



Information Brochure & Application Form

For Admission to MBA (2013-14)

**Punjab Institute of Technology
Punjab Technical University Main Campus
Kapurthala**



About Punjab Technical University

Punjab Technical University (PTU) is a State Government University established in 1997 for the advancement of technical education in India. This is the fastest growing and the largest technical university in the country with over 4,00,000 students studying through regular and distance mode in various disciplines of technical education.

The University is situated in the beautiful suburban locales on the Kapurthala–Jalandhar Highway. Being one of the leading education and research University, PTU takes it upon itself to impart the best education possible to potential students in India as well as abroad. It has taken new initiatives in technical education to provide latest trends in technology and give opportunities to students and faculties to interact with technology leaders of the world.

Keeping in pace with the changing dynamic environment, Punjab Technical University has undertaken the crucial task of training students to help in the production of professionals as desired by the companies across the nation.



About Punjab Institute of Technology, Kapurthala (PITK)

Punjab Institute of Technology, Kapurthala (PITK) is Punjab Technical University's Main University Campus situated on the Kapurthala–Jalandhar Highway near the world famous Pushpa Gujral Science City. PITK was set up by the Government of Punjab through a Legislative Act in the State. One of the leading university campuses of the state, PITK is fast become the market leaders in imparting quality education to students in various disciplines. This teaching and research campus is on an upward trajectory of success since its inception in 2011. PITK offers residential facilities for boys and girls, sports complex, low fee structure, free bus service, Wi-Fi and much more.

The campus is running prestigious programmes like Masters of Business Administration (MBA) in the area of Marketing, Finance and Human Resources; PhD programme in the area of Management, Languages and Translation, Journalism & Mass Communication, Applied Sciences and Human Values. It also runs M. Tech programmes in the area of Computer Science, Electronics (Wireless Communications) and Pharma Food & Nutraceuticals. The institute is all set to begin with a PG programme in the area of Mass Communication and Journalism and short-term Certificate Programs in the area of Advertising and Retail Management; Credit Risk and Treasury Management and Retail Banking.

Hon'ble Vice Chancellor's Message for 2013



Your interest in Punjab Technical University (PTU) is most welcome and highly appreciated. As the largest Technical University in India, we offer courses ranging from Management, Humanities, Engineering, Pharmacy, Journalism, Applied Sciences and much more. Our courses will add value and integrate in you the desire to challenge limits and lead in life. We are committed to excellence in teaching and research. Our mission in life is, "To be the premier Technical University imparting quality education, research and service to our nation and across the globe. This student friendly University emphasizes on hands-on practical training. We are setting challenging yet achievable benchmarks, thinking more global and diverse, establishing international relationships and making the

University an exciting academic place to be. We face troubles but are confronting these directly as part of our continuous improvement process. PTU is quite diverse in terms of students, academic programmes offered and faculty recruitment. We expect to have our presence all across the globe in future.

PTU is much more than a place to learn. It is a total community in itself. If you want to become a part of PTU, you will need to understand and accept our emphasis on academic standards and that our endeavors are in the interest of students, the University and the Nation. We welcome your interest once again and invite you to inquire of our various programmes and join us later as one of the privilege student of PTU and the Nation.

With best wishes,

Rajneesh Arora
Vice Chancellor

Message from The Registrar, PTU



Punjab Technical University is rapidly marching ahead towards achieving its goal of providing world class education. This has been made possible by the continual efforts of the team of Punjab Technical University. Each member of the University has contributed towards the process of learning and accomplishment. The desire and conviction with which the faculty and staff of the University works has led to its immense growth over the past few years. The diversity and richness of academic programs; the industry-academia collaborations and the facilities at PTU match with the best in business. If you choose to join PITK, it will be a fine choice and we welcome your decision to be with us

for an integral part of your life. Our desire is that you focus your efforts on academics and become sought-after individuals of the society. Our endeavour is to continually strive for excellence. We hope to continue providing you with a stimulating environment for your studies and further strengthen the foundation of PTU in the years to come.

Best Wishes,

Dr. H. S. Bains
Registrar, PTU

Message from The Director, PITK



Keeping in view the need of the region and the country, Punjab Institute of Technology has been established as the Main University Campus of Punjab Technical University. This campus has started MBA, M.Tech, M.Phil and PhD programmes in the area of Management, Languages and Translation, Electronics, Pharma Food & Neutraceuticals, Applied Sciences, Human Values and Mass Communication & Journalism. Focus is on cross disciplinary programmes in tune with the latest trends world over. This campus is following semester system with 100% internal valuation and continuous assessment. Grade point system has been introduced for the benefit of all students. The students would be able to see their evaluated answer sheets and analyze their performance. Research facilities in terms of sophisticated laboratories, computer lab and library have been extended to the faculty. Students get an opportunity to interact with people from the industry on a regular basis. Exposure from academics and experts across the globe is given to equip students with knowledge of the latest trends not just in India but abroad as well. This prepares them well for the challenges of the job market. Joining the Punjab Institute of Technology will offer a unique opportunity to students to learn in the best academic environment this region can offer. It is an opportunity for students to indulge in their academic endeavors and hone their personalities in the long run. I invite you to join PITK and be part of our fast growing Institute.

I wish you the best for your academic endeavours!

Dr. A. P. Singh
Director, PITK

About Department of Management (DOM)

The Department of Management (DOM) is a pioneer in the use of case study method and other such experiential teaching tools to management education in the state. In response to the growing challenges of the globalized world, this campus has collaborated with world renowned business institutes to offer unique courses in India. The campus has state of art infrastructure and classrooms, experienced core faculty with the international exposure and visiting faculties from IIMs.



For more details, please contact us at:

Department of Management
Punjab Institute of Technology (PITK)
Punjab Technical University Main Campus
Kapurthala-Jalandhar Highway
Near Pushpa Gujral Science City
Kapurthala 144601

Email: pitk_dom@yahoo.com
Phone: +91-947-890-6231
Fax: +91-182-266-2500

Courses Offered at Department of Management

Course	Description
Masters in Business Administration (MBA)	MBA Program is the primary course offered at Department of Management. Students for an MBA program can specialize in the areas of Marketing, Finance and Human Resource Management. Total intake for an MBA program is 60 only. This has been done with a view to impart quality education to a select number of students. Admission to MBA 2013 is through two rounds of counseling. In first round only CMAT qualified students with minimum 50% marks are eligible to apply. In the second round, non-CMAT students with minimum 60% marks are also eligible to apply however preference will be given to CMAT qualified students having minimum 50% marks. Please call 947-890-6231 or Email: pitk_dom@yahoo.com for more details.
Doctorate in Philosophy (PhD)	Ph.D. program at DOM is a unique offering for researchers who wish to pursue their research in the area of Marketing and Finance. DOM is on the lookout for University Grants Commission's Junior Research Fellows (UGC-JRF) who want to do their Ph.D. full-time. Handsome Stipend will be paid by UGC as per its rules. Since this is a full-time PhD program, students will have to attend university on a regular basis. Please visit www.pturic.ac.in for details

Faculty Profile

Permanent experienced faculty having studied from some of the best institutions like IIM, Ahmedabad, Kansas University, USA and University of Connecticut, USA are teaching students of MBA and PhD on campus of PITK. Faculty members have previously taught at institutes of great repute like IBS, Gurgaon, Guru Nanak Dev University, Amritsar, Lovely Professional University, Phagwara, ICFAI National College, Chandigarh etc. Visiting faculty from IIMs and other such institutes visit the Department of Management at Punjab Institute of Technology, Kapurthala regularly.

Dr. Harmeen Soch, Head of Department



Dr. Harmeen Soch, MBA (Marketing) PhD (Marketing) has over 15 years of experience in teaching and research. Prior to this, she has worked at Guru Nanak Dev University at Amritsar and DAV College Jalandhar. Her teaching interests are in the area of marketing research, research methods, advertising and retail management.

She has published in the area of customer relationship management, customer loyalty, service recovery and customer citizenship behavior. Dr. Soch is widely travelled and has presented research papers at top conferences in USA like the INFORMS Marketing Science and American Marketing Association.

An FDP from IIM, Ahmedabad she has participated in a number of advanced research and statistical courses like Structural Equation Modeling (SEM), Dynamic Modeling and Aggregate Demand Models at Kansas University, University of Connecticut and Duke University in USA. She has also won the best paper awards at conferences of repute. Her doctoral work bagged her the 'Best Thesis' award at the 34th ORSI Conference held at IIM, Ahmedabad in 2005.

Dr. Soch has been awarded major and minor research projects by University Grants Commission (UGC) and is currently involved in a number of joint research projects in India, USA and UK.

Dr. Kapil Gupta, Assistant Professor



Dr. Kapil Gupta, M.Com. Ph. D. (Finance) has teaching and research experience spanning over 10 years. Prior to joining Punjab Technical University, he has worked with IBS Gurgaon, Guru Nanak Dev University, Amritsar and Hindu College, Amritsar. He was also selected for Foreign Deputation to Australia during April, 2010 to teach Security Analysis to the students of IBS Adelaide, Australia. His teaching and research interests include Capital Market, Derivatives Market, Commodity Market, Market Microstructure Design, Corporate Finance and Corporate Governance.

He has published in the area of price discovery in capital market, information transmission between futures and cash markets, optimal hedge ratio estimation and impact of capital market innovations on cash market liquidity, information asymmetry and volatility.

Dr. Gupta is widely travelled and has presented more than twenty five research papers in International and National Conferences. He has three best research paper awards including a Gold Medal for J. L. Batra Best Research Paper Award and the Best Ph.D. Dissertation award to his credit.

He has completed a research project (co-authored with Dr. Balwinder Singh) titled "Price Discovery and Arbitrage Efficiency in the Indian Equity Futures and Cash Markets" under the Research Initiatives of National Stock Exchange of India. He is also an Associate Editor of International Journal of Financial Management (IJFM).

Dr. Mandeep Kaur, Assistant Professor



Dr. Mandeep Kaur, Ph.D (Finance) and M.Com (Accounting and Finance) has over seven years of experience in teaching and research. She has been serving as Assistant Professor, Punjab Technical University Kapurthala for the last three years. Prior to this, she worked at Hans Raj Mahila Maha Vidyalaya, Jalandhar as Lecturer, ICFAI National College, Chandigarh as faculty member and University Business School, Panjab University, Chandigarh as research fellow. She has completed her Ph.D in the area of Finance from University Business School, Panjab University, Chandigarh. Her teaching interests are in the area of Management Accounting, Financial Management, Money and Capital Market, Managerial Economics and Business Environment.

She has secured merit position in all exams throughout her career. She has been awarded Junior Research Fellowship for Ph.D from University Grants Commission. She has also been awarded state scholarship on the basis of +2 exams and National Scholarship on the basis of Matric exams.

Her publications are in the area of banking, finance, corporate environmental responsibility and management education. She is guiding students for Doctoral Research in the area of accounting and finance and has participated in workshops and seminars related to finance at National and International level and has presented her research work.

Ms. Pooja Mehta, Assistant Professor



Currently an Assistant Professor at Punjab Institute of Technology, Main campus of Punjab Technical University, she has been in academics since 2005. She is MBA with specialization is Human Resource Management. Her major research interest lies in industrial organizational psychology and consumer psychology. With a strong base in HR her teaching interest, lies in teaching courses on organizational behaviour, foundation of HRM, labour legislations, change management, organizational psychology, organizational development and cross cultural management. She is a regular in delivering modules and lectures in organizational behaviour and foundation course of HRM.

She has been the coordinator board of studies of all courses run under distance education program of Punjab Technical University. She has given her expertise to lay out and implement the Result Framework Document program for the university.

Visiting Faculty

- **Prof. Neharika Vohra**
M.A., PhD (Social Psychology), University of Manitoba, Winnipeg, Canada
Indian Institute of Management, Ahmedabad.
- **Prof. K. P. Aggarwal PhD, D.Litt**
Industrialist & Member, Governing Board at IIM, Lucknow

Facilities Available at Department of Management, PIT Kapurthala

- World class infrastructure with air-conditioned classrooms.
- WiFi campus for unlimited downloading and internet access.
- Well stocked library and electronic databases.
- Well equipped laboratory with latest technologies and software.
- Optional Foreign Language Courses available.
- Specialized Workshops on Soft Skills and Personality Development.
- Short-term Modules as per industry needs will be run in the evenings.
- Hostel for Boys and Girls
- Free Bus Facility

Admission Guidelines

Eligibility Criteria:

1. First Counseling:

- Candidates who have qualified the Common Management Admission Test (CMAT) conducted by All India Council of Technical Education (AICTE) in the month of September 2012, February 2013 or May 2013 with 50% marks (45% in case of SC / ST) in graduation are eligible to apply for admission to MBA at Punjab Institute of Technology, Kapurthala (PITK) Punjab Technical University Main Campus.
- Candidates appearing in their final degree examination / qualifying examination whose result is not declared at the time of counseling shall be admitted provisionally subject to submission of the result of the qualifying examination latest by August 15, 2013. He / she will have to submit a certificate obtained from the Principal / Head of the Institution certifying that the candidate has obtained not less than 50% marks (45% marks in case of SC / ST) based on the preceding Grades / Marks.

2. Second Counseling:

- Candidates having 60% (55% in case of SC / ST) marks in graduation are eligible to apply. However, CMAT qualified candidates with minimum 50% (45% in case of SC / ST) marks will be preferred.
- Candidates (non-CMAT) appearing in their final degree examination / qualifying examination whose result is not declared at the time of counseling shall be admitted provisionally subject to submission of the result of the qualifying examination latest by August 15, 2013. He / she will have to submit a certificate obtained from the Principal / Head of the Institution certifying that the candidate has obtained not less than 60% marks (55% marks in case of SC / ST) based on the preceding Grades / Marks. For CMAT qualified the criterion is 50% (45% in case of SC / ST).

3. With reference to the notification No. 8/40/2013-1TE2 / 1744 Dated: 04-06-2013 issued by Government of Punjab, Department of Technical Education & Industrial Training (Technical Education Branch –II), 85% seats are reserved for the candidates from within the state of Punjab and 15% will be open to the candidates from outside the State.

4. The Eligibility criteria for 85% seats will be that the candidate shall be a resident of Punjab State as per Punjab Government, Department of Personnel and Administrative Reform (PP II Branch) letter No 1/3/95-3PPII/9619 dated 6th June 1996 and letter No. 1/3/95-3PPII/80 dated

1st January,1999 (attached as Annexure) or have passed final degree examination / qualifying examination as regular candidate from recognized institution situated in Punjab, the candidate would be required to submit a certificate to this effect from the Principal/Head of Institution last attended in **prescribed proforma** as given in the Brochure.

Submission of Application Form:

**Detailed Brochure and application form is available at
www.ptucampusadmissions.org.**

1. For Online Submission of Application - Candidates must note that information once filled online cannot be edited at a later stage. Therefore, all candidates are advised to be careful while filling information through the website.

Step 1 – Fill your details and generate a deposit slip.

Step 2 – Take the deposit slip to any branch of AXIS Bank and deposit the **non-refundable counseling fee** amounting to INR 1000 (INR 500 in case of SC / ST candidates). Account No. 155010100042088, Account Name ‘Registrar PTU’.

Step 3 – The candidate is to use the deposit ID and password (entered at Step 1) to login at www.ptucampusadmissions.org and fill the application form. Candidates are also required to upload the scanned copy of deposit slip at the time of filling application form.

Note: Please generate a deposit slip from the website www.ptucampusadmissions.org before depositing the fee in the bank. Online application system will work only if a deposit slip and password is generated before fee deposition.

2. For Hard Copy Submission of Application Form – Those candidates wanting to submit hard copy of the application form may fill the form on page number 21-22 and attach a Demand Draft of INR 1000 (INR 500 in case of SC / ST) in favour of ‘Registrar PTU’ payable at Jalandhar and send it by Registered Post / Speed Post ONLY to the address:

**Head of Department (Management)
Punjab Institute of Technology (PIT)
Punjab Technical University Main Campus
Kapurthala-Jalandhar Highway
Near Pushpa Gujral Science City
Kapurthala 144601
Punjab (INDIA)**

Note: Please do not courier the Application Form. Apply well in time to avoid delays in receipt of application forms.

Candidates are advised to keep a Xerox copy of the submitted application form and fee deposit slip / DD.

Please Note – Admission fee is non-refundable. Counselling:

(i) **First Round** - Admission will be made as per the merit list prepared on the basis of CMAT score. First round of counseling will be held on July 5, 2013, 9:30 AM at Punjab Institute of Technology, PTU Main Campus situated on the Kapurthala-Jalandhar Highway, Near Pushpa Gujral Science City, Kapurthala.

(ii) **Second Round** - counseling will be held on July 16, 2013, 9:30 AM at the same venue as above.

For any clarifications, please call 94789-06231 or email pitk_dom@yahoo.com.

3. In case there is **Tie in the CMAT Score** of the applicant, following criteria will be applied to break the tie:

(i) The candidate scoring higher marks in **Quantitative Techniques & Data Interpretation** shall be higher in merit;

(ii) In case of tie in (i) above, the candidate scoring higher marks in **Logical Reasoning** shall be higher in merit;

(iii) In case of tie in (ii) above, the candidate scoring higher marks in **Language Comprehension** shall be higher in merit;

(iv) In case of tie in (iii) above, the candidate scoring higher marks in **General Awareness** shall be higher in merit.

(v) In case of tie in (iv) above, candidates having higher aggregate marks (Mark obtained/Total Marks) in qualifying degree;

(vi) In case of tie in (v) above, candidates senior in age shall rank higher in order of merit.

4. As per the Notification No. 8/40/2013-1TE2/1744 dated 04-06-2013 issued by Department of Technical Education & Industrial Training (Technical Education Branch –II), counseling for 85% seats for Punjab Residents and 15% outside Punjab Candidates shall be taken up simultaneously. However, the counseling for General category will be held first followed by counseling for reserved categories. The same procedure will be repeated in the subsequent rounds of counseling if any.

5. Reservation of seats in the course shall be determined as per the Reservation Policy of the Government of Punjab as notified in the Memo No. 13/2/05 – 1TE2/409 Dated 20-02-2006 issued by Department of Technical Education & Industrial Training (Technical Education – 2 Branch).

(a) Application under a reserved category must be accompanied by a certificate from the competent authority (as given in Reservation Policy) stating that the candidate belongs to reserved category for which he/she is claiming a seat.

(b) Under no circumstances, the proof of belonging to a particular reserved category shall be entertained or altered after the Application Form has been submitted.

(c) If no reservation is claimed the candidate shall be treated and considered as a 'General Category Candidate'.

(d) All admissions made in the reserved categories will be provisional and liable to cancellation, if at any stage, any information about reserved categories furnished by the candidate is found to be fabricated or false.

6. It is mandatory for the candidate to appear personally at the time of counseling for admission. The selected students will have to deposit their fee within two working days after the selection list is placed on the Notice Board / Website failing which their seats will be declared vacant and will be allotted to the candidates next on the waiting list.

7. A seat once accepted shall not be changed under any circumstances.

8. At the time of counseling, each candidate shall bring a Xerox copy of the application form submitted which is to be accompanied by the following documents:

(a) All Certificates in original.

(b) Self-attested photocopy of matriculation or equivalent examination certificate bearing testimony to date of birth.

(c) Self-attested photocopy of detailed marks card of the qualifying examination.

(d) In case the result of final degree examination / qualifying examination is not yet declared, the candidate must produce a certificate from the Principal / Head of Department / Registrar / Director of their university / institution certifying that the candidate is currently in the final year / is awaiting final result and has obtained 50% marks or equivalent (55% in case of SC / ST) based on latest available grades / marks.

(e) Two recent passport size photographs.

(f) Residence certificate.

(g) Reservation certificate issued by competent authority (as applicable).

(h) Medical fitness certificate.

(i) Gap certificate (if applicable)

(j) Candidates who have completed their final degree / qualifying examination from any university other than PTU shall be required to submit migration and eligibility certificate after admission as per University rules.

9. In case a student surrenders his / her seat within 7 days at the end of the online counseling, he / she must submit application to the University.

10. In keeping with the direction of Ministry of Human Resource Development Department, Government of India, a waiting list of candidates will be maintained.

Refund of fee / security

1. In case a student surrenders his / her seat within 7 days of the end of the counseling, he / she will be entitled to refund of the fee and funds deposited during counseling (Fee for Semester I) after deducting processing charges of INR 1000. Please note that the counseling fee is non-refundable.
2. In the event a candidate withdraws before the start of the course, the wait listed student shall be given admission against the vacant seat. The entire fees 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 University to the student / candidate withdrawing from the programme. 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 university will refund the fees collected with proportionate deductions of monthly fee and proportionate hostel rent, where applicable.

Admission Schedule 2013-14

Admission schedule for MBA at Punjab Institute of Technology, Kapurthala PTU Main Campus is as follows:

Admission Opens	June 15, 2013
Application Form Filling for First Round	June 15-30, 2013
Display of Merit List (online)	July 3, 2013
First Round of Counseling	July 5, 2013
Application Form Filling for Second Round	July 3-12, 2013
Display of Merit List	July 15, 2013
Second Round of Counseling	July 16, 2013

Fee Structure for Admission to MBA

Punjab Institute of Technology (PTU Main Campus), Kapurthala

S. No.	Content	First Semester INR	Second Semester INR	Third Semester INR	Fourth Semester INR
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.	Other Fee*	1,600/-			
6.	University Related Fee	1,150/-		550/-	
	Total Fee	47,750/-	37,000/-	37,550/-	37,000/-

*One time payment only

Please Note that PTU will give a 20% discount on tuition fee to candidates who have qualified CMAT and have secured above 60% marks in graduation.

Security (Refundable)	Includes: Library security etc.
Other Fee	Includes: Students amenities / Development, Identity card & library etc.
University related Fee (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.

The above fee does not include hostel related fee & mess charges, sports facilities, Blazer (as applicable) etc.

The above fee is as per notification No. **13/127/09-1TE2/767** dated **01/03/2011**.

Please Note:

1. The fee structure is subject to change as per the Punjab Government notification from time to time in this regard.
2. The selected students will have to deposit their fee within two working days after the selection list is placed on the website (www.ptucampusadmissions.org) failing which their seats will be declared vacant and will be allotted to the candidates next on the waiting list.
3. Fee for subsequent semesters is to be deposited within 7 days from the start of that semester.

Reservation Policy

With reference to the notification No. 8/40/2013-1TE2 / 1744 Dated: 04-06-2013 issued by Government of Punjab, Department of Technical Education & Industrial Training (Technical Education Branch –II), 85% seats are reserved for the candidates from within the state of Punjab and 15% will be open to the candidates from outside the State.



In addition, as per the Memo No. 13/2/05 – 1TE2/409 Dated 20-02-2006 on Reservation of seats for various categories of candidates for admission to MBA, the percentage of reservation for each of the category shall be now as under:

Sr. No.	Category	Percentage
1	Scheduled Caste / Scheduled Tribe	25%
2	Backward Class	5%
3	Border Areas / Backward Areas (2% each)	4%
4	Sportspersons	2%
5	Children / Grand Children of Freedom Fighters	1%
6	Disabled Persons: (a) Blind 1% (b) Deaf & Dumb 1% (c) Other Handicapped 1%	3%
7	Children / Widows of defense personnel killed or disabled to the extent of 50% or more in action	2%
8	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	2%
9	Riots affected displaced persons, children of Army deserters killed / 100% disabled children of the families of persons killed as a result of terrorist violence or by security forces acting in aid of civil authorities	2%
10	Tsunami affected persons, children / grand children of original Ex-serviceman settler of Campbell Bay Island only	1%

For details and specimen format for the certificate, please refer to the annexure given in Notification issued by Department of Technical Education & Industrial Training, Government of Punjab vide Memo. No. 13 / 2/ 05 –1TE2/409, Dated: 20.2.06 on Page No. 28-50 of the brochure.

One seat is reserved for Kashmiri Migrants. The admissions and disciplines of seat under this category will be decided by Director, Technical Education & Industrial Training, Punjab, Chandigarh. Candidates desirous of seeking admission as Kashmiri Migrants may contact the office of Director, Technical Education & Industrial Training, Plot No. 1, Sector - 36-A, Chandigarh.

The candidate claiming seat under any one reserved category will be admitted on merit inter-se in that category / categories subject to fulfilling the eligibility requirements.

For More Information:  94789-06231  pitk_dom@yahoo.com

All candidates must declare their claims for reserved categories at the time of filling their forms for the counselling otherwise; their subsequent claims may not be accepted. Admission will first be made against reserved categories and if any reserved seat remains unfilled, it will be treated as open for admission from general category candidates. The claim for a seat in any reserve category will not prejudice the right of a candidate for being considered in open merit.

Prohibition, Prevention and Punishment of Ragging at the PTU Main University Campus

The University Grants Commission vide its letter no F.1-16/2007 (CPP-II) dated June 17, 2009 has reiterated the ban on ragging of students in Institutions of Higher Learning. The students are therefore directed to strictly desist from any kind of ragging.

Ragging constitutes the following:

1. 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;
2. Indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3. 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;
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student ;
9. Any act that affects the mental health and self-confidence of a 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.

Punishment for Participation in/or Abetment of Ragging:

1. Cancellation of admission.
2. Suspension from attending classes.
3. Withholding/withdrawing scholarship/fellowship and other benefits.
4. Debarring from appearing in any test/examination or other evaluation process.
5. Withholding results.
6. Debarring from representing the institution in any national or international meet, tournament, youth festival, etc.
7. Suspension/expulsion from the hostel.
8. Rustication from the institution for periods varying from 1 to 4 semesters or equivalent period.

9. Expulsion from the institution and consequent debarring from admission to any other institution.

Affidavit by students and parents

Each student and his/her parents/ guardian shall have to furnish an affidavit along with the application form to the effect that they will not participate in or abet the act of ragging and that, if found guilty, shall be liable for punishment under the penal law of India.

SELF DECLARATION BY PARENTS/GUARDIANS

I, _____ (Full Name in capital letters) father/mother/guardian of _____ having been admitted in MBA at Punjab Institute of Technology, Kapurthala PTU Main Campus hereby solemnly aver and undertake that:

- (a) My ward will not indulge in any behaviour or act that may be constituted as ragging under the Regulations.
- (b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under the Regulations.

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

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

Signature of
Father/Mother/Guardian

Date: _____

Location: _____

Name: _____

Address: _____

Telephone/Mobile No. _____

Self Declaration by Students

I, _____ (full name in capital letters) S/o /
D/o _____ having been admitted to Punjab
Institute of Technology, Kapurthala PTU Main Campus for MBA course solemnly
declare that I shall not indulge in any behaviour or will not participate in or abet or
propagate through any act of commission or omission that may be constituted as ragging
under clause 3 of the UGC Regulations.

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

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

Date: _____
Location: _____

(Signature of Student)
Name: _____
Address: _____
Telephone/Mobile No. _____

**Punjab Institute of Technology, Kapurthala (PTU Main Campus)
Application Form for Admission to MBA**

Full Name
(in Capital Letters)

Father's Name

Mother's Name

Paste recent
passport size
photograph

Address for Correspondence:

Address																	
City											State						
Country											Pincode						
Mobile No.	+91											Landline No.					
Email id:																	

Permanent Address:

Address																	
City											State						
Country											Pincode						
Mobile No.	+91											Landline No.					
Email id:																	

D D M M Y Y Y Y

Date of Birth **Gender:** Male Female

Category: General SC / ST BC Boarder Area / Sportsperson
Backward Area

Children / Grandchildren of Physically Challenged Riots Affected
Freedom Fighters

Children / Widows of Defense Tsunami Affected
Personnel / Ex-servicemen

Nationality: **Domicile:**

Please fill following details relating to CMAT Exam:

Roll No. of CMAT

Date on which appeared for CMAT

D D M M Y Y

CMAT Result: Maximum Score **Score Secured**

CMAT Rank

Academic Record:

Examination	Board / University	Name of College / Institution	Subjects	Year of Passing	Percentage of Marks Secured	Division
10 th						
10 + 2						
Graduation						
Post Graduation						

Are you pursuing any degree? Yes No

If yes, please specify when it will be completed _____

Details of Fee Payment:

Name of Bank	<input type="text"/>	Branch Name	<input type="text"/>
Amount	<input type="text" value="INR"/>	Demand Draft No.	<input type="text"/>
Date	<input type="text"/>		

(A Demand Draft amounting to INR 1000 (INR 500 for SC / ST Students) in favor of 'Registrar PTU' payable at Jalandhar should be enclosed along with the application)

Declaration:

I solemnly declare that the above information is true to the best of my knowledge and if any of the above information is found incorrect at any stage, my candidature for the admission shall stand cancelled.

Date: _____



(Signature of Candidate)

Place: _____

The duly filled application form along with DD should be sent by registered post only at the following address:

Head of Department (Management)
Punjab Institute of Technology (PIT)
Punjab Technical University Main Campus
Kapurthala-Jalandhar Highway
Near Pushpa Gujral Science City
Kapurthala 144601
Punjab (INDIA)

Note: Please do not courier the Application Form. Apply well in time to avoid delays in receipt of application forms.

For More Information:  94789-06231  pitk_dom@yahoo.com

Notifications

GOVERNMENT OF PUNJAB
Department of Technical Education & Industrial Training
(Technical Education Branch – II)

No. 13/129/2003-ITE2/1030

Dated: 05.04.2004

In pursuance to the judgment dated 31st October, 2002 of Hon'ble Supreme Court of India's in the case of T.M.A. Pai Foundation and other versus State of Karnataka and others (2002) (8 SCC 481 : AIR 2004 SC 335) and the subsequent judgment dated 14th August, 2003 by constitution bench of the Hon'ble Supreme Court of India in the Writ Petition (Civil) No. 350 of 1993, Islamic Academy of Education and another versus State of Karnataka and the others and the order dated September 25, 2003 of the Hon'ble Punjab & Haryana High Court in C.W.P No. 12758 of 2003 in the case of Shri Guru Ram Das Charitable Hospital Trust, Amritsar versus State of Punjab and others, and after consulting all the stake-holders, the Government of Punjab is pleased to direct that "Management Quota" in all the Private Unaided Technical and Management Institutions (colleges as well as polytechnics) shall be 33 – 1/3% (one third of the total seats) and the remaining 66-2/3% (two thirds of the total seats) shall be treated as the "state quota" which must be necessarily filled through the Common Entrance Test to be conducted by an agency to be designated by the State Government.

The Governor of Punjab is further pleased to direct that out of the "Management Quota" a maximum of 5% of the total sanctioned seats of an institution shall be filled from amongst Non-Resident Indian (NRI) / Persons of Indian Origin (PIO) / Foreign National Students and other related categories, in accordance with procedure stipulated below:

- (i) The candidates against NRI / PIO / NRI – Sponsored / Industry –Sponsored seats will be admitted on merit determined on the basis of marks obtained in the qualifying examination. They shall not be required to take the Common Entrance Test.
- (ii) First preferences shall be given those NRI/ PIO candidates who are having ancestral Punjab Resident background.
- (iii) Second preference shall be given to those NRI / PIO candidates who are having ancestral background relating to other States of India.
- iv) Third preference shall be given to those resident Indian Candidates who are sponsored by an NRI/PIO and the sponsorship letter is attached with their application.
- v) Fourth preference shall be given to those resident Indian Candidates who are ready to pay fees in Indian Currency.
- vi) The fee structure for those seats shall be notified earlier vide- **1/9/2000- ITE II/1188 dated 10/3/2003**. Miscellaneous charges like Admission Fee, Security, Student Fund and Hostel Fee already fixed and conveyed vide memos dated 4/3/99 and 15/3/99 will continue be charged. Admission of the candidates under NRI/ PIO/ NRI Sponsored/ Industry Sponsored category I) to iv) shall be made provided they fulfill other terms and conditions as laid down in this notification.
- vii) Any seats remaining vacant under NRI/ PIO/ NRI Sponsored/ Industry Sponsored quota till last date of admission in these institution shall stand transferred to the "management quota"

The Governor of Punjab is further pleased to direct that in case the Private Unaided Institutions, as an association, want to conduct their own Common Entrance Test in respect of the "Management Quota" seats, they shall submit a resolution to this effect to the **Director, Technical Education and Industrial Training, Punjab** within 10 days of the publication of this notification, failing which the seats under this "management quota" shall have to be filled up in the following manner:

1. Each Institution shall publish an advertisement in two leading newspapers (one in English and one in Punjabi language), with a clear fifteen days of period before the last date for making application for admission.
2. The Management shall fill these seats in accordance with the following order of preference:
 - i) **Merit in State-Level Entrance Test to be conducted by an agency to be designated by the State Government.**
 - ii) **Merit in All India Entrance Test, wherever applicable.**
 - iii) **Marks secured in the qualifying the examination.**

3. The fee of “**Management Quota**” seats shall be the same as the latest uniform rate of fee already notified vide No.- 13/30/2003- ITE2/1241 dated 1/4/2003, until it is revised in accordance with procedure established by law, subject to the condition that there shall be no profiteering or charging or any capitation fee, directly or indirectly, Miscellaneous charges like Admission Fee, Security, Student Fund and Hostel Fee already fixed and conveyed vide memos dated 4/3/99 and 15/3/99 will continue be charged.

The Reservation policy of the State Government for the time being in force apply to the “**State Quota**” only and there shall be no reservation in respect of the “**Management Quota**” (including NRI quota).

The further guidelines for admission of Foreign Nationals/ PIO shall be as per Punjab Government notification No.- 13/75/2001- ITE2/ 296 dated the 23rd January 2003.

Any Institution not willing to avail their share of “**Management Quota**” seats, including **NRI seats**, wholly or partially, shall be allowed to surrender these seats to the “**State Quota**” to be filled through the Common Entrance Test, conducted by an agency designed by the State Government.

K.K. BHATNAGAR
Principal Secretary to Government of Punjab Department of
Technical Education & Industrial Training

GOVERNMENT OF PUNJAB
Department of Technical Education & Industrial Training
(Technical Education Branch – II)
NOTIFICATION

No. 13/129/03-132/1892

Dated : 20.06.08

In partial modification of Punjab Government Notification No. 13/129/2003-ITE2/1247 dated 25th April,2008 the Government of Punjab is pleased to amend the following conditions:-

“Para (i) May be read as:-

The candidate against NRI/PIO/Seats will be admitted on merit determined on the basis of marks obtained in the qualifying examination. They shall not be required to take the Common Entrance Test.

Tejinder Kaur, IAS
Principal Secretary to Govt. of
Punjab Deptt. Of Technical Education & Indl. Trg.

Government of Punjab
Department of Technical Education & Industrial Training
(Technical Education-2 Branch)

1. **Vice Chancellor,**
Punjab Technical University,
Jalandhar.
2. **Chairman,**
Punjab State Technical Education Board,
Sector-36, Chandigarh.
3. **The Director,**
Technical Education & Industrial Training, Punjab,
Chandigarh.

Memo.No.35/44/95-1T (2)/978

Dated, Chandigarh, the 21st March, 2003

Subject : General Eligibility Criteria for admission to Professional / Diploma / Degree / Post Graduate Degree level Engineering / Technical / Pharmacy and Architecture Courses for session 2003-2004.

Reference on the subject noted above. In supersession of this department memo No. 35/44/ 95-IT (2)/738. Dated 4th March, 2003, the following shall be the eligibility criteria for admission to Professional/Diploma/Degree/Post Graduate level Engineering/ Technical/ Pharmacy and Architecture courses in Punjab State for session 2003-2004:

- (i) 85% seats will be reserved for the candidates from within the State and 15% will be open to candidates on All India basis. The eligibility criteria for 85% seats will be that the candidate must be resident of Punjab State in terms of Punjab Government, Department of Personnel and Administrative Reforms (PP-I Br.) letter o.1/3/95-3PP1/9619, dated the 6th June, 1996 and letter No.1/3/95-PP-II/81, dated the 1st January, 1999 and should have passed qualifying examination from any recognized Board/University.

In case, the residence certificate is found at any stage to be false or incorrect, the admission against Punjab quota shall be liable to be cancelled, without prejudice to any criminal proceedings that may be initiated. Furthermore, the fees or any other amount paid, including advance or security, shall be automatically treated as forfeited.

- (ii) The above condition regarding a candidate being resident of Punjab shall not be applicable to the following categories of candidates: -
 - (a) Candidates seeking admission under NRI quota; if eventually permitted:
 - (b) Children, wards and dependents of Punjab Government employees and employees of Boards/Corporations/Statutory Bodies/Companies/Co-operative Societies set up or owned or controlled by the Punjab Government, including those established by or under an Act of the State of Punjab or a Central Act, by the Punjab Government, posted within or outside the state of Punjab.
 - (c) Children, wards and dependents of members of All-India Services borne on Punjab Cadre, irrespective of where the officer is posted. This shall also include children, wards and dependents of members of All –India Services borne on cadres other than that of Punjab, provided the said officer is on deputation with Punjab Government or any of its Boards, corporations, statutory bodies, companies, co-operative Societies enumerated in sub-Para (b) above, irrespective his place of posting.
 - (d) Children, wards and dependents of the Central Government employees who have served for at least two years in connection with the affairs of the Punjab Government or any of its Boards,

- Corporations, Statutory Bodies, Companies, Co-operative Societies enumerated in sub-Para (b) above out of 5 years preceding the year of entrance examination;
- (e) Children, wards and dependents of those Punjab Government pensioners settled outside Punjab.
- (f) Children, wards and dependents of military / Para-military forces personnel belonging to the State of Punjab as per record at the time of their entry in service (A certificate on prescribed Performa by the Commanding officers of the Unit has to be furnished); and
- (g) Children, wards and dependents of the ex-employees of military / Para military forces personnel belonging to the State of Punjab as per record at the time of their entry into service.
- (iii) A candidate must have appeared in the All India Engg. Entrance Examination (AIEEE) conducted by the Punjab Technical University for admission of graduate courses and Joint Entrance Test (JET) conducted by the Punjab State Board of Technical Education.
- (iv) The guidelines issued for the grant of residence certificates / bonafide resident of Punjab by the Department of Personnel and Administrative Reforms (PP-2 Br.) vide No.1/3/95-3P-2/ 9619, dated the 6th June, 1996 and I.D.No.1/2/96-3PP-2/8976, dated 7th July, 1998 and No.1/ 3/95-3PP-2/80, dated 1st January, 1999 and further instructions, issued by that Department, if any, will be adhered to in letter and spirit while making admission to the degree/Technological courses in the Engineering Colleges and in the University etc.
- (v) NRI seats were being previously filled as per guidelines issued by AICTE vide No.F.38-7/ Legal/2001, dated 03.10.2001. However, the admission to NRI seats, if at all permitted by the Government of India and /or the AICTE, in light of the interpretation of the Judgment of the honorable Supreme Court of India in the case of **TMA Pai Foundation and others vs. State of Karnataka and others ((2002) 8 SCC 481: AIR 2003 SC 355)**, shall only be in accordance with the fresh guidelines to be issued by them, in due course.

Secretary,
Technical Education

Government of Punjab
Department of Technical Education & Industrial Training (Technical Education – 2 Branch)

To

The Director,
Technical Education & Industrial Training, Punjab,
Chandigarh.

Memo. No.13 / 2/ 05 –1TE2/409 Dated: 20.2.06

Subject: Reservation of seats for various categories of candidates for admission to the degree-level courses in Engineering and Technology in various Colleges, including MBA, MCA and B. Pharmacy as well as diploma-level courses in Polytechnic Institutions and certificate courses in ITI's in the State of Punjab for the session 2006-07.

1. Reference to Punjab Government, **Memo.No.13 / 2/ 05 –1TE2/869 Dated 04.04.2005**, on the subject noted above.
2. The aforesaid Reservation Policy has been reviewed and it has been decided to retain the previous policy in terms of substantive percentages of reservation for the various categories. The percentage of reservation for each of the categories shall be now as under:-

(i) Scheduled Castes/Scheduled Tribes	25%
(ii) Backward Classes.	5%
(iii) Border Areas/Backward Areas (2% each)	4%
(iv) Sportspersons	2%
(v) Children/Grand Children of Freedom Fighters.	1%
(vi) Disabled Persons :	3%
(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).
3. Children/widows of defence personnel killed or disabled to the extent of 50% or more in action, wards of gallantry awardees, and 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.
4. 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%).
 5. 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%).
 6. The reservation of T-Tsunami affected persons shall be available for the children / grand children of original ex-serviceman settler of Campbell Bay Island only (1%)
 7. 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 13th March, 2003, the minutes of which are appended. These minutes and the decisions recorded therein shall be treated as a part and parcel of this communication.
 - 8.. Nothing in the aforesaid policy shall apply to the courses run by the three universities in the state, other than Punjab Technical University, Jalandhar, in respect of the courses offered by them in their campuses or their regional centers. Admission to these courses shall be governed by the reservation policy framed by the respective University.
 9. These policy instructions shall be subject to the law laid down by the honorable Supreme Court of India in the case of **TMA Pai Foundation and others vs. State of Karnataka and others (2002) 8SCC 481 : AIR2003 SC 355**.
 10. You are requested to implement the above reservation policy in all the Professional/Engineering Colleges/Polytechnic Institutions/Industrial Training Institutes and Technical Institutes in the State.

Secretary, Technical Education

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 10th 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 counseling. It was, accordingly, decided that **only** certificates issued up to the last date of submission of applications forms for the CET to PTU **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 counseling, shall send the necessary order of gradation, category-wise to PTU, which shall effect the subsequent counseling / admission in accordance with this order.

The meeting ended with a vote of thanks to the chair.

Sd/-
(Y. S. Ratra)
Chief Secretary

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. 1/3/95-3PP/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. 1/3/95-3PP/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/
Guardian to be attested by
an Executive Magistrate / Oath
Commissioner / Notary Public.

Categories

- (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
Headmaster / Principal of the
recognized Schools/Colleges
concerned.

- (ii) Children/Wards of :
- (a) The employee of Punjab Government posted in or outside Punjab State or working on deputation having at least 3 years of service
Certificate to be issued by the respective Head of 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 at least 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 Accountant General 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 certificate 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, Performa 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 GII-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 recognized 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 1st, 2nd and 3rd position. Participation will be grade from (i) to (v) categories mentioned below:

- (i) International Tournament for Senior and Junior organized 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** organized by **Indian Olympic Association**.
- (iv) **Senior** and **Junior National** Championships organized by recognized National **Federation of that game** under the banner of Indian Olympic Association where at least 15 States have participated.
- (v) National Championship for women organized by Sports Authority of India.
- (vi) Position Holder of All India Inter University Tournaments where at least 15 Universities have participated, Participation in these competitions will not be graded.
- (vii) Position holder of Punjab School teams/Kendriya Vidyalaya Schools and Navodya 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 1st, 2nd and 3rd position in the following tournaments / championships/meets will only be graded:

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

GRADE - D:

Sports /women who have achieved 1st, 2nd and 3rd 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 | 24. Rowing |
| 25. Softball | 26. Net ball |
| 27. Roller Skating | 28. Canoeing |
| 29. Power Lifting | 30. Body Building |
| 31. Yachting | 32. Golf |
| 33. Circle Kabaddi | 34. Chess |

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

1. 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

2. 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 criteria 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 supersede.

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) to (xxi).

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-IIJ311 (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.

Note: The amendments made in these regulations in the meeting held on 13th March, 2003 with the Chief Secretary regarding Sub-categories in the various main categories shall apply.

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 / TownDistrict / 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 / townDistrict / 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**

IFather / Mother / Guardian of Miss/Mrresident 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 there from.

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 ofyears, 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 the office) of Punjab Government. He/ She is working as
..... and is posted at
She/he has more than three years service at his/her credit.

Date.....

Head of Deptt. (Seal)

Place

OR

Certified that Mr. / Ms S/o/W/o Sh
..... is father/mother of Miss/Mr.....
(name of the child /ward) is an employee of the
of Punjab Government. He/ She is working as on the deputation with the
..... and is posted at She/he 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./Ms S/o/W/oSh is father / mother of Miss/Mr..... is an employee of the 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 Govt. of Punjab and is working as She/he 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 Jamabandi, 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, Asstt.
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

Dispatch No..... Dated.....
Certified that son / daughter of Shri an applicant for admission to Degree level Courses in is a permanent resident of Village.....which has been recognized 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**

Dispatch No.....

Dated.....

Certified that Mr. /Ms..... an applicant
for admission to Degree level Courses in 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 for admission to Degree level course in
..... 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

Dispatch No.....

Dated.....

Certified that Mr. /Miss Son / daughter of
..... resident of
Districtan applicant for admission to Degree level Course in
....., is residing in Border Area and belongs to Area which has been
recognized 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)

Dispatch No.....

Dated.....

CERTIFICATE OF DEATH / INCAPACITATION OF MILITARY

PARA-MILITARY PERSONNEL

Certified that Mr. /Ms..... an applicant for admission to Degree Level Course in, 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 Authorized Officer Headquarter

Official Seal

No. VI (xvi)

Dispatch 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 for admission to Degree level course in _____ 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)

Dispatch No.....

Dated.....

CERTIFICATE OF ARMY DESERTERS AFTERMATH OPERATION BLUE STAR

Certified that Mr./ Ms an applicant for admission to Degree Level course in, 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)

Dispatch No.....

Dated.....

CERTIFICATE OF GALLANTRY AWARD TO POLICE PERSONAL

Certified that Mr./ Ms _____ an application for admission in Degree level course in _____ 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)

Dispatch 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 the 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 / TownDistrict. 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 course inis the son / daughter / spouse of Mr. who was killed / hundred percent incapacitated in terrorist action on

Dated :

Signature of Authorized Officer

Headquarter

Official Seal

For More Information:  94789-06231  pitk_dom@yahoo.com

CERTIFICATE REGARDING PASSING OF GRADUATION EXAMINATIONS

It is certified that Mr./ MsS/o D/o Sh. and Smt. has passed his/her graduation in the subject ofas a regular candidate from our recognized college/Institution located in the State of Punjab.

Place :

Signature of Principal /
Head of the Institution with seal

Dated :

OR

It is certified that Mr./ MsS/o D/o Sh. and Smt. has appeared in his / her final degree examination and is awaiting final result. He / she has obtained 60% marks (55% in case of SC / ST) based on the preceding Grades / Marks.

Place :

Signature of Principal /
Head of the Institution with seal

Dated :

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 up to 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

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

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

UNIVERSITY GRANTS COMMISSION
NEW DELHI

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

Dated : 23rd April, 2007

PUBLIC NOTICE

1. It has come to the notice of the University Grants Commission that Institutions and Universities including institutions Deemed to the 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 failing 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