

GENERAL GUIDELINES FOR APPLICATION-CUM-ADMISSION FORM

The Application-cum-Admission-Forms for admission to various courses offered by Punjabi University Patiala (Patiala Campus and its Regional and Neighbourhood Campuses) for the year 2017-18 will be processed through the On-line system portal. For this visit www.pupadmissions.ac.in. Candidates seeking admission in various courses are required to fill the online Application-cum-Admission Form by the stipulated date.

GUIDELINES IN BRIEF

1. Courses in Which Admission is Without Entrance Test

a) (Postgraduate, Undergraduate, Certificate Courses and Engineering Courses M. Tech. at Yadavindra College of Engineering, Talwandi Sabo, Lateral entry programmes and Integrated courses, etc.)

The students are advised to follow following two steps:

STEP ONE: Submit the Application-cum-Admission Form On-line

STEP TWO: Appear for the interview as per schedule given on website.

b) [B. Tech. Lateral Entry for Diploma Holders in 2nd year, Five year Engineering Management Integrated Programme (Part-I), Lateral Entry in Five year Engineering Management Integrated Programme (Part-II)]

The students are advised to follow following two steps:

STEP ONE: Submit the Application-cum-Admission Form On-line

STEP TWO: Appear for the interview as per schedule given on website.

2. Admission Through Entrance Test Conducted by Punjabi University, Patiala

The students seeking admission to M.Ed./M.Tech./LL.M/M.Sc. Hon's in Biotechnology and Microbial and Food Technology/MCA/MBA/M.Com. Hon's (Five Year Integrated Programme)/M.Com & M.Com (Finance)/M.Sc. Hon's in Botany (2 Years)/M.Phil. & Ph.D. courses are advised to follow following four steps.

STEP ONE: Submit the Application-cum-Entrance Test Form On-line

STEP TWO: Download the Admit Card

STEP THREE: Appear in the entrance test

STEP FOUR: Successful candidates to appear for counseling/Interview.

DETAILED GUIDELINES

For detailed information of courses and mode of admission please refer to the section "Course summery Index" in the Hand book of information. Application-cum-Admission-Form for all the

courses offered by Punjabi University, Patiala at Patiala campus and its Neighbourhood Campuses/Regional Centres can be submitted through following common online procedure.



STEP-1.

REGISTRATION PROCEDURE

1. Open www.pupadmissions.ac.in
2. Select the Course Category in which you seek admission
3. Fill the Registration Form Online - kindly fill your particulars as Name, Father's Name, Date of Birth, Category (SC/ST or General and all others), Mobile No., e-mail address, etc.
4. Make payment using one of the following mode:
 - a. Online Debit/Credit Card/ Net Banking
 - b. Pay-in-slip of State Bank of Patiala
 - c. Punjabi University Cashier Receipt (Only at Patiala Campus)

- (NOTE: In case of b and c take a printout of the Pay-in-slip and deposit the amount in any branch of the concerned bank/ University Cashier. You will be issued User Id and Password (through SMS) only after confirmation of your payment by Centralized Admission Cell. No need to send the Pay-in-Slip to Centralized Admission Cell, but in case Userid and Password are not received within 48 hours, send the scanned copy of Pay-in-slip (in case c)/ University Cash Receipt along with Payment Receipt (in case d) through email at feeslip@pbi.ac.in.
5. Note down your User id for future use. This completes your registration process subject to payment confirmation. To fill your application form please refer to step 2.

STEP-2 FILL ONLINE APPLICATION FORM

1. Open www.pupadmissions.ac.in and open the Application Form by logging on **Apply button** in the concerned course category using your Login id generated at the end of successful registration.

or

Proceed from Registration Step.
2. Fill the Application Form Online and provide information regarding your academic record, reservation category, etc.
3. After completion of the Application Form click on **SAVE** button.

STEP-3 EDIT YOUR APPLICATION FORM

1. The registered candidates can edit information filled by them in the Application Form for limited period using Login id and password issued to them.

2. Once the Application Fee payment status is confirmed you will be issued Login id and Password. The intimation about this will be made through SMS/e-mail alerts.
3. Candidates making payment using Online Net Banking option or Credit/ Debit Card options will be issued Login id and Password immediately after confirmation of the payment by the gateway.
4. Candidates making payment using Pay-in-slip for SBOP or Punjabi University Patiala Cashier Fee Receipt. Such candidates will be issued Login ID and Password only after confirmation of their payment by Centralized Admission Cell. Candidate will get password through SMS with in 48 hours of deposition of fees. If the candidate does not receive SMS with in this period, he/she will send the scanned copy of fees slip through email to ***feeslip@pbi.ac.in*** with candidates name, User ID, date of depositing fees name of the Bank and branch

STEP-4 PRINT THE FORM

Registered candidates whose payment has been confirmed and who have successfully completed step 2, can print their application forms for their personal record, using User Id and Password.

GUIDELINES FOR GENERAL COURSES

- The candidate is strictly advised to check the admission schedule for the desired course specified in the IMPORTANT DATES mentioned on the website www.pupadmissions.ac.in before filling the online application form.
- A candidate can apply maximum of four different courses offered in the Dropdown List of courses in the respective application form. A single fee will be chargeable in such a case.
- For Entrance test different Application Forms are to be submitted online by paying separate fee for every Entrance Test.
- The candidates are strictly advised to check the Eligibility Criteria mentioned in the Online Handbook of Information for the course in which he/she is seeking admission.
- Candidates who have appeared in the qualifying examination and his/her result is still awaited can submit their application form online in time. He/she has to update his/her online Application Form using **EDIT** option whenever he/she gets the result till the date given by Centralized Admission Cell (it is in the interest of the applicants to complete the information). He/she will be required to submit the result at the time of Interview.
- In case any candidate is found to have furnished false information/false certificate/found to have withheld/concealed information in his/her Application Form, he/she shall be debarred from appearing in entrance test/admission to the course.
- Candidates should deposit the Application Form as per schedule (Important dates) given in the Handbook of Information.
- **Payment Options for Application Fee:** Payment can be made by either through Credit Card/ Debit Card/ Internet Banking or Cash deposited in State Bank of Patiala and HDFC through Pay-in Slip and cash payment at University Cash Counter (only at Punjabi University Patiala Campus).
- Application Fee is non-refundable and non-transferable.

ONLINE APPLICATION FEE

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

Courses in which Admission is without Entrance Test	Rs. 1000/- (Rs.700/- for SC/ST)
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M.Sc. (Honours) Biotechnology & M.Sc. (Honours) Microbial & Food Technology, M.Sc. Hon's in Botany, M.Tech./ LL.M. (2 Years) Courses, M.Com. & M.Com. (Finance) (2 Years), M.Com. Hon's Five Year Integrated Course	Rs. 1700/- (Rs. 1400/- for SC/ST)
MCA/M.Ed./M.Phil/Ph.D.	Rs. 2000/- (Rs. 1400/- for SC/ST)
MBA (Regular Course)	Rs. 3500/- (Processing & Group Discussion)
B.Tech. Four Year [CSE, ECE, ME, Civil] at Patiala Campus	Rs. 3000/- (Rs. 2000/- for SC/ST)

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