



## **Punjabi University Patiala South Campus Talwandi Sabo (Damdama Sahib)**

### **ADMISSIONS 2021-22** **HANDBOOK OF INFORMATION**



### **DEPARTMENT OF BUSINESS STUDIES** **(Estd 1988)**

**For Last Date of Admission Contact Office**

**Office Contact Details:**

**01655-220300, 95010 18060    [usbstalwandisabo@gmail.com](mailto:usbstalwandisabo@gmail.com)**

*Notwithstanding the information provided in this Handbook of Information, the Vice-Chancellor will have the right, in consultation with the Standing Committee of Academic Council, to delete, change or make additions to any of the provisions contained in it.*  
*If there is any dispute/ambiguity, the decision of the Vice-Chancellor will prevail.*

*All disputes arising from this document or connected therewith are subject to the territorial jurisdiction of Courts situated at Patiala only and to the exclusion of all other Courts.*

*Important Note: Ragging in any form is not allowed. As per order of the Hon'ble Court' "if any incident of ragging comes to the notice of authority, the concerned student shall be given liberty to explain and if explanation is not satisfactory, the authority would expel him from the institution".*

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

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

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

## ਯੂਨੀਵਰਸਿਟੀ ਧੁਨੀ

ਆਸਾ ਮਹਲਾ ॥੧॥ ਚਉਪਦੇ ॥੪੪

ਵਿਦਿਆ ਵੀਚਾਰੀ ਤਾਂ ਪਰਉਪਕਾਰੀ ।  
ਜਾ ਪੰਚ ਰਾਸੀ ਤਾ ਤੀਰਥ ਵਾਸੀ ॥ ੧॥  
ਘੁੰਗਰੂ ਵਾਜੇ ਜੇ ਮਨੁ ਲਾਗੈ ।  
ਤਉ ਜਮੁ ਕਹਾ ਕਰੇ ਮੋ ਸਿਉ ਆਗੈ ॥ ੧॥ ਰਹਾਉ ॥  
ਆਸ ਨਿਰਾਸੀ ਤਉ ਸੰਨਿਆਸੀ ॥  
ਜਾ ਜਤੁ ਜੋਗੀ ਤਾ ਕਾਇਆ ਭੋਗੀ ॥੨॥  
ਦਇਆ ਦਿਗੰਬਰੁ ਦੇਹ ਬੀਚਾਰੀ ।  
ਆਪਿ ਮਰੈ ਅਵਰਾ ਨਹ ਮਾਰੀ ॥੩॥  
ਏਕੁ ਤੂ ਹੋਰਿ ਵੇਸ ਬਹੁਤੇਰੇ ।  
ਨਾਨਕ ਜਾਣੇ ਚੋਜ ਨ ਤੇਰੇ ॥੪॥੨੫॥

(ਸ੍ਰੀ ਗੁਰੂ ਗ੍ਰੰਥ ਸਾਹਿਬ, ਪੰਨਾ ੩੫੬)

### English Translation of University Anthem

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

(Translated by: Gurbachan Singh Talib)

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## **Centralized Admission Cell**

### **Coordinator**

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

### **Co-Coordinator**

Dr. Kawaljeet Singh, Director, University Computer Centre

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

### **Co-Coordinator (Computer Operations)**

Dr. Gurpreet Singh Josan, Associate Professor, Computer Science

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

### **Incharge Computer Operations**

Sh. Arvinder Singh, Assistant Professor, Deptt. of Computer Science,  
University College, Ghanour

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

### **Technical cum Result Evaluation Team**

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

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

Mr. Gurpreet Singh, Web Designer, Punjabi Pedia

### **Administrative/Secretarial Staff**

Sh. Gurlal Singh, Assistant Registrar, University Computer Centre

## **Centralized Admission Cell**

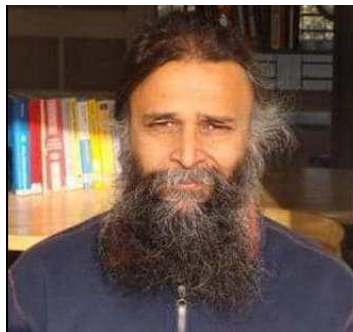
Near Happiness Coffee House, T-Point  
Punjabi University, Patiala - 147 002, Punjab, India  
Phone: 0175-5136522, 0175-5136390

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## Message from the Vice Chancellor



### **Welcome to Punjabi University**

Punjabi University, Patiala, a premier institution of higher learning, was established on April 30, 1962 with the mandate of promoting Punjabi Language, Literature and Culture. Since its inception, the University has not only made significant contributions towards fulfillment of its mandate but has also emerged as a key institution for imparting quality education and pursuing state-of-the-art research in the fields of Life Sciences, Physical Sciences, Medicine, Engineering and Technology, Business Studies, Law, Social Sciences, Languages, Education, Information Sciences, Literature, Arts and Culture. The University caters to the educational needs of a vast number of students including international students and especially students of the rural Malwa region of Punjab, through its 65 teaching and research departments/centers, 272 affiliated colleges, 14 constituent colleges, 5 neighborhood campuses and 4 regional centers. Quality education is a defining feature of the University and it is a matter of great pride that NAAC has awarded 'Five Star' grade to the University in the first cycle (2002-07) and subsequently 'A' grade in the second (2008-13) and third (2016-23) cycles. The University is amongst the top 100 universities in India as evidenced by its performance in two University Ranking Surveys. In the Education World India Government University Rankings 2020-21, Punjabi University, Patiala secured the 18th position (1st position among the universities located in Punjab) and the 64th rank in the MHRD's NIRF Survey 2020. The University is an outstanding performer in the arena of sports and has won the prestigious Maulana Abul Kalam Azad (MAKA) Trophy 10 times.

The University has very talented, experienced and student-friendly faculty, and the best of infrastructure in each department including Smart Classrooms. The University regularly revises its curriculum and introduces new courses in tune with changing societal needs. The University promotes learner-centric teaching pedagogy by combining the traditional methods of teaching with online learning modes. The University has signed a number of MoUs with reputed foreign Universities which provide opportunities to its students to visit abroad. Punjabi University, Patiala has state-of-the-art centralized infrastructure and other facilities namely Bhai Kahn Singh Nabha Central Library, University Computer Centre, campus Wi-fi, well equipped laboratories, a Sophisticated Instrumentation Centre, Educational Multimedia Research Centre (EMRC), Health Centre, Weather Forecasting Station (A Govt. of India project), spacious and well equipped sports grounds and indoor games infrastructure, spacious auditoria, a Student Counseling Cell and good Hostel facilities for girls and boys.

Students are key stakeholders at Punjabi University, Patiala. For students' holistic development, the University not only delivers the best of the curricula for optimizing their domain

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knowledge but also has setup a Finishing School with a mandate to mitigate the gap between the skills formed by the Teaching Departments and the skills required by the market. The Finishing School regularly conducts capacity building workshops, seminars including programs for developing soft skills of the students for making them job ready. In close co-ordination with the Teaching Departments, the Central Placement Cell has created a corporate sector-friendly ambience and a large number of reputed companies including multinational corporations have been visiting the campus each year for campus placements.

In taking forward the mission of Punjabi University for promoting Punjabi Language, Literature and Culture and in its pursuit of excellence in higher education, the endeavour is to make the University a natural home for the germination and cross-pollination of ideas; a Centre of academic excellence promoting access to inclusive and quality education; a knowledge cluster in partnership with neighbouring institutions of higher learning, industry and civil society; an institution attracting and retaining internationally acclaimed faculty; and a premier institution producing highly employable and committed students imbued with critical thinking, research skills, scientific temper and humane, secular and ethical values.

The University is starting a number of new undergraduate courses from the academic session 2021-22, where the focus is on inter-disciplinary education, innovative courses and flexible course structure, which can be availed of by students to explore exciting options in the disciplines of Sciences, Arts and Languages.

I am confident that Punjabi University, Patiala is the best destination for admission seekers in various courses. I assure the admission seekers and their parents that the University will closely and regularly mentor the students from their admission to their placement in the job market. I look forward to warmly welcome all the admission seekers in the forthcoming academic session 2021-22 at Punjabi University, Patiala.

Prof. Arvind  
Vice Chancellor  
Punjabi University, Patiala

## Director's Message



Punjabi University Patiala (PUP), established in 1962, is a premier institution committed to promote Punjabi language, literature and culture, and help students to achieve excellence in higher education. Along with the above commitments, we, at the PUP South Campus, are also focusing on the uplift of educational standards in the rural areas of Southern Punjab region which has not received the required attention in past. Located on the spiritually-blessed land of Talwandi Sabo (Damdama Sahib) and having a team of talented and highly-qualified faculty members, PUP South Campus is an ideal place for the mentoring of students. With the backup of state-of-the-art facilities in various areas of science, engineering, technology, humanities and business Studies, we have the capability to take you to the highest peaks of achievement which will ensure not only your employment in respectable organizations but also groom you for entrepreneurship. Our excellent collaboration with other institutions of learning in India and abroad strengthened by our net-working with industry will be your greatest asset. PUP South Campus will provide you ambience for dreaming big and then train you to make your dreams a reality. Throughout this academic journey, we will continuously emphasize on human values so that wherever you go, you are able to create a comfortable and soothing niche for your professional working and healthy life.

As the Director of PUP South Campus, I would like to assure you that I will not lead merely by preaching and ordering but will strive to become a role model which will inspire you to put in your best efforts to acquire new knowledge. Dear aspirants, the vibrant PUP South Campus will not only give you wings but skies too to undertake adventurous pursuits. I am eager to welcome you to this great institution of learning.

**Gursharn Singh Randhawa**  
**(Former Professor & Head, IIT Roorkee)**  
**Director (Hon.)**  
**Punjabi University Patiala South Campus**  
**Talwandi Sabo (Damdama Sahib)**



## Message by Head of the Department



I have great pleasure in introducing you to our Department of Business Studies (DBS), one of the oldest institutions (Since 1988) in the northern regions of India. The activities at DBS reflects our vision to become one of the best centers of learning, producing young professionals with entrepreneurship, leadership and managerial skills. Our young and well qualified faculty is our major strengths. Our faculty strives to keep students abreast with the latest happenings in the business world and offer them a truly business perspective that make them ready to face real life challenges. The teaching methodology at DBS is to nurture students with both theory and real-life business situations. Furthermore, we as a business school, also ensure that our curriculum remains relevant to the ever-changing business environment to cope up with the requirements of industry. And it goes without saying that we continue to produce managers who can play a meaningful role in the development of a fast-growing Indian economy. Each and every student in the department is imparted quality education and is equipped with the skills to meet the challenges in the job market.

**Dr. Anand Bansal**  
**Head**  
**Department of Business Studies**  
**Punjabi University Patiala South Campus**  
**Talwandi Sabo (Damdama Sahib)**



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## FUNCTIONARIES OF THE UNIVERSITY

Functionaries	Name	Telephone Numbers	
		Office	Residence
Chancellor	Sh. V.P. Singh Badnore	0172-2740740	0172-2740608
Vice-Chancellor	Prof. Arvind	513 6001	513 6005
Dean, Academic Affairs	Prof. B.S. Sandhu	513 6150	2208013
Registrar	Prof. Varinder Kumar Kaushik	513 6030	--
Dean, Research	Prof. Gurdeep Singh Batra	513 6303	--
Dean, College Development Council	Prof. Sukhwinder Kaur Bath	513 6165	--
Dean External Campuses	Prof. Pushpinder Singh Gill	--	--
Dean Alumni Association	-----		
Associate Dean, Alumni Association	Prof. Paramvir Singh	513 6427	--
Dean, Students' Welfare	Prof. Anupma	513 6415	--
Controller/Additional Controller, Examination Branch	Prof. Jasvirinder Singh (Controller)	513 6371	--
Provost	Prof. Inderjeet Singh Chahal	513 6417	513 6233
Director, IAS Training Centre	Dr. Amar Inder Singh	513 6352	--
Director, Placement Cell	Prof. Manjit Singh	513 6325	--
Director Sports	Dr. Gurdeep Kaur Randhawa	513 6430	--
Director, Centre for Diaspora Studies	Dr. Gurdeep Singh Batra	513 6511	--
Director, University Computer Centre	Dr. Kawaljeet Singh	513 6314	--
Director, Bhai Randhir Singh Online Gurmat Sangeet Library	Dr. Amritpal Kaur	513 6194	--
Director, Directorate of International Affairs	Prof. Ranjit Kaur	513 6429	--
Director, UGC-HRDC	Prof. Munruchi Kaur	5136508	--
Director, Planning & Monitoring	Prof. Ashok Kumar Malik	5136341	--
Director, IQAC	Prof. R.K. Goel	513 6310	--
Incharge Youth Welfare	Dr. Gursewak Singh Lambi	513 6342	--
Coordinator, Centralized Admission Cell	Prof. Manjit Singh	5136522	
Incharge, Vehicle Pass Cell	Dr. Gautam Sood	513 6559	--
Incharge, Right to Information Cell	Prof. Monika Chawla	513 6332	--
Incharge, Bhai Kahan Singh Nabha Library	Dr. Gurjeet Kaur	513 6152	--
Executive Engineer	Er. Manjit Singh Sidhu	513 6100	513 6113
Finance Officer	Dr. Rakesh Kumar	513 6050	--
Security Officer	Capt. Gurtej Singh	513 6080	513 6085
Coordinator N.S.S. & Coordinator TOC	Prof. Paramvir Singh	513 6427	--
Senior Medical Officer, Health Centre	Dr. Regina Maini	513 6099	--
Public Relation Officer	Dr. Happy Jeji		
University Inquiry	Prof. Bhupinder Singh Virk	513 6366	513 6367

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

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

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### Academic Calendar of Session 2021-2022

1.	Summer Break	To be notified later
	Opening of Teaching Departments	
	Intermediate Semester	
	First Semester	
	Intermediate Semester Examination	
	Examination of 1 <sup>st</sup> Semester	
	Winter Break	
	Second Semester	
	Examination of 2 <sup>nd</sup> Semester	

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## **THE PUNJABI UNIVERSITY, PATIALA**

### **AN INTRODUCTION**

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

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

Initially University jurisdiction area was fixed as the 16 km radius having only 9 colleges. In 1969, it grew into an affiliating university, with 43 colleges affiliated to it. Now the university caters to the educational needs of nine Districts of Punjab. Over the time since its inception, the University has evolved into a multi-faceted and multi-faculty educational institution for the promotion of higher education and research in Humanities, Arts, Sciences, Engineering Languages, Technology and many more faculties. Spread over 600 acres of land, its 1500+ teachers are imparting instruction and guidance to nearly 14,000+ students in a multi-faceted, multi-pronged and multi-faculty environment comprising 70+ Teaching and Research Departments/Chairs on its Campus, 29 (Neighbourhood Campuses (11)/ Regional Centre (04) / Constituent Colleges (14) and 270 Colleges affiliated to it.

### **Our Vice-Chancellors**

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

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

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## **The Vision and Mission of Punjabi University, Patiala:**

The vision and mission of Punjabi University, Patiala is to promote Punjabi language, literature, art and culture, and the development of Punjabi language as a medium of instruction and examination in various fields of study and generally for the promotion of higher education and research.

The University:

- Grooms leadership at various levels
- Decisions are governed by management of facts, information and objectives
- Prepares perspective plan document which is an important component of the University strategy development and deployment process
- Has a well-defined organizational structure with effective processes developed for all its major activities
- Has an effective feedback system involving all stakeholders
- Has an action plan and schedule for its future development
- Has an effective Grievance Redressed Cell
- Effectively manages and monitors the affiliated colleges through College Development Council
- Considers Student Satisfaction Survey as an input factor for all policies of the University
- Takes sustained interest in recruitment and promotion aspects of its employees
- Adheres to Government of India/State Government policies on recruitment (access, equity, gender sensitivity and physically disabled)
- Has an effective welfare mechanism for teaching and non-teaching staff
- Ensures transparent use of Performance Appraisal Reports
- Conducts programmes to enhance the competency of its faculty and non-teaching staff
- Uses performance budgeting as a core planning activity for decision making
- Incorporates gender auditing to enhance inclusiveness
- HRD centre programmes form an important feedback for improvement of programmes
- Strictly adheres to optimal utilization of budget
- Conducts internal and external audits regularly for better monitoring and management of finances
- Leadership takes initiatives for mobilization of resources
- Considers academic audit of departments and its impact as an important quality initiative
- Has an effective quality management and enhancement systems
- Reviews its teaching learning process, structure, methodologies of operations and learning outcomes at periodic intervals
- Internal Quality Assurance Cell (IQAC) has contributed significantly to institutionalizing quality assurance strategies and processes
- Receives valuable feedback from the external members of the IQAC for its functioning
- Encourages autonomy to its academic departments
- Punjabi University, Patiala clearly addresses the needs of the society and students it seeks to serve as mentioned in the mission statement. Besides generation and transmission of knowledge, Punjabi University Act among others requires the University to make provisions
- For imparting education in the humanities, sciences, learned professions and such other branches of learning as it may think fit and for research and advancement and dissemination of knowledge.
- For research in Punjabi literature.
- To undertake measures for the development of Punjabi language.
- To progressively adopt Punjabi Language as a medium of instruction and examination for as many subjects as possible.
- To assist other bodies and individuals in the preparation, translation and publication of books, journals, periodicals and any other material in Punjabi or other languages
- For the spread of education among classes and communities which are educationally backward.
- For the maintenance of NSS and Sports facilities or other similar training corps, physical and military training and students association and sports and athletic clubs.

In order to fulfill the objective of promotion and development of Punjabi language, literature, art and culture, besides a well-established teaching Department of Punjabi, the University has set up a number of research departments/centers & cells such as Department of Punjabi Development, Text book Cell and Translation Cell, Department of Punjabi Literary Studies, Department of Punjab Historical Studies, Department of Lexicography, Centre for Advanced Media Studies, etc.

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

At UG level, Punjabi has been introduced as a compulsory subject for all the courses. At PG level in many courses students can also opt Punjabi as a medium of examination. Even M. Phil/Ph.D. thesis can be submitted in Punjabi language except in the case of languages other than Punjabi.

In order to promote Punjabi language, literature, art and culture, Punjabi University has launched a Punjabipedia Project and has started a new website [punjabipedia.org](http://punjabipedia.org). The University has started Online English-Punjabi Dictionary for translation of words in english to punjabi.

The University has started online programme (Lets Learn Punjabi) to learn Punjabi in Gurmukhi Script through Research Centre for Punjabi Language Technology. To make it easier to learn computer in Punjabi for those people who know Punjabi, the University has started an online programme Punjabi Computer Help Centre.

To promote Punjabi language, literature and culture, the University organises every year the following conferences:

- Vishv Punjabi Sahit Conference
- Sarb Bharti Punjabi Conference
- Antar Rashtri Punjabi Vikas Conference
- Punjabi Diaspora Conference

The University has established Bhai Veer Singh Chair to promote Punjabi Literature. Annual lectures on prominent Punjabi writers such as Bhai Kahan Singh Nabha, Professor Harbhajan Singh and Prof Pritam Singh are organized.

To promote the tradition of Gurmat Sangeet, the University has established exclusive department of Gurmat Sangeet. To preserve and promote the all-inclusive treasure of Gurmat Sangeet, the University has started Gurmat Gyan online Teaching. For this, Bhai Randhir Singh Online Gurmat Sangeet Library has also been established by Gurmat Sangeet Chair.

Besides this, the University was the first in the region to establish a teaching department for religious studies i.e., Shri Guru Gobind Singh Department of Religious Studies. This is housed in Guru Gobind Singh Bhawan. It offers Master level and M.Phil programmes in Hinduism, Buddhism, Christianity, Islam, Jainism and Sikhism.

For carrying out research in Sikhism, special research departments such as Guru Granth Sahib Studies and Encyclopaedia of Sikhism have also been established. The University has also released a set of four volumes, on Encyclopaedia of Sikhism prepared by a renowned Professor Late Sardar Harbans Singh.

The University has maintained research facilities for scholars at Dr. Balbir Singh Sahitya Kendra at Dehradun. There is a rich library with rare books and manuscripts bequeathed by Bhai Vir Singh, Dr. Balbir Singh and Prof. Puran Singh, the doyens of Punjabi literature. Research on comparative religions is carried out there. This centre is being developed as an Advanced Centre for Sikh Studies

Taking into consideration the need of the hour, the University has introduced a number of new courses in the areas of Engineering, Management, Computer Science, Social Sciences, Advanced Media Studies, Hospitality and Hotel Management, Certificate Course in Guru Granth Sahib Studies. The University has also established Regional Centres, Neighbourhood Campuses and Constituent Colleges in the rural and remote areas such as Damdama Sahib, Jaito, Dehlan Sian, Joga Ralla and Jhunir. The goal is to take professional and job oriented courses to the door steps of the rural students and students of disadvantaged sections of the society.

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

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## NAAC Performance

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

Period	Sr. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Upto or Validity Period
	1.	1st Cycle	Five Star		2002	2002-2007
	2.	2nd Cycle	A	3.11	2008	2008-2013
	3.	3rd Cycle	A	3.34	2016	2016-2023

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

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

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

## Departments Research Activities

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

- CAS: Physics, Punjabi, Economics;
- DSA-2: Botany, Computer Science;
- DRS-6: Chemistry, Forensic Science, Human Genetics, Pharmaceutical Science and Drug Research, School of Management Studies, Zoology and Environment Science.
- The University has six departments recognized by UGC-BSR (Botany, Chemistry, Forensic Science, Human Genetics, Pharmaceutical Science and Drug Research, Zoology and Environmental Sciences.
- The University also have eleven departments recognized as DST-FIST Departments and five as DBT-IPLS Departments.



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## Foreign Institutions Collaborations

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

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

## Indian Institutions as Collaborators

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

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

Research Centre for Technical Development of Punjabi Language Literature & Culture, Punjabi University, Patiala has carried out number of collaborative research projects for the technical development of Punjabi Language with national institutes like IIT Delhi, IIT Mumbai, IIT Karagpur, IIT Gauhati, IIIT Hyderabad, IIIT Allahabad, ISI Kolkata, CDAC, Pune, CDAC, Noida, IISc, Bangalore, University of Hyderabad, Hyderabad and MS University, Baroda.

Till to date 23 patents have been registered and accepted. 11 research journals are being published by the University. Around 94 awards have been bestowed upon the University faculty by duly recognizing their research. Large number of faculty members are on editorial boards of national and international journals.

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The University has **29 Regional Centres/Neighbourhood Campuses/Constituent Colleges** namely Guru Kashi College, Talwandi Sabo; Regional Centre, Bathinda; Regional Centre for Information Technology and Management, Mohali; Department of Business Studies, Talwandi Sabo; Yadwindra College of Engineering, Talwandi Sabo; College of Engineering & Management, Rampura Phul, Nawab Sher Mohammad Khan Institute of Advanced Studies, Malerkotla; Dr. Balbir Singh Sahitya Kendra, Dehradun; Neighbourhood Campus, Rampura Phul; Neighbourhood Campus, Jhunir, Punjabi University Baba Jogi Peer Neighbourhood Campus Ralla; Punjabi University Akali Phula Singh Neighbourhood Campus, Dehla Seehan; Punjabi University Neighbourhood Campus, Jaito. In order to spread higher education in the rural areas the University has taken over a sick college at Maur and the admission has started from July 2009 onwards.

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

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

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

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

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

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

Our specific objectives of are to:

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

Punjabi University Patiala's recruitment season for the year 2019-20 opened with a remarkable upswing in its placement record. It carries incredible significance at times when the country is facing alarming unemployment rate. It has succeeded in hitting the high note by getting cent percent placements done with 366 offers by 36 companies for its 240 students and fairly large number of students placed in more than three companies. A host of companies were invited at the campus to conduct placement drives for the pass out batches of the various branches of the University. The placements opened with the global leader in technology services & consulting, Infosys selecting 104 students in September. The following two months too witnessed some other sessions of successful placements from the reputed corporate houses like Futurefirst, Quark, SAP Labs, TCS, Western Shipping, Zoxima Solutions, NIIT Technologies, Daffodils, Xenonstack, TT Consultants, Bebo Technologies, Safeaeon, Cognizant, Enest, etc. on the promising salary packages ranging from 12.4 LPA to 3.6 LPA. The offers were made for varied profiles like System Analyst, Systems Engineer, Product Engineer, Analog/Digital Engineer, Software developer, Engineer Trainee, etc. Besides, nine students got shortlisted by SIMS and Naggaro for the next level and the painstaking efforts are being made to equip them with the offbeat solutions and approaches to address the upcoming challenges at the higher levels. Multiple placement drives are organized to make sure the students get enough opportunities to showcase their skills and knowledge to the companies of national and international repute.

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

**The Youth Welfare Department** of the University organizes youth activities all round the year. The Punjabi University has won unique distinctions in Youth Festivals organized by the Association of Indian Universities in collaboration with the Ministry of Youth Affairs, Govt. of India; Directorate of Youth Services, Panjab; Directorate of Higher Education, Panjab and Panjabi Academy of Delhi State. Students of Punjabi University have had the privilege of representing India in the Festivals of India held in the former USSR, Mauritius, Spain, China, Germany and U.A.E. (Dubai). This department also organizes Hiking, Trekking, Mountaineering, Rock Climbing courses, and Youth Leadership Training Camps.

**The National Service Scheme (NSS)** is one of the most significant programmes of the university. It inculcates the spirit of voluntary work among students and teachers through sustained community interaction. NSS plays vital role in personality development of student and upliftment of society. The major activities of NSS on the campus includes

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regular camping programmes, environment pollution control, health awareness, blood donation, tree plantation, water conservation, cleanliness, AIDS awareness, skill development, self defence training etc.

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

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

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

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



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## About

### DEPARTMENT OF BUSINESS STUDIES

#### FACULTY

##### *Professor*

1. Amandeep Singh, Ph. D.

##### *Associate Professor*

1. Anand Bansal, Ph. D. (Head)

##### *Assistant Professors*

- |                          |                           |
|--------------------------|---------------------------|
| 1. Narinder Kaur, Ph.D.  | 2. Dyal Bhatnagar, Ph.D.  |
| 3. Vikas Deep, Ph.D.     | 4. Amandeep Kaur, MBA     |
| 5. Shashi Kala, Ph.D.    | 6. Jagdeep Singh, Ph.D.   |
| 7. Harpreet Singh, Ph.D. | 8. Gurvinder Singh, Ph.D. |
| 9. Ravi Kumar, MBA       | 10. Amanpreet Kaur, Ph.D. |
| 11. Santosh Sharma, MBA  |                           |

#### COURSES

1.	<b>M.B.A. (2 years)</b> Pre-requisite: Candidates should have secured a minimum of 50% marks in the Bachelor's/ Master's Degree examination (45% marks for SC/ST and handicapped with at least 40% disability). Admission will be based on merit of Qualifying Exam.	Students Intake: 95
2.	<b>M.Com. (2 years)</b> Pre-requisite: Candidates should have secured a minimum of 50% marks in the Bachelor's/Master's Degree examination (45% marks for SC/ST and handicapped with at least 40% disability). Admission will be based on merit of Qualifying Exam.	Students Intake: 40
3.	<b>B.B.A. (3 years)</b> Pre-requisite: Candidates should have secured a minimum of 50% marks in the +2 examination (45% marks for SC/ST and handicapped with at least 40% disability). Admission will be based on merit of Qualifying Exam and will be in offline mode in the department.	Students Intake: 30
4.	<b>B.Com. (3 years)</b> Pre-requisite: Candidates should have secured a minimum of 50% marks in the +2 examination (45% marks for SC/ST and handicapped with at least 40% disability). Admission will be based on merit of Qualifying Exam and will be in offline mode in the department.	Students Intake: 30

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**Phone No. 01655-220300**

**Email: [usbstalwandisabo@gmail.com](mailto:usbstalwandisabo@gmail.com)**

## **About DBS**

The Department of Business Studies (DBS) was established in September 1988. The DBS- Department of Business Studies (previously known as USBS) is an embodiment of grand vision of transforming management precepts and practice in the context of traditional Indian values. The school has a firm belief in immense potential and creativity of human resources. The school has well qualified and experienced faculty drawn from various streams of management theory and practice. The campus has developed its own culture which is characterized by informality, flexibility, family spirit and above all Espirite de corps.

The primary objective in setting up this campus was the transformation fo the society specifically in higher education in the heart of Malwa region of Punjab. Our philosophy of DBS revolves, around as simple notation i.e. investment in human resource development. Those in learning stage now will guide nations' destiny in future. Such a pure and sacred mission makes our job at DBS far more productive and purposeful. The unique distinction of this campus is that it is highly oriented towards the extension of professional education in management and in otherwise predominantly rural area.

Department of Business Studies has been created to fill a gap in availability of trained managers capable of taking u the challenges of global environment. The unique method and course focus on developing core concept and skills. This ensures that as technology evolves, the student's knowledge does not get out dated. DBS programs aim at providing the student as insight and foresight of professional needs to seize new opportunities and lead their companies well into future. Formal classroom lectures are Supplements by workshop, seminars as also informal tasks, and discussions among students themselves. The primary source of instruction at DBS is the case study method. Every course has been specially developed by a panel consisting of leading academic and industry experts. While the degree programs qualify a student for a career in functional area of every discipline, the intent is to produce professional who will be the harbingers of change.

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

- MBA (2 years)
- M.Com. (2 years)
- BBA (3 years)
- B.Com. (3 years)

## **FACILITIES**

The Campus is vast, well planned with airy lecture rooms, well-furnished laboratories, well stocked central library, modern computer laboratory and residential accommodation for the staff. The following are the facilities being provided to the staff and students in the campus.

### **CENTRAL LIBRARY**

Central library at South Campus, Talwandi Sabo is serving all the academic wings of the Campus. More than 52,000 volumes are there in this library. It has well-furnished reading hall where readers can sit and consult reference books and other relevant literature. The library has also database of all the documents and is in the process of automation. All the major journals and periodicals are available for the students and faculty.

### **TEACHING BLOCK**

Well maintained and fully furnished teaching blockwith latest digital equipment. All the lecture rooms in teaching block are spacious, well ventilated and are fitted with latest furniture. The rooms are well illuminated.

### **THE COMPUTER FACILITIES**

Department of Business Studies has its independent computer lab with Local Area Network (LAN) having high speed internet connectivity. All the Students and staff members in the Campus enjoy the facilities of internet services. The labs are equipped with the latest computer hardware and Software. The whole campus is Wi-Fi enabled and students have 24 hours access to internet.

## **SPORTS FACILITIES**

Students are encouraged to take active part in sports. Well maintained sports grounds and facilities for different games such as Tennis, Boxing, Basketball, Volleyball, Cricket, Athletics and various indoor games are provided. The Campus has a large sports stadium.

## **HOSTEL FOR BOYS**

South Campus is providing hostel facilities for boys. Eight storied hostel with capacity of about 400 students has been constructed. Each Hostel has its independent mess and all modern amenities for comfortable living.

## **HOSTEL FOR GIRLS**

South Campus is also providing hostel facilities for girls with capacity of about 300 students. A fool-proof security is provided to the girls' hostel for safety and security of the girl students.

## **PLACEMENTS**

The Placement Cell is functioning under the centralized placement cell of Punjabi University Patiala. The centralized placement cell is in constant touch with the industrial houses and is entrusted with the responsibility of arranging on & off campus interviews of its students with the executives of the industry and projecting its students by highlighting their achievements and potential for delivering products as per the requirements of the industry. The department has its own Training and Placement Cell for facilitating the students to prepare them for various on-campus/ off-campus recruitment drives.

## **STAFF RESIDENTIAL APARTMENTS & GUEST HOUSE**

The campus houses a Director Residence, Six 3-Storey Teaching Flats and 32 Multi-Storey Faculty Residential Apartments to accommodate teaching staff. Accommodation facilities are also extended to supporting staff in the campus. Campus also houses a guest house having 8 A.C. rooms.

## **BHAGAT PURAN SINGH HEALTH CENTRE**

University also operates its own Healthcare Center with Ambulance facility to provide all basic medical facilities to the students and employees.

## **TRANSPORT FACILITIES**

The Campus operates its own fleet of buses for students coming from Bathinda, Mansa and other nearby areas at subsidized transportation fee.



# ADMISSION PROCEDURE

Based on Merit in the Qualifying Examination

## APPLICATION FEE

The application fee (without late fee) for different types of Courses is as followed:

MBA, M.Com., BBA, B.Com.	Rs. 1000/- (Rs. 700/- for SC/ST)
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For application submitted after due dates, late fee will be charged.  
(For this See **IMPORTANT DATES** in Handbook of Information).

## TUITION FEE/SEMESTER FEE

Sr. No.	COURSE	FEE (In rupees)	
1.	MBA (2 YEARS)	SEMESTER-I 44250/=	SEMESTER-II 44240/=
		SEMESTER-III 43450/=	SEMESTER-IV 43440/=
2.	M.Com. (2 YEARS)	SEMESTER-I 12020/=	SEMESTER-II 8000/=
		SEMESTER-III 11060/=	SEMESTER-IV 7360/=
3.	BBA (3 YEARS)	(Per Year) 6,940/=	
4.	B.Com. (3 YEARS)	(per Year) 6,940/=	

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## **REFUND POLICY FOR APPLICATION FEE**

- **Service to be provided against the Application fee:** Application fee is being charged for registering a candidate for taking admission to a particular course/category subject to fulfilling the eligibility and other terms and conditions.
- Application Fee is non-refundable and non-transferable.
- Only multiple payments received for the same course/category due to some technical fault, will be considered for refund.
- Candidate has to submit the requisite documents as a proof of multiple payments for the same course/category.
- For the refund of application fee, candidate has to fill the prescribed form, available on the website within 30 days from the date of last payment for the same course. No request will be entertained after that. While requesting for refund, clearly indicate which payment is ok and for which refund is sought.
- Candidates are advised to check carefully, that, they are making the payment for the course, for which, they are eligible. In case you are not eligible then the application fee will not be refunded. This is the sole responsibility of the applicant to check his/her eligibility before applying.

## **REFUNDS/ADJUSTMENTS**

As per UGC Notification in October 2018, refund rules/adjustments for all courses in Punjabi University Campus/Regional Centre/Neighbourhood Campus/Constituent Colleges will be as follow:-

- 1) Punjabi University, Patiala shall charge fees in advance only for the Semester/Year in which a student is to engage in academic activities. Collecting advance fees for entire program of study or of more than one semester/ year in which a student is enrolled is strictly prohibited as it restricts the student from exercising other options of enrollment elsewhere.
- 2) If a student chooses to withdraw from the program of study in which he/she is enrolled, the institution concerned shall follow the following five-tier system for the refund of fees remitted by the student:-

<b><u>Sr</u></b> <b><u>No.</u></b>	<b><u>Percentage of Refund of</u></b> <b><u>Aggregate Fees*</u></b>	<b><u>Point of time when notice of</u></b> <b><u>withdrawal of admission is served</u></b> <b><u>to</u></b> <b><u>Punjabi University, Patiala</u></b>
1.	100%	Up to 30-11-2021
2.	Deduction of Rs. 1000/- as processing fees	Up to 30-12-2021
3.	Only Security Fees will be refunded	After 30-12-2021 till completion of 1st Semester

- 3) Fees shall be refunded by Punjabi University, Patiala to an eligible student within 15 days from the date of receiving a written application from him/her in this regard.
  - 4) Refund Policy is subject to be changed as per latest guidelines received from UGC from time to time.
  - 5) If a student vacates the seat allotted to him/her, his/her refund case will be sent by the concerned head of the Accounts Branch, Punjabi University, Patiala after fully verifying/certifying the case. In such cases refund will be made by the Accounts Branch, Punjabi University, Patiala.
  - 6) If a student vacates the seat after first semester/year and in next semester/year then only security fees will be refunded. In such cases if the student will submit completely filled security form taking "No due certificate" from concerned Head of the department. In such case only library/security fee will be refunded.
  - 7) If a student submits hostel fee to get hostel facility and after that he/she does not join hostel then the refund will be made by deducting the 10% of refundable amount as processing fee charges. (Student will have to give an application to concerned warden of the concerned hostel with in 15 days from the date of submitting fees (included)). After 15 days hostel fee will not be refunded to the student. In case student left the hostel after joining the hostel then no hostel fee will be refunded.
  - 8) If a student after taking admission in a deptt./ Centre/College/Neighbourhood Campus of Punjabi University changed his/her subject/course/category/centre/college/campus then his/her tuition fee and funds will be adjusted only when he/she will transfer the difference of tuition fee and funds of both the departments to the University. If after adjusting the fee, the University is to pay the difference to the students, then that difference will be adjusted in
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the next class/semester. If the students left the study after first semester or year, then the difference will be refunded to the student after checking the eligibility of the student.

If a student submits the fee of two courses then he will be refunded the fee including funds etc. of one course. To receive the refund he/she has to apply through the present head of the deptt. duly attested by the present course head of deptt. and left course head of the deptt.

- 9) If a student got admission in higher class but fail to pass the lower class, then the tuition fee and funds of higher class will be adjusted only when he join the higher class. If there is any difference in the tuition fee and funds he has to deposit at the rate of present fee structure of class. If a student left the course during his/her study and after sometime he/she joins the class. Then he/she has to pay the tuition fee and funds as per new rate i.e. of the present session.
- 10) If any student died during his/her study then his/her remaining tuition fee will be refunded to his/her mother/father or husband/wife. This payment will be made within 2 months after receiving the death certificate and an affidavit.
- 11) If a student firstly submit his/her fee, but after that his/her half/full tuition fee is waived off after then in this situation his/her submitted tuition fee will be adjusted/refunded only.
- 12) **For NRI students:** If a student after taking admission in above categories, got admission in the same course or other in the general category, then his/her paid fee tuition fee and other funds will be adjusted under the general category fee. If some amount still left then it will be refunded. If after adjustment, the student is to pay then the difference will be paid by the students.

### **IMPORTANT CHECKLIST:**

- No document is to be attached with Online Application Form.
- On the day of admission, the candidates are advised to bring the following documents:
  - All certificates regarding DoB, DMC of all examination, category etc. in original for verification.
  - Self attested Photocopies of all certificates regarding DoB, DMC of all examinations.
  - Character Certificate from the institution last attended.
  - Gap Year Certificate (if any)
  - Necessary Certificate from employer (for employed candidates only)
  - Residence/ Domicile certificate
  - Certificate for availing the benefit of a reserved category/ additional seat (Latest and signed by the competent issuing authorities).
  - Any other document supporting your candidature as per University Online Handbook of Information.

After the interview the admission list/merit list/ will be displayed on the website [www.pupadmissions.ac.in](http://www.pupadmissions.ac.in). The concerned candidate can check his or her status with regard to admission by using his/her own user ID and password.

Further the candidate can deposit the tuition fee and other charges etc. online. The candidates are advised to visit the website [www.pupadmissions.ac.in](http://www.pupadmissions.ac.in) for updated and latest information.

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## ADMISSION PROCEDURES AND RULES

### ELIGIBILITY

1. Generally a graduate in related discipline having 50% (SC/ST 45%) marks will be eligible for admission to the Post-graduate courses in the University/Regional Centres/Neighbourhood Campuses.  
However, specific pre-requisite for each course has been given with detailed information of course.  
**Candidates belonging to the following categories shall be allowed relaxation of 5% in the aggregate percentage.**
    - a) Scheduled Caste and Scheduled Tribe
    - b) Physically handicapped, provided that they produce a medical certificate that they have at least 40% physical disability.
  2. Weightage to the marks obtained in the concerned subject at the qualifying examination level will be given for admission to postgraduate courses in the respective departments as per rules laid by the university.
  3. Candidates who have been awarded grades in the qualifying examination shall be required to produce conversion formula for converting the scored grades into percentage marks. In case conversion formula from the concerned organisation is not available a committee comprising of Dean, Academic Affairs, Dean of the Faculty and Head of the Department will decide the weightage.
  4. Where a candidate wants to take the benefit of any additional subject in the total percentage of qualifying examination, the marks of any other subject may be substituted by the marks in the additional subject to the best advantage of the candidate.
  5. Where the candidate has passed B.A. examination under M.I.L. Ordinance, if the candidate so desires, his percentage may be calculated by adding the marks obtained by him/her in Gyani/Prabhakar examination to the marks secured by him/her in B.A. examination and his merit be determined accordingly.
  6. A candidate who has passed the qualifying examination and his/her result is still awaited, may apply subject to the condition that he/she will submit the result or proof of meeting the eligibility requirements at the time of interview. His/her candidature will be cancelled in case of non-submission of result and fulfilling eligibility norms by the required date.
  7. To be eligible for admission to a course, a candidate must meet other specific requirements of admission, if any, laid down by the concerned Departments.
  8. The candidate who has already passed M.A./ LL.B. course can join any other M.A. course at Punjabi University campus, Patiala subject to fulfillment of eligibility criteria. Such candidates will not be provided any Hostel accommodation. However, candidate who has already passed two M.A. courses will not be eligible for any further admission in Master Courses.
  9. A candidate who has already availed of hostel facility during any course completed earlier from this University will not be allowed hostel accommodation, if he/she is granted admission in other discipline.
  10. **Eligibility for evening Certificate/Diploma Courses:** All the eligible candidates are entitled for admission. Prescribed fee will be charged from the students.
  11. The admission committee of the department shall reserve the right to reject the candidature of any student seeking admission to the department keeping in view the antecedents and conduct of the student.
  12. In the case of admission of such students against whom disciplinary action has been taken in the past, their application form for admission will be considered after review by the office of Dean Students Welfare and approval of the Vice Chancellor.
  13. Eligibility for admission to courses is given under the serving department/centre/campus.
  14. In case of admission to M.A. in Journalism and Mass Communication and Music 70% weightage will be given to marks of the qualifying examination and 30% to the relevant aptitude test in the respective subjects. Admission will be made on the basis of combined scores of 70 : 30 ratio. Graduation degree with 50% marks is the eligibility for admission in the courses also.
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### **IMPORTANT INSTRUCTIONS**

1. If a student after depositing the admission fee, remains absent for continuous 10 days in the beginning of the session, his/her name would be struck off from the rolls of the class. The Head of the Department will display on the Notice Board the name(s) of such candidate(s). On receipt of request from the student within one week from the date his name was struck off from the rolls, justifying his/her absence from the class, the Head of the Department may re-admit the candidate on the merit of the case. But in no case the re-admission is allowed after 2 weeks. Details regarding re-admission fee are given in section on fees, charges and funds.
  2. If a student remains absent continuously for 10 days during the course of study, his/her name would be struck off the rolls. The Head of the Department will display on the Notice Board the name(s) of such candidate(s). In case such a student does not seek re-admission from the Dean, Academic Affairs by sending his/her request through the Head of the Department/Dean Students, within one week from the date of his/her name was struck off from the rolls, he/she will not be allowed re-admission.
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4. Every student will be required to attend a minimum of 75% lectures delivered to that class in each paper. If a student's name is struck off from the rolls due to any reason and is readmitted later on, his/her percentage of attendance will be calculated from the total delivered lectures to the class.
  5. In case of serious ailment the Principal/Head of the Department will be empowered to condone the shortage of lectures upto 6% of delivered lectures to that class and further 6% condonation will be considered by the Committee already constituted for this purpose. Such a student shall have to submit necessary Medical Certificate to the Head of the department/Principal of the concerned college immediately after he/she is fit to join classes. No medical certificate will be entertained at the end of the academic session. Before recommending the medical certificate for counter sign by medical officer, concerned Head/Principal will verify that student has not attended any lecture during that period.

Similar benefits can be given to a candidate in case of his/her marriage (for three days); for attending Interview/placement (for actual number of days spent) but the limit of condonation will remain upto 12% i.e. 6% + 6% including all above benefits.

If a student is admitted late due to any reason, the condition of 75% lectures will be considered from the date of his/her admission.

6. For sports persons who have participated in the camps/competitions at state/ inter college/ national/ inter varsity, international levels will be given benefits of all days of the camps, journey days and all competition days. These sports persons will be given the benefit of 5 marks in each subject. In case of NCC/NSS activities at state or national level the benefit of 10 and 15 days respectively will be given.
7. In case of students who do not have requisite number of attendance for appearing in an examination, those rules for condonation of shortage in attended lectures will be applicable, as are in force on the date on which application for condonation is considered.
8. The Students who have more than 50% of shortage of attendance will not be allowed to appear in the examination, such students, can be given casual admission and will have to pay Rs. 5000/- instead of Rs. 1500/- for one paper and Rs 10000/- instead of Rs. 2500/- for more than one paper. This fee will be for subsequent semester/year to take casual admission and be eligible to appear in the following examination.

The Concerned Head/Principal will be competent authority to condone upto 6% of delivered lectures to the student in case of serious illness, the case will be put in front of the constituted committee for condonation of lectures of more than 6% shortage. For such students, it will be necessary to submit the required medical certificate to the concerned head/principal of the department/college respectively immediately after joining the department/college but not at the end of the academic session.

The medical certificate must be countersigned by the senior medical officer of the University at the time of submission to the concerned head of the department.

Such type of condonation can also be given to those students who got married or appeared for interview in any institution for job, but in such cases, the condonation will be 6%+6%= 12%.

9. As per decision of Syndicate dated 26.3.2008, "the subject of Punjabi will be implemented in B. Sc. and B. Com., in all the three years, on the pattern of B. A. but in other professional under-graduate courses, it will be a one semester qualifying paper only".

For under-graduate courses, the medium of examination shall be as under (University Calender Vol.IV. 2005 Clause 35, p.16).

- (i) The language concerned
- (ii) The cognate modern Indian Language or English or Punjabi or Classical Language itself in the case of classical languages.
- (iii) English or Punjabi or Urdu or Hindi in the case of other subjects.
- (iv) English or Punjabi in the case of science subjects.

For All post-graduate courses the medium of examination for subjects in the faculty of Languages shall be the language concerned and for other subjects English or Punjabi or as specified in the ordinances of the course (University Calendar, Vol. IV, 1995 para 4, Page 22). Provided that candidates for M.A. Sanskrit and M.A. Persian examination shall be permitted, at their option, to offer medium of examination as under:

M.A. Sanskrit    Sanskrit or Hindi or Punjabi

M.A. Persian    Persian or Urdu or Punjabi

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10. This Handbook of Information is meant for information of the candidates for admission to various courses. However, if anything contained in it is in contradiction with the University Statutes/Ordinances/Rules, the provisions of the latter shall prevail.

**Note:** *All disputes arising from this document or connected therewith are subject to the territorial jurisdiction of Courts situated at Patiala only and to the exclusion of all other Courts.*

#### ADDITIONAL INFORMATION

1. This Handbook contains information regarding admission to only Part-I/First Semester or Lateral Entry Courses of the course. The information regarding admission after the Part-I/First Semester, where necessary, is available in the concerned "Courses and Syllabi of Reading and Ordinances."
  2. The University reserves the right not to make admission to any course without assigning any reason.
  3. A course/specialisation will be offered only if number of students admitted to the course/specialisation is five and above (except M.Phil. courses).  
The interview for admission as per programme or information circulated through the newspapers is compulsory. The candidates are required to present the original certificates issued by the appropriate authority at the time of interview.
  4. Any examination mentioned in this Handbook includes equivalent examination.
  5. In-service candidates are required to produce N.O.C. from the employer. In addition, such candidates seeking admission to day-courses are required to produce a certificate granting them leave for the entire period of the course, including the period of examinations.
  6. The candidates who appeared in the examination conducted by the Punjabi University and whose main result has not been declared at the time of interview due to some reasons will be considered for admission to a course after the declaration of his/her result on the following conditions:
    - (i) That the application has been received by the stipulated date.
    - (ii) That a seat is vacant in the Department/Course and the applicant fulfills admission criteria of the department and his/her merit is not lower than that of the last candidate admitted in the appropriate category.
    - (iii) Not more than 14 days have elapsed since the start of the course.
  7. The list of the selected candidates and those placed in the „waiting list“ will be displayed on the notice board of the Department. After the interview the admission list/merit list/ will be displayed on the website [www.pupadmissions.ac.in](http://www.pupadmissions.ac.in). The concerned candidate can check his or her status with regard to admission by using his/her own user ID and password. Further the candidate can deposit the tuition fee and other charges etc. online. The candidate are advised to visit the website [www.pupadmissions.ac.in](http://www.pupadmissions.ac.in). for updated and latest information. The number of candidates on the waiting list will be 50% of the seats, but not more than 20. **The candidates will not be informed individually.** The candidates selected for admission will be required to deposit the dues and 3 passport size photographs immediately or as notified by the Head of the Department. The admission of the candidates who fail to deposit their dues by the notified time will automatically stand cancelled and the seats so vacated will be offered to the candidates next on merit.
  8. For any clarification/interpretation, the candidates are advised to contact the concerned Head of the Department/Dean, Academic Affairs.
  9. In the case of candidates securing identical scores in the final merit list, the candidates with higher marks in the qualifying examination will be given preference. In case of parity even at this stage, a candidate older in age shall be given preference.
  10. Candidate with a gap of one year or more will have to furnish an undertaking to the satisfaction of the Admission Committee, that he/she was not involved in any Unfair Means Case or Police Case during the gap period.
  11. University reserves the right to enhance the fees and funds to be charged from a candidate, in any session and at any stage.
  12. As per Syndicate decision dated 20-12-92 (p.43), candidates applying for the re-evaluation of their answer books in the qualifying examination are not entitled to the benefit of late admission if the admission form, complete in all respects, is not submitted within the stipulated period. **No candidate shall be exempted from the payment of late fee in case of late admission.**
  13. The University will not allow transfer from Regional Centres/institutes/neighbour-hood campuses to University campus at Patiala and vice-versa, except in very special cases, that too with special transfer fees as per rules.
  14. Benefit of 20% seats reserved for the residents of Talwandi Sabo sub-division will be available only in those courses where admission is made on the basis of qualifying examination. This benefit will not be provided in the courses for which admission is made through State Level Entrance Test.
  15. The admitted candidates can deposit their fee and other charges for this purpose visit the university website [www.pupadmissions.ac.in](http://www.pupadmissions.ac.in).
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16. Weightage for N.C.C./N.S.S./Youth Welfare Activities will be available only to those candidates who claim the benefit in the Admission Form and would attach the self attested copies of the relevant documents along with the Certificate of gradation from the competent authority.
  17. For admission to M.Sc./M.A. courses, while calculating merit in the qualifying examination, total marks and marks obtained in the subject in which the candidate want to seek the admission, will be taken into consideration.

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## INTERNATIONAL STUDENTS

International students are admitted under three categories:

- (i) Students sponsored by the Govt. of India agencies like ICCR, Ministry of HRD etc.
- (ii) Students sponsored by their respective Governments/Embassies, under a Memorandum of Understanding with the Punjabi University, Patiala.
- (iii) Self financing students who have passed the Entrance Test recommended by their respective Government or Embassy.
- (iv) Fifteen percent additional supernumerary seats have been created in each Department of the University for foreign students from the academic session 2002-2003.
  - (a.) These seats are to be in addition to the seats/students sponsored by ICCR or those already existing seats filled/created on the basis of Memorandum of understanding (MOU) signed with the various foreign governments.
  - (b.) The foreign students so admitted to various Departments of the University against these additional supernumerary seats will be charged fees equal to those of NRI students.
  - (c.) The students coming from SAARC countries shall pay the same amount of fees as paid by the Indian students

**NOTE: All International Students must possess a valid student visa and an HIV negative test report from a recognized/government medical hospital/laboratory in India.**

### DECLARATION TO BE GIVEN BY ADMITTED STUDENT

*1. Ragging in any form is not allowed. As per order of the Hon'ble Court' " if any incident of ragging comes to the notice of authority, the concerned student shall be given liberty to explain and if explanation is not satisfactory, the authority would expel him from the institution.*

*2. Students who have been selected will have to submit the self declaration form regarding donations of organs/eyes.*

*Note: Forms for the above declaration are attached at Notifications and Format of Certificates.*

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## NUMBER OF SEATS

Sr. No.	Department of Business Studies, Punjabi University South Campus, Talwandi Sabo	No. of Seats
1	MBA (2 years)	95
2	M. Com. (2 years)	30
3	BBA (3 years)	30
4	B. Com. (3 years)	30

**Admission in all above courses is without entrance test and based on merit in the qualifying exam only)**

**\* Additional Seats**

Additional seats based for Sports quota and Youth Festival/Cultural Activities shall be given to only those candidates who will furnish the required documents to prove their claim for the above categories as per university rules.

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## RESERVATION POLICY

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

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

- (A) 85% seats would be reserved for the candidates from within the State of Punjab. The eligibility criteria for 85% seats will be that the candidate must be a resident of Punjab State in terms of Punjab Government, Department of Personnel and Administrative Reforms (PP-II Branch) letter No. 1/3/95-3PPII/9619, dated 6th June, 1996 and letter No. 1/3/95-3PPII/80, dated 1st January, 1999 or have passed 10+1 and 10+2 examination as a regular candidate from a recognized institution situated in Punjab. However, wards of Defence Personnel posted in Punjab are exempted from this condition to the extent that they should have passed only qualifying examination from a recognized institution situated in Punjab. Each candidate would be required to submit a certificate this effect from the Principal/Head of Institution last attended in the prescribed Proforma (Pb.Gov.No.13/1/09-6Edu.1/ dated 19.08.2009).
- (B) 15% seats will be open to all the candidates from outside the state of Punjab. The candidates being admitted under 15% quota on All India Basis shall be eligible only for reservation provided by the constitution i.e. 25% for S.Cs./S.Ts. and 10% for B.Cs/OBC. S.Cs./S.T. Candidates admitted under 15% seats will have to pay full fee and no relaxation in fee will be given to such candidates as has been given to candidate admitted under 85% seats. The candidate has to produce the Domicile certificate at the time of Admission.
- (C) The above 85% reservation clause shall also be applicable to the following categories of candidates:
- Children, wards and dependents of those regular Punjab Government Employees/Members of All India Services borne on Punjab cadre as well as those on deputation from other State cadres with the Punjab Government/Boards and Corporations/Statutory bodies established by or under an Act of the State of Punjab, posted outside the State of Punjab.
  - Children, wards and dependents of those regular Central Government employees not covered under other categories of this para (A) with Punjab domicile, who have served for atleast two years in connection with the affairs of the Punjab out of 5 Years preceding the year of entrance examination
  - Children, wards and dependents of those Punjab Government pensioners settled outside Punjab before 1st January of the year of Entrance Examination.
  - Children, wards and dependents of military/para-military forces personnel belonging to the state of Punjab as per record at the time of their entry into service. (A certificate on prescribed proforma by the commanding officer of the Unit has to be furnished).
  - Children, wards and dependents of the Ex-servicemen of military/para-military forces personnel belonging to the State of Punjab as per record at the time of their entry into service who retired on or after 1st January of the year preceding two years of the year of Entrance Examination.

### **\*RESERVATION OF SEATS**

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

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

- |  |            |
|--|------------|
| <b>i) Scheduled Castes/ Scheduled Tribes</b> | <b>25%</b> |
| <b>(ii) Backward Classes/OBC</b>             | <b>10%</b> |

*The persons belonging to creamy layer are not entitled to the reservation under BC/OBC as per Notification No. 1/41/93 RS1/209 Government of Punjab, Department of Welfare dated 24-02-2009 and Government of Punjab (Reservation Cell) vide Notification No. 1/41/93-RS1/1093050/1 dated 27-10-2017.*

#### **The rule of exclusion will apply to sons and daughters of**

- Persons having gross annual income of Rs. 8.0 lakh or above or possessing wealth above the exemption limit as prescribed in the Wealth Tax Act for period three consecutive years;
- Persons in Categories I, II, III and IV who are not disentitled to the benefit of reservation but have income from other sources of wealth which will bring them within the income/wealth criteria mentioned in (a) above.

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

- |  |                     |
|--|---------------------|
| <b>(iii) Border Area/Backward Area</b>                                   | <b>2% (1% each)</b> |
| <b>(iv) Sports Persons</b>   | <b>1%</b>           |
| <b>(v) Children/Grand Children of Freedom Fighter of Punjab</b>          | <b>1%</b>           |
| <b>(vi) Disabled Persons (Blind/ Deaf &amp; Dumb/ Other handicapped)</b> | <b>5%</b>           |

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

**(vii) Children/Widows of Defence Personnel 1%**

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

**(viii) Children/Widows of Para-Military Forces Personnel 1%**

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

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

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

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

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

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

- |   |           |
|---|-----------|
| a. Border Area/ Backward Area   | <b>2%</b> |
| b. Disabled Persons   | <b>3%</b> |
| c. Children/Widows of Defence personnel/ Para-Military Personnel                        | <b>2%</b> |
| d. Children / Grand Children of Freedom Fighter, Terrorist Affected, Sikh Riot Affected | <b>3%</b> |

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

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

- |  |           |
|--|-----------|
| a. Border Area/Backward Area/ Disabled Person  | <b>5%</b> |
| b. Children/Widows of Defence Personnel/ Para-Military Forces Personnel,<br>Children / Grand Children of Freedom Fighter, Terrorist Affected, Sikh Riot Affected | <b>5%</b> |

## COMPETENT AUTHORITY TO ISSUE VARIOUS CERTIFICATES

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

A candidate having secured a position or having represented India in regular and officially recognized International competition shall be rated higher as compared to the performance at National level. Preference amongst International competitions shall be given according to the importance of the competition and considering the position achieved.

      1. Olympic Games
      2. World Championship
      3. World Cup
      4. Asian Games
      5. Asian Championship
      6. Asia Cup
      7. Commonwealth Games
      8. Commonwealth Championship
      9. Davis Cup
      10. Test/One Day Cricket Matches
      11. World University Games/World University Championships/Indian University team in recognized International Competition
- a. 1st position in Senior National Team/Individual or 1st position in Women National;
  - b. 1st position in All India Inter University (Teams/Individual) or 2<sup>nd</sup> position in Senior National (Team/Individual) or 2<sup>nd</sup> position in Women National;
  - c. 2<sup>nd</sup> position in All India Inter University or 3<sup>rd</sup> position in Senior Nat zonal (Teams/Individual) or 3<sup>rd</sup> position in Women National;
  - d. 3<sup>rd</sup> position in All India Inter University (Teams/Individual);
  - e. Represented State in Senior National/Represented Combined University team (Teams/Individual) in the Senior National;
  - f. Secured 1st position in Team/Individual in Senior State Championship;
  - g. Having represented University in All India Inter University Tournament (Team/Individual);
  - h. Secured 1st position in University in Team/Individual events or 2<sup>nd</sup> in Senior State Championship;
  - i. Secured 2<sup>nd</sup> place in Inter College or 3<sup>rd</sup> in Senior State Championships (Team/Individual);
  - j. Secured 3<sup>rd</sup> place in Inter College Championship (Team/Individual);
  - k. Secured 1st place in Senior District Tournament;
  - l. Secured 2<sup>nd</sup> place in Senior District Tournament;
  - m. Secured 3<sup>rd</sup> place in Senior District Tournament;

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

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



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

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

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

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

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

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

#### **Tie Breaking Rules**

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

#### **FOR GRADUATE COURSES (WITH BASIC QUALIFICATION 10+2)**

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

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

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

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

## ADDITIONAL SEATS

### (i) Candidates from Rural Areas

In each course of study, there will be 10% additional seats for the candidates hailing from rural areas, subject to a minimum of one seat. Only those candidates will be considered in this category who are resident of rural area and passed their Matriculation/+2 examination from those rural schools which do not fall in the area of a Municipal Corporation/Municipal Committee/Small Town/Notified Area. If the admission is on the basis of Matric then before Matric and if the admission is on the basis of 10+2 then before 10+2 candidate should have studied atleast five years in rural area school before passing out concerned exam.

If the admission on the basis of Matric then rural area certificate will be considered on the basis of Matric otherwise if the eligibility criteria is on the basis of 10+2 then this rural area certificate will be on the basis of 10+2.

If seats remain vacant after filling seats on the basis of above criteria then these seats should be filled on the basis of merit of such candidates who have passed matric or 10+2 in a rural area and the candidate should have studied at least five years in a rural area and he/she should be a resident of rural area.

Further, the candidate should have been studying in such school for at least five years before passing the last examination. A candidate claiming such benefit will have to produce a certificate from the Tehsildar of the area certifying that the school from where the candidate has passed the Matriculation/+2 examination, falls within the aforesaid rural area.

For rural area seats the concerned certificate will also be accepted that is issued by the school Principal and countersigned by District Education Officer (DEO) and the residential certificate signed by Tehsildar.

### (ii) Single Girl Child

In each course of study there will be one additional seat for Single Girl Child which means where the only child is the girl child in the family.

Students admitted against the Single Girl Child seat in post-graduate courses will be eligible to apply for the scholarship under UGC scheme "Post Graduate Indira Gandhi Scholarship Scheme for Single Girl Child" provided that an affidavit from the student duly attested by the First Class Magistrate/Gazetted officer mentioning that she is the only child in the family is submitted.

### **(iii) Cancer/Aids and Thalassemia**

In each course of study there will be one additional seat for students suffering from cancer/Aids and Thalassemia. The candidate is required to produce a certificate certified by medical institutions like, PGIMR, AIIMS etc., Full fee concession will be given to students under this category.

### **(iv) Additional Sports Seats**

Five additional sports seats are reserved for outstanding sports persons in all courses and ten seats are reserved in all the courses of physical education running under Punjabi University Patiala, in the neighbourhood campuses, Punjabi University Campus and all the affiliated colleges. The candidate must be eligible to participate in the inter university competitions as per AIU rules. Eligibility Criteria for Admission;

- a) The sports men/women those who represented India in the International Tournaments/ meets/competition/championship conducted by the recognized international federations/committees.
  - b) The sports men/women who won 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> position in senior national tournaments/ meets/championship.
  - c) The sports men/women who won 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> position in all india inter university tournaments/ meets/championship.
  - d)\*The sports men/women who won 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> position in junior national tournaments/ meets/championship.
  - e)\*The sports men/women who won 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> position in school national tournaments/ meets/championship.
- \* These achievements will be considered only for under graduate courses.
- i) The outstanding sports seats are additional seats. These additional seats are open for all outstanding sports persons from all over the country and not only from Punjab.
  - ii) Most of the states of the country do not have the gradation policy so, it is not possible to execute gradation policy for all sports persons for these seats. Since outstanding sportspersons can inhale from any state of India, as such gradation policy cannot be pursued.
  - iii) All the candidates will have to appear for the test of concerned game/event which will be conducted by the Directorate of Sports under the experts of concerned game/sports.
  - iv) All the candidates for these additional seats will have to appear for interview before a committee duly constituted by the Director Sports, Punjabi University, Patiala. Selected candidates will be recommended by the Director Sports for admission in the Punjabi University Campus, neighbourhood campuses and all the affiliated colleges.
  - v) For the additional seats the sports achievements of the candidate for the last two consecutive years will be considered.
  - vi) Junior National/School National sports achievements of the candidates will be considered for the admission in Under-Graduate courses only.
  - vii) For the admission in Post-Graduate courses, the performance in Junior Category/School National Tournaments will not be considered.
  - viii) If any player is admitted under the additional sports seats in any course and fails to secure any position in the All India Inter University Competitions, South Asian Universities Games, Asian Universities Games, Commonwealth Universities Games, World Universities Games, Senior National Championships after having represented Indian Universities, his/her sports seat can be cancelled and all benefits given to him/her will be withdrawn immediately.
  - ix) All benefits given to the sports persons will be valid only for one session. For availing next session's benefits, he/she must secure any position in the All India Inter University Competitions, South Asian Universities Games, Asian Universities Games, Commonwealth Universities Games, World Universities Games, Senior National Championships after having represented Indian Universities, during the current session. In order to avail the facilities of outstanding sports seat for next session or next class, their sports performance of current last year/session will only be considered, failing which he/she will have to deposit the full fee and funds with the University immediately.
  - x) Only those games will be considered for outstanding sports seats, which fall in the AIU Sports Calendar. Preference will be given to the major/individual games.
  - xi) Free education will be provided to the selected candidates.

### **(v) Youth Festival/Cultural Activities**

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

1. The candidate availing the aforesaid facility must fulfill the eligibility condition for admission to the particular course. For those courses to which the admission is to be done on the basis of entrance test, the candidate must have passed the entrance test. Only one additional seat will be created for those courses where the number of seats is up to fifty and if the number of seats in a particular course is more than fifty, two additional seats can be offered to such candidates.
2. The selection of such candidates for admission to various courses will be made by the Vice Chancellor/Dean Academic Affairs on the recommendations of Committee approved by the Vice Chancellor.
3. For recommending admission on the basis of youth festival participation, admission criterion will be fixed on the basis of merit as mentioned below and upon the verification of the original certificates of the candidate.
  - (a) The candidates must have presented an item in an international festival approved by Punjab Govt./Govt. of India.
  - (b) The candidate must have secured 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup> position(s) in inter-university national youth festival.

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

**(vi) NRI Category**

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

**(vii) Wards of Kashmiri Migrants**

**I)** As per letter No. 3-1/2012-NER, dated 12.03.2015 from the Ministry of Human Resource and Development, Department of Higher Education, Government of India regarding the following concessions to the Kashmiri Migrants for admission to the educational institutions during the academic session 2017-2018:

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

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

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

**Important Note:**

1. Ragging in any form is not allowed. As per order of the Hon'ble Court "Henceforth, in every prospectus relating to admission of the students in any Educational Institution, it shall be clearly stated that if any incident of ragging comes to the notice of authority, the concerned student shall be given liberty to explain and if explanation is not satisfactory, the authority would expel him from the institution".
2. There is a provision of admission against NRI Category seats in all courses. Only NRI'S themselves or their wards can apply for such seats. No Entrance Test is required for NRI Category admission. Admission to NRI category seats will be done on the basis of marks of qualifying examination.

**MORE DETAILS**

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

- Note:**
- I *The candidates claiming admission against sports participation seats are required to submit additional application forms (appended in the Handbook of Information) complete in all respects along with attested copies of the sports certificates to the respective Department.*
  - II *The specimen of the certificate for claiming benefit against the reserved categories are available at the end of this Handbook. The rules and regulations for reservation of seats as given above are meant for University teaching Departments only. Reservation policy for the colleges would be as given in the prospectus of the concerned college.*

**IMPORTANT NOTES**

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

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

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## **LIST OF THE FACULTIES AND THEIR DEANS**

<b>1</b>	<b>Faculty of Arts and Culture</b>	<b>Prof. Yashpal Sharma</b>
<b>2</b>	<b>Faculty of Business Studies</b>	<b>Prof. Ritu Lehal</b>
<b>3</b>	<b>Faculty of Education and Information Science</b>	<b>Prof. Harinderpal Singh Kalra</b>
<b>4</b>	<b>Faculty of Engineering</b>	<b>Prof. Manjeet Singh Patterh</b>
<b>5</b>	<b>Faculty of Languages</b>	<b>Prof. Satnam Singh Sandhu</b>
<b>6</b>	<b>Faculty of Law</b>	<b>Prof. Gurpreet Pannu</b>
<b>7</b>	<b>Faculty of Life Sciences</b>	<b>Prof. Ram Sarup Singh</b>
<b>8</b>	<b>Faculty of Medicine</b>	<b>Prof. Gurpreet Kaur</b>
<b>9</b>	<b>Faculty of Physical Sciences</b>	<b>Prof. B.S. Sandhu</b>
<b>10</b>	<b>Faculty of Social Sciences</b>	<b>Prof. Harvinder Kaur</b>
<b>11</b>	<b>Faculty of Computing Sciences</b>	<b>Prof. Rakesh Kumar Bawa</b>

## State-wise List of Fake Universities

### **Bihar**

- Maithili University/Vishwavidyalaya, Darbhanga, Bihar.

### **Delhi**

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

### **Karnataka**

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

### **Kerala**

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

### **Maharashtra**

- Raja Arabic University, Nagpur, Maharashtra.

### **West Bengal**

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

### **Uttar Pradesh**

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

### **Odisha**

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

### **PuduCherry**

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

### **Andhra Pradesh**

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

### **Uttarakhand**

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



# NOTIFICATIONS AND FORMAT OF CERTIFICATES

No1/3/95-3PPII/9619

## GOVERNMENT OF PUNJAB

### DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS (PERSONNEL POLICIES II BRANCH)

Dated, Chandigarh the 6/6/1996

To,

- (I) All the Financial Commissioners to the Government of Punjab.
- (II) All the Principal Secretaries/Administrative Secretaries to the Government of Punjab.
- (III) All Heads of Department, Commissioners of Divisions, Registrar, Punjab and Haryana High Court, District and Session Judges, Deputy Commissioners, Sub-Divisional Officers(Civil) in the Punjab State.

**Subject:** Bonafide resident of Punjab- Guidelines for grant of Resident Certificate.Sir/Madam,

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

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



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

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

## SPECIMEN FORMATS OF RESIDENT CERTIFICATE

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

I ..... father/mother/guardian of  
Miss/Mr..... resident of .....  
(full address to be given)

---

Do hereby solemnly state and affirm as under:

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

Dated.....

DEPONENT

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

School/College on .....,

Dated.....

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

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

Certified that Sh.....S/o Sh..... father of  
Miss/Mr..... is an employee of the .....of  
(Name of Child/ward) (Name of office)

Punjab Government. He is working as.....and is posted at .....  
He has more than three years service at his credit.

OR

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

Place:.....

Head of the Department

Dated:.....

(With Seal)

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

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

Place:.....

Head of the Department

Dated:.....

(With Seal)

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

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

Place:.....  
Dated:.....

Head of the Department  
(With Seal)

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

Certified that Sh ..... S/o Sh.....  
father of Miss/Mr..... is an employee of .....  
(Name of the autonomous bodies/company)  
in which the the Punjab Govt. has 20% or more share. He is working as ..... and is posted at  
.....,

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

Place:.....  
Dated:.....

Head of the Department  
(With Seal)

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

Certified that \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_  
(Name of the person)  
father/guardian \_\_\_\_\_ of Miss/Mr. \_\_\_\_\_  
(Name of the Child/ward with full address)  
has settled\*in Punjab or has reside\* in Punjab for a period of 5 years from \_\_\_\_\_  
to \_\_\_\_\_ he is working as \_\_\_\_\_

(Name of profession Designation and job)

\*Strike whichever is not applicable

Place:

Dated:

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

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

Certified that \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_  
(Name of the person)  
father/guardian \_\_\_\_\_ of Miss/Mr. \_\_\_\_\_ hold  
(Name of the Child/ward with full address)  
immovable property at \_\_\_\_\_ in the state of  
(Place and District)  
Punjab for the past \_\_\_\_\_ years.

Place:

(With Seal)

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

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

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

Place:.....

Dated:.....

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



GOVERNMENT of PUNJAB  
Office of the Tehsildar, (\_\_\_\_\_)

Name of District

## Punjab Residential Certificate

Document Sr. No.

### CATEGORY No. IV

Certified that Shri/Smt. \_\_\_\_\_

Son/Daughter of Sh. \_\_\_\_\_

Mother's Name, Smt. \_\_\_\_\_

Resident of \_\_\_\_\_

Tehsil \_\_\_\_\_ District \_\_\_\_\_

Has settled in Punjab or has resided in Punjab for a period of \_\_\_\_\_ years from \_\_\_\_\_ to \_\_\_\_\_.

He is working as \_\_\_\_\_.

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

Date of Issuance:

Signature of the Issuing Authority:

Digitally Signed by:

Designation:

Date:

(Stamp and Sign of certificate printing center)

Place:

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

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

## NOTIFICATIONS AND FORMAT OF CERTIFICATES

### *Notifications*

GOVERNMENT OF PUNJAB, DEPARTMENT OF PERSONNEL  
(PERSONNEL POLICIES II BRANCH)

Nos. 1/3/95-3PPIL/7332 & 1/3/95-3PPIL/10377

Dated, Chandigarh, the 14/6/1999 & 18/8/2000

To

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

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

Sir,

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

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

- (1) Certificates issued in the format and by the authorities prescribed by Government Departments shall be accepted as valid by all educational institutions and other authorities.
- (2) Where a number of authorities have been authorised to issue the certificates there shall be no insistence on issue of a certificate by any particular authority or by the highest authority indicated in the format.
- (3) (a) In case of entrance examinations, no certificate should be called for in the first instance alongwith the application form. It will be sufficient for the candidates seeking admission or



## NOTIFICATIONS AND FORMAT OF CERTIFICATES

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

- (b) To further simplify the procedure attested copies of the certificates only shall be retained and original certificates if required to be produced at the time of interview shall be returned immediately, thereafter.
- 4. Parents/guardian or candidates can also obtain Scheduled Caste Certificate for the purpose of seeking admission as per proforma given below from the Head of Institution where the candidate has studied if the proof i.e. an attested copy of Scheduled Caste Certificate issued by a competent authority in favour of the candidate or the father of the candidate is available in the school records.
- 5. (i) If parents/guardians are employed with Punjab Govt. they can obtain S.C. Certificate from the Head of Dept. or the Head of Office in the proforma given below provided relevant S.C. Certificate exists on the in service record.  
(ii) If the residents of Punjab who are employed in Govt. of India or any other State Govt. the S.C. Certificate in such cases will also issued by the respective H.O.D. or Head of Office in the proforma given below provided S.C. Certificate exists in their service record.
- 6. In case of freedom fighters; political sufferers, terrorists/riot victims and migrants where the registers are maintained by D.C. Office the certificate may be issued by Deputy Commissioner/ G.A. to D.C./A.D.C.

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

## NOTIFICATIONS AND FORMAT OF CERTIFICATES

ਨੰ : 1/8/07-ਰਸ1/853

ਪੰਜਾਬ ਸਰਕਾਰ

ਭਲਾਈ ਵਿਭਾਗ

(ਰਿਜ਼ਰਵੇਸ਼ਨ ਸੈੱਲ)

ਸੇਵਾ ਵਿਖੇ,

ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ,  
ਸਮੂਹ ਜਿਲ੍ਹਿਆਂ ਦੇ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਜ਼,  
ਸਮੂਹ ਉਪ ਮੰਡਲ ਮੈਜਿਸਟਰੇਟ (ਸਿਵਲ) ਅਤੇ  
ਤਹਿਸੀਲਦਾਰ

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ : 29.06.2009

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

ਸ਼੍ਰੀਮਾਨ ਜੀ,

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

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

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

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

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

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

ਸਹੀ/-  
ਅਧੀਨ ਸਕੱਤਰ ਭਲਾਈ



## FORMAT OF CERTIFICATE

GOVERNMENT of PUNJAB  
Office of the Tehsildar, (\_\_\_\_\_) )  
Name of District

### Certificate of Scheduled Caste

Document Sr. No.

It is Certified that \_\_\_\_\_ Shri/Smt. \_\_\_\_\_  
Son/Daughter of \_\_\_\_\_ Shri \_\_\_\_\_ of  
Village/Town \_\_\_\_\_ of  
District/Division \_\_\_\_\_  
State of Punjab belongs to \_\_\_\_\_ Caste which  
has been recongnized as Scheduled Caste as per "The Constitution (Scheduled Castes), Order 1950".  
Shri \_\_\_\_\_ and his family lives in village/Town of \_\_\_\_\_ of  
District/Division \_\_\_\_\_ of Punjab State.

Date of Issuance:

Signature of the Issuing Authority:

Digitally Signed by:

Designation:

Date:

(Stamp and sign of certificate printing center)

Place:

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

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



## FORMAT OF CERTIFICATE

GOVERNMENT of PUNJAB

Office of the Tehsildar, (\_\_\_\_\_)

Name of District

### Certificate of Backward Class

Document Sr. No.

This is to Certified that Shri/Smt. \_\_\_\_\_

Son/Daughter of Shri \_\_\_\_\_ of \_\_\_\_\_

Town of \_\_\_\_\_

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

Shri/Smt \_\_\_\_\_ and/ or his/her family ordinarily resides in the \_\_\_\_\_ District/Division of the state of Punjab.

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

Date of Issuance:

Signature of the Issuing Authority:

Digitally Signed by:

Designation:

Date:

(Stamp and sign of certificate printing center)

Place:

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

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## ਦਫ਼ਤਰ ਜ਼ਿਲ੍ਹਾ ਭਲਾਈ ਅਫ਼ਸਰ, ਪਟਿਆਲਾ।

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

ਸੇਵਾ ਵਿਖੇ,

ਸਹਾਇਕ ਰਜਿਸਟਰਾਰ  
ਕੇਂਦਰੀ ਦਾਖਲਾ ਸੈੱਲ  
ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ,  
ਪਟਿਆਲਾ।

ਪੱਤਰ ਨੰ.ਸ-1/ 5865

ਮਿਤੀ: ਪਟਿਆਲਾ/ 25-01-18

ਵਿਸ਼ਾ: ਕੈਟਾਗਰੀਆਂ ਨਾਲ ਸਬੰਧਤ ਸਰਟੀਫਿਕੇਟ ਸਬੰਧੀ।  
ਹਵਾਲਾ: ਆਪ ਦੇ ਦਫ਼ਤਰ ਦੇ ਪੱਤਰ ਨੰ: 13542/CAC ਮਿਤੀ 22-01-18 ਦੇ ਸਬੰਧ ਵਿੱਚ।

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

ਜ਼ਿਲ੍ਹਾ ਭਲਾਈ ਅਫ਼ਸਰ  
ਪਟਿਆਲਾ  
25/1/18



GOVERNMENT of PUNJAB  
Office of the Tehsildar, (\_\_\_\_\_)   
Name of District

**Certificate of Other Backward Class**

Document Sr. No.

This is to Certified that Shri/Smt. \_\_\_\_\_  
Son/Daughter of Shri \_\_\_\_\_ of \_\_\_\_\_  
Village/Town of \_\_\_\_\_  
District/Division \_\_\_\_\_  
State of Punjab belongs to the \_\_\_\_\_ Caste which has been recognized as a  
backward class in terms of Punjab Government Letter No. 11096-WG55/53380 dated 03/09/1955 and  
Government of Punjab (Reservation Cell) vide Notification No. 1/41/93-RS1/1093050/1 dated 27-10-2017.  
This is also to certify that he/she does not belong to any category of persons/sections mentioned in column 3 of  
the schedule to the Punjab Government, Department of welfare letter No. 1/41/93-RC1/209 dated 24-02-2009 and  
Notification No. 1/41/93-RC1/209 dated 24-02-2009 and Government of Punjab (Reservation Cell) vide  
Notification No. 1/41/93-RS1/1093050/1 dated 27-10-2017.  
Shri/Smt. \_\_\_\_\_ and his/her family ordinarily resides in Village/Town  
\_\_\_\_\_ District/Division of \_\_\_\_\_ the state of Punjab.

Date of Issuance:

Signature of the Issuing Authority:

Digitally Signed by:

Designation:

Date:

(Stamp and sign of certificate printing center)

Place:

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

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



## NOTIFICATIONS AND FORMAT OF CERTIFICATES

ਪੰਜਾਬ ਸਰਕਾਰ  
ਪ੍ਰਸ਼ੰਨਲ ਵਿਭਾਗ  
(ਟਰੇਨਿੰਗ ਸ਼ਾਖਾ)

ਸੇਵਾ ਵਿਖੇ,

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

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

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

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

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

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

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

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

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



## NOTIFICATIONS AND FORMAT OF CERTIFICATES

ਐਸ.ਸੀ. ਅਗਰਵਾਲ  
ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ

ਪਿੰ:ਅੰ:ਨੰ:3/7/2010-ਟਰੇਨਿੰਗ (3)/1008

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ: 10  
ਮਾਰਚ, 2010

### ਅੰਤਿਕਾ-1

#### **Section 177. Furnishing false information**

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

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

#### **Section 193. Punishment for false evidence**

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

and whoever intentionally gives or fabricates false evidence in any other case, shall be punished with imprisonment of either description or a term which may extend in three years, and shall also be liable to fine.

#### **Section 197. Issuing or signing false certificate**

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

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

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

#### **Section 299. False statement made in declaration which is by law receivable as evidence**

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

## NOTIFICATIONS AND FORMAT OF CERTIFICATES

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

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

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

**Bw{Bk ckow ;t? x'FPDk**

## nzfsek- 2

oki ;oeko iK fJ; d/ nXhB nkT[AdhnK ftf dne ;z;EktK ftu dkyb/ fjZs fpB?eko tb"l fdZs/ ikD  
tkbh ;t? x"PFDk.

dkybk b?D bJh fpB? gZso ckow d/ nzs ftu j/m fbyh x"FDk Fkwb ehsh ikDh ukjhdh j?L

[illegible][illegible][illegible]

HH gzikp, fJj x"Fdk eodk\$eodh jK fe T[go"es ns/ BZEh d;skt/iaK ftu

fdZsh ;{uBk w/oh ikDekoh ns/ ftPkF nB[;ko do[;s j? ns/ fJ; ftu e[M th S[gkfJnk Bjhl frnk. w?A fJ; rZb s" ikD{ jK fe i/eo w/o/

d[nkok fdZsh rJh ;{uBk M{mh ;kps j[zdh j? sK w?A ekB{zB nXhB ;iak dk Gkrhdko j'tKrK\$ j'tKrh ns/ w?B{z T[; ftf dne ;z;Ek

ftu" ;o;oh s""o s/ (summarily) eZY fdZsk ikt/rk fi; ftu w? nfijh M{mh ;{uBk d/ nXko s/ dkybk fbnk j?.

T[whdtko d/ j;skyo

## BACKWARD AREA CERTIFICATE

Despatch No. \_\_\_\_\_

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

Certified that \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_ is a bonafide resident of \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_ which has been declared as backward area by the Punjab Government. His/Her claim falls under Category \_\_\_\_\_ indicated below:

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

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

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

Place:

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

Date:

\*Please mention here category (a) or (b) as the case may be.

\*\*Certificate from authority other than D.M./G.A. to D.C. or S.D.O. (Civil) is not Valid.

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

Despatch No. \_\_\_\_\_

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

Certified that \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_ of village \_\_\_\_\_ P.O. \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_ and father/mother of Shri/Kumari \_\_\_\_\_  
(Name of the Candidate)

bonafide political sufferer and has been granted freedom fighter's pension by the Punjab Government or has been awarded Tamra Patra for his political sufferings.

Place:

\*Deputy Commissioner  
(with Seal of the Court)

Date:

\*Certificate from no other authority will be accepted.



## CERTIFICATE BY THE CANDIDATE HAILING FROM BORDER AREA

Despatch No. \_\_\_\_\_

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

(i) Certified that \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_ of village \_\_\_\_\_ District \_\_\_\_\_ is a bonafide resident of village \_\_\_\_\_ District \_\_\_\_\_ the village/town fall within the belt of 10 miles from the international border.

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

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_

Place:

\*D.C./G.A. to D.C./S.D.O.(Civil)

Date:

(with Seal of the Court)

\*Certificate from no other authority will be accepted.

(ii) Certified that \_\_\_\_\_ son/daughter of Sh. \_\_\_\_\_ of village \_\_\_\_\_ District \_\_\_\_\_ was a bonafide student of the school/college from \_\_\_\_\_ to \_\_\_\_\_.  
(exact date of joining and leaving the School/College to be given)

Place:

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

Date:

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

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

**FORMAT OF CERTIFICATE**  
**DISTRICT SAINIK WELFARE OFFICER**

Name of District \_\_\_\_\_

**Admission Certificate**

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

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

District-

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

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

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

District Defence Services Welfare Officer,

(\_\_\_\_\_)

Name of District

**gzikp o{ob J/ohnk ;oNhfce/N**  
**Punjab Rural Area Certificate- CERTIFICATE: (A)**

Document Sr. No. \_\_\_\_\_

fJj s;dhe ehsk iKdk j? fe\$ This is to Certified that \_\_\_\_\_  
 g[Zso\$g[Zsoh\$Son/ Daughter of \_\_\_\_\_ fgzv  
 dk ofjD tkbk\$tkbh j?\$is Resident of \_\_\_\_\_  
 Village \_\_\_\_\_ sfj;hb\$Tehsil \_\_\_\_\_  
 fiabk\$District \_\_\_\_\_ fijV\$ fe g/v{ J/ohnk j?\$ Which is a Rural  
 Area. \_\_\_\_\_  
 Date of Issuance: \_\_\_\_\_ Signature of the Issuing Authority: \_\_\_\_\_

Digitally Signed by:

Designation:

Date:

(Stamp and sign of certificate printing center)

Place:

**Punjab Rural Area Certificate- CERTIFICATE: (B)**

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

Certified that \_\_\_\_\_ son/daughter/wife of Shri \_\_\_\_\_ an applicant for  
 admission to various courses (2021-22) in Punjabi University, Patiala has passed Matriculation/ Higher  
 Secondary examination from Name of School \_\_\_\_\_  
 Village \_\_\_\_\_ District \_\_\_\_\_ which was situated in rural area i.e. an area that falls  
 neither under a Corporation/Municipal Committee nor under a Notified Area Committee. Further he/she has  
 studied in this school from \_\_\_\_\_ to \_\_\_\_\_.  
 Further certified that he/she is a resident of village \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_.

Place:

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

Date:

Despatch No. \_\_\_\_\_

Dated \_\_\_\_\_

Signature of Tehsildar of the area  
 with clear office stamp

**Note:**

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

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

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

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

Dispatch No. \_\_\_\_\_

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

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

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

Place :  
Date ;

Deputy Commissioner  
(with Seal of the Court)

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

---

**(CERTIFICATE FROM THE HANDICAPPED)**

Dispatch No. \_\_\_\_\_

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

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

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

According to the criteria laid down in the Punjab Govt. notification (Reproduced in  
Chapter VII of the Prospectus for category 6)

Not relevant should be scored out.

Date :

Chief Medical Officer  
Punjabi University,  
Patiala



## MEDICAL FITNESS CERTIFICATE

I certify that I have carefully examined Mr. / Ms.....

Son/Daughter of Sh.....

His/Her age is about .....

His Chest Measurement is :- Unexpanded .....cm    Expanded.....cm

His/her eyesight is upto the prescribed standards:

Details of glasses, (if worn) .....

He/She has no disease or mental/bodily infirmity unfitting or likely to unfit him/her in the future for active outdoor service.

Marks of identification: .....

Right Hand Thumb impression:-

Dated.....

**(Signature of Gazetted Medical Officer)**  
**With Office Seal**



Signature of Candidate .....

**Self Declaration**  
**Regarding Discontinuity in Studies (Gap Certificate)**

I .....

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

Resident of .....

Passport Size  
Photo of the  
Candidate

do hereby solemnly affirm and declare as under:-

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

Dated:.....

**DEPONENT**

**Verification**

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

Dated.....

**DEPONENT**

**SELF DECLARATION**  
**ANTI RAGGING - AFFIDAVIT BY PARENT/GUARDIAN**

I.....

Father/Mother/Guardian of Mr./Ms

having been admitted to.....

Passport  
Size Photo  
of Father /  
Guardian

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

2. I have, in particular, persued clause 3 of the regulations and am aware as to what constitutes ragging.
3. I have also, in particular, persued clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aware and undertake that:-
  - a. My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
  - b. My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the regulations.
5. I hereby affirm that, if found guilty of ragging, my ward will be liable for punishment according to clause 9.1 or Regulations, without prejudice to any other criminal action that may be taken against me under penal law or any law for the time being in force.
6. I hereby declare that my ward have not been expelled or debarred from admission in any institution in the country on account of being found guilty or, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my ward's admission is liable to be cancelled.

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

**Signature of Deponent**

Name.....

**VERIFICATION**

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

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

**Signature of Deponent**

**SELF DECLARATION**  
**ANTI RAGGING - AFFIDAVIT BY THE STUDENT**

I.....

Father/Mother/Guardian of Mr./Ms

having been admitted to.....

Passport  
Size Photo  
of Student

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

2. I have, in particular, persued clause 3 of the regulations and am aware as to what constitutes ragging.
3. I have also, in particular, persued clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aware and undertake that:-
  - a. I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
  - b. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 or Regulations, without prejudice to any other criminal action that may be taken against me under penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty or, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

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

**Signature of Student**

Name.....

**VERIFICATION**

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

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

**Signature of Student**

**SELF DECLARATION**  
**Regarding Organs/Eyes Donations by Students**

I \_\_\_\_\_ son/daughter of \_\_\_\_\_  
shri \_\_\_\_\_ resident of \_\_\_\_\_  
\_\_\_\_\_ want to ☐ not want to ☐

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

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

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

Signature

**gzikph :{Bhtof;Nh, gfNnkbk**  
**(1961 d/ gzikp n?eN BzH 35 sfjs ;Ekgs)**  
**ftfdnkoEh d/ phw/ ;pzXh Bkwiadrh ckow**  
**(Nomination Form for Student Insurance)**

ftfdnkoEh dk Bkw (Student Name) .....

fgsk dk Bkw (Father's Name) .....

e'o; dk Bkw (Name of Course) .....

ebk; o'b Bzpo (Class Roll No.) .....

;?;aB (Session) L 2021^2022

xo dk gZek gskL .....

Permanent Home Address .....

w'pkfJb Bzpo Mobile No. ....

gZso ftjko bJh gskL .....

Correspondence Address .....

.....

Bkwiad ftresh dk BkwL .....

Nominated Person

ftfdnkoEh Bkb fo;ask .....

Relation with Student

Bkwiad ftresh dk gZek gsk ..... Address of

Nominated Person .....

..... w'pkfJb

Bzpo Mobile No. ....

fwsh ..... ftfdnkoEh d/ j;skyo (Signature of Student)

*B'NL fJj ckow ftfdnkoEh d/ dkybk ckow d/ Bkb brke/ ftGkr d/ foekov ftZu oZfynk ikt/.*

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

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

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

OR

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

2. That Mr/Ms ..... who has applied for admission to  
\_\_\_\_\_ of Punjabi University, Patiala under NRI category is my son/daughter. A proof in this  
regard is attached herewith.

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

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

DATED:

**DEPONENT**

**VERIFICATION**

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

**DEPONENT**