to receive the scholarship, the student is required to submit an undertaking on a non judicial stamp paper that in case he / she does not fulfill the conditions as laid down by G.O.I. in their Letter No. F.3-16- (Part-II) 1.2, dated 7th April, 1989 as modified from time to time, he /she will refund the entire amount of scholarship without protest. The conditions to be fulfilled in addition to the general conditions mentioned earlier are:

   i. He / she will undertake 8 to 10 hours per week of work related to teaching and research activities as assigned by the Head of Department. For this, the schedule of work may be prepared by the respective Departmental Academic Programme Committee (DAPC) within a week from the admission/start of the semester and be sent to the respective Head of the Department for its inclusion in the time-table under intimation to Dean Academic Affairs (DAA).

   ii. Scholarship during first semester will be given on the basis of valid GATE Score.

   iii. Scholarship during second semester will be given if the student obtains SGPA $\geq$ 6.5 in the first semester examination.

   iv. If a student does not obtain SGPA$\geq$ 6.5 in the first semester exam but subsequently obtains SGPA $\geq$ 6.5 in 2nd semester exam, he/she will get scholarship for 3rd semester.

   v. Wherever there are theory courses and thesis project both, then scholarship in 4th semester will be given if the student obtains SGPA $\geq$ 6.5 and minimum qualifying marks in thesis work in the 3rd semester.

   vi. He /she will not leave the program mid-way or appear in any competitive examination not related to Engineering and Technology.

XI.   FEES AND EXPENSES

The institute fees include the following:
Fees & Registration:

	Non-GATE Candidates	**For GATE qualified candidates (Excluding Self-Supporting M.E. Programme)**	**Self-Supporting M.E. Programme**
One time (at Admission only)			
Admission Fee	Rs. 3000	Rs. 3000	Rs. 3000
One time student service fee	Rs. 5000	Rs. 5000	Rs. 5000
Refundable Deposit	Rs. 5000	Rs. 5000	Rs. 5000
Semester Fees			
Academic	Rs. 35000	Rs. 15000	Rs. 57,500
Other facilities & services	Rs. 5250	Rs. 5250	Rs. 5250
Total payable at the time of admission (for day scholar)	**Rs. 53,250**	**Rs. 33,250**	**Rs. 75,750**
Additional fee for hostel facilities at the time of admission:			
Refundable security	Rs. 5,000		
Hostel Fee and mess establishment charges (Annual)	Rs. 45,000		
Mess advance	Rs. 2,500		
Maintenance Charges	Rs. 6,000		
Total additional sum payable for hostel facilities	**Rs. 58,500**		

Note:

1. Revision in the fees, if any, will be notified on the website www.pec.ac.in. Candidates are requested to check fee structure prior to attending counseling.
2. The mode of payment is through Demand Draft in favour of **"PEC University of Technology - PG Admissions"** payable at Chandigarh.
3. Every student has to be a part of the medical insurance policy for which a fixed premium is to be paid.

XII.   REFUND RULES

1. The registration fee of Rs. 1500/- is non-refundable.

2. If a student after being granted admission pays the fee but does not register with the institute on the prescribed date, withdraws his admission and applies for refund, the entire fee paid by him/her shall be refunded.

3. If a student after being granted admission pays the fee and registers with the institute on the prescribed date but withdraws his/ her admission later and applies for refund before the final round of counseling for admission to Dean Academic Affairs with copy to concerned Head of the Department, the fees paid by him/her (including hostel/mess fees in case of a hosteller) will be refunded after making deductions proportionate to the entire period from the start of the semester to the month of application for refund (part of each month being counted as a full month).

4. A student who withdraws his/her seat after the final round of counseling for admissions for the year 2016-17 has taken place, he/she will not be entitled to refund of any fee paid by him/her except for the refundable deposits.

5. The refundable security and other refundable deposits (if any) will be fully refunded whenever the student withdraws his admission from the institute.

General Notes:
1. In case a hosteller leaves the hostel at any time to suit his own convenience, the hostel fee paid by him/her will not be refunded.

2. Fees will also be charged for the additional period which a student may have to spend beyond the normal duration of the programme.

3. For obtaining refund of relevant component of fee deposit, the concerned student should obtain clearance certificate from various Departments/ Hostels/ Mess/ Office concerned before leaving the institute and also intimate the latest address on which the amount of security is to be remitted. However, a clearance certificate (except from Hostels, if applicable) is not required if a student has not attended any class till the date of his surrendering the seat and produces a certificate to that effect from the Head of the respective Department.

4. Any student who fails to pay the dues by the prescribed date may be fined, suspended or ultimately removed from the institute rolls.

5. Registration in every semester is mandatory.

6. For more details, the Academic Rules and Procedures for PG Programmes may be referred.

7. The deductions for Punjab Engineering College Old Students' Association (PECOSA) shall be made as per request from President PECOSA and shall be credited into the bank account of PECOSA.

Online Registration and Counseling Schedule for M.E. Admissions (2016-17)

Online Registration	13.06.2016 to 21.06.2016 from 9.00 am to 6.00 pm
Last Date of receiving hard copy of applications	27.06.2016 till 5.00 pm
Dispatch of applications to various departments	01.07.2016
Publishing of final list of Eligible candidates by the respective departments	08.07.2016
Admission test for part time / sponsor seats by the respective departments (other than self supporting)	12.07.2016
Admission test for self supporting programmes by the respective coordinators	13.07.16
Display of merit list by the respective departments coordinators	15.7.2016
Date of document verification , counseling and fee submission in the institute auditorium	18.07.2016
Registration at the institute	25 - 26 .07.2016
Intimation of vacant seats to Admission Cell by	28.07.2015
Spot Round of Admission for all categories in all ME Programmes	05.08.2016 at 9.00 pm

Note: The schedule may change without prior notice. The candidates are advised to visit the institute website www.pec.ac.in regularly for any change in the schedule

FORMAT FOR CERTIFICATE OF SPONSORSHIP FOR NOMINEES

Certified that _____ son/daughter of Shri_____ has been working as_____ *(Engineer/Teacher)* on regular full time basis in_____ *(Department/Organization)* since_____*(date).* His/her name is hereby sponsored for admission to M.E. Degree Programme in* _____ Engineering at PEC University of Technology, Chandigarh for the session_____. In case he/she is selected for admission, he/she will be relieved from his/her duty and allowed to join the classes for full duration of the said programme. If he/she leaves this Department/Organization during his/her period of study, PEC University of Technology will be informed accordingly to cancel his/her admission. Further certified that he/she shall continue to be an employee of this Department/Organization and shall join back his/her duties after completing the programme. Certified that this institute is approved by AICTE *(only for an educational Institute).*

Date: _____

(Signature & Seal of the employer)

* Both the branch and the department should be mentioned.

CERTIFICATE FOR NON-DECLARATION OF RESULT

(Required during registration from candidates whose result of the qualifying examination has not been declared)

I hereby certify that Mr./Ms. _____ has appeared in the final semester examination including theory, practical and project examination for B.E./B.Tech./M.Sc._____ degree (strike out the non-applicable ones and write in the blank space if the degree is not mentioned) and the result is likely to be announced by_____ 2016. The percentage of aggregate marks/CGPA obtained by him/her in the pre-final year/upto 7th semester examination is _____ . His/her conduct andcharacter during his/her stay at the Institute/University/College was "GOOD".

Place: _____

Date: _____

Signature of the Principal/Dean/Registrar/

Dy. Registrar/Proctor/Administrative Officer/

Asstt. Registrar of the institute last attended with

seal

CERTIFICATE OF CASTE

(to be submitted by Scheduled Castes/Scheduled Tribes candidates only)

Certified that Mr./Ms. _____, son/daughter of Shri _____, resident of_____, District _____,State_____ is a member of the Scheduled Castes/Tribes and belongs to _____ caste/tribe which has been recognized as a Scheduled Caste/Tribe vide notification No._____ dated _____ issued by Government of _____ (State).

Name of the Certifying Officer   Signature of the Revenue Officer
Rank Designation_____   of the District concerned, not below
                                                      the of Tehsildar

Date   Seal

Note: Certificate, if issued by other than authority mentioned, notification of Government must be included.

_____

CERTIFICATE FOR PERSON WITH DISABILITY (PwD)

to be issued by
MEDICAL BOARD, GENERAL HOSPITAL, SECTOR 16, CHANDIGARH

1. Name of the candidate: Mr./Ms. _____

2. Father's Name: _____

3. Permanent Address:_____

   _____

   _____

4. Percentage loss of earning capacity *(in words)*:

   _____

4. Whether the candidate is otherwise able to carry on the studies and perform the duties of an engineer/architect satisfactorily: _____

5. Name of the disease causing handicap: _____

6. Whether handicap is temporary or permanent: _____

8. Whether handicap is progressive or non-progressive : _____

9. The candidate is <u>FIT / UNFIT</u> to pursue the engineering/architecture studies.
      (Strike out whichever is not applicable)

Affix recent passport size photograph duly attested by the P.M.O.

_____   _____   _____

Member   Member   Principal Medical Officer
(Orthopaedic Specialist)   General Hospital, Sector 16,
                                                                Chandigarh

Date: Seal of Office

<u>NOTE:</u>

1. The medical board must have one orthopaedic specialist as its member.
2. Candidate having temporary or progressive handicap will not be considered against these seats.

SELF ATTESTED COPIES OF CERTIFICATES REQUIRED AT THE TIME OF COUNSELLING

1. Date of birth (DOB) certificate or High School (Class 10) Certificate with DOB
2. Qualifying degree certificate
3. SC/ST Certificate
4. Certificate of Person with disability (Type of disability to be attached)
5. Sponsorship certificate for sponsored candidates
6. GATE score card
7. Copies of marks/grade sheets
8. No Objection/relieving Certificate from employer (for employed candidates)
9. Migration certificate from the institute attended last
10. Undertaking from the institution attended for the non-declaration of result of the last semester / having appeared in last semester as per format given in this application form.

Note: Circle the enclosed documents.

…………………………………………….
Signature of the candidate

PART - B *(To be filled by the Scrutiny Officers)*

1.	Is the degree from an AICTE approved college/ university or recognized by UGC.	YES / NO
2.	GATE qualified	YES / NO
3.	GATE Score	YES / NO
4.	% obtained in qualifying degree	YES / NO

5.	For AMIE / IETE candidates
	  i. Whether passed Diploma before AMIE / IETE
	  ii. Whether possesses 5 years experience
		YES / NO
		YES / NO

6.	For Full time Sponsored candidates Whether possesses requisite 2 years experience in the sponsoring organization	YES / NO
7.	For Part-time sponsored candidates Whether possesses two years full time work experience, as on the last date of receipt of completed application form, with minimum one year in the present organization	YES / NO

8.	If Person with disability , whether medical certificate attached	YES / NO
9.	Whether ELIGIBLE / INELIGIBLE:	
10.	Reasons if ineligible: _____ _____ _____	
11.	Deficient Documents, if any: _____ _____ _____	
12.	Any other remark: _____ _____ _____	

Scrutiny officer (I)   **Scrutiny officer (II)**