

Important Instructions For Filling The Admission Form :-

1. Read carefully the instructions given in the prospectus as also in the admission form.
2. Fill the admission form in your own hand, get it signed by parents/guardians.
3. The parents/guardian must read the rules and regulations before putting signature on the form.
4. Attach following documents with admission form
 - i) Passport size photographs = two (1 is to be pasted on form, 1 to be stapled)
 - ii) 1 Stamp size photograph (To be pasted on ID card)
 - iii) Character Certificate from institution last attended (not required for old students)
 - iv) Attested copy of last exam passed.
5. Students from any other University/Board are required to furnish the original detailed marks certificate of previous examination passed.
6. Students passing their lower examination from other University/Board are required to obtain & produce Eligibility Certificate issued by Punjabi University, Patiala. They are also required to obtain Migration Certificate from their previous University/Board.
7. Please attach attested copies of reserved category certificate, If any.
8. If admission is granted, deposit the fees at appropriate fee counter on the same day.

RESERVATION OF SEATS

A) According to the Punjab Government Letter No. 389 (S) - 99/7/87.c. (Edu) 3 dated 14.7.87 seats have been reserved for various categories of candidates as under :

1. Scheduled Castes / Schedule Tribes	25%
2. OBC / Backward Classes (Reference director education (Punjab Memo No. 11/6-2017 A (6)/752 Date Chandigarh: 17-04-17)	10%
3. Defence Forces	2%
4. Wards of Paramilitary Forces/CRPF/BSF/Police Personnel	2%
5. Sportsmen	2%
6. Wards of Edu. Dept. Personnel	2%
7. Handicapped	3%
8. Terrorist affected/Internal/External Migrants	2%
9. Children/Grand Children of Freedom Fighters	2%

B) Extra 10% seats for rural students after fulfillment of conditions.

C) Students participating in youth festivals, maximum seats reserved for them are eight at entry point. Subject to approval of committee constituted by Principal of the college and according to university norms.

D) Two seats for students of Jammu & Kashmir under supernumerary kota.

LIST OF FAKE UNIVERSITIES (AS PER UGC WEBSITE APRIL 2018)

1. Maithili University/Vishwavidyalaya, Darbhanga, Bihar.
2. Commercial University Ltd., Daryaganj, Delhi.
3. United Nations University, Delhi.
4. Vocational University, Delhi.
5. ADR-Centric Juridical University, ADR House, 8J, Gopala Tower, 25 Rajendra Place, New Delhi - 110 008.
6. Indian Institute of Science and Engineering, New Delhi.
7. Viswakarma Open University for Self-Employment, Rozgar Sewasadan, 672, Sanjay Enclave, Opp. GTK Depot, Delhi-110033.
8. Adhyatmik Vishwavidyalaya (Spiritual University), 351-352, Phase-I, Block-A, Vijay Vihar, Rithala, Rohini, Delhi-110085
9. Badaganvi Sarkar World Open University Education Society, Gokak, Belgaum, Karnataka.
10. St. John's University, Kishanattam, Kerala.
11. Raja Arabic University, Nagpur, Maharashtra.
12. Indian Institute of Alternative Medicine, Kolkatta.
13. Institute of Alternative Medicine and Research, 8-A, Diamond Harbour Road, Bultech inn, 2nd Floor, Thakurpurkur, Kolkatta - 700063
14. Varanaseya Sanskrit Vishwavidyalaya, Varanasi (UP) Jagatpuri, Delhi.
15. Mahila Gram Vidyapith/Vishwavidyalaya, (Women's University) Prayag, Allahabad, Uttar Pradesh.
16. Gandhi Hindi Vidyapith, Prayag, Allahabad, Uttar Pradesh.
17. National University of Electro Complex Homeopathy, Kanpur, Uttar Pradesh.
18. Netaji Subhash Chandra Bose University (Open University), Achaltal, Aligarh, Uttar Pradesh.
19. Uttar Pradesh Vishwavidyalaya, Kosi Kalan, Mathura, Uttar Pradesh.
20. Maharana Pratap Shiksha Niketan Vishwavidyalaya, Pratapgarh, Uttar Pradesh.
21. Indraprastha Shiksha Parishad, Institutional Area, Khoda, Makanpur, Noida Phase-II, Uttar Pradesh.
22. Nababharat Shiksha Parishad, Anupoorna Bhawan, Plot No. 242, Pani Tanki Road, Shaktinagar, Rourkela-769014.
23. North Orissa University of Agriculture & Technology, Odisha.
24. Sree Bodhi Academy of Higher Education, No. 186, Thilaspeth, Vazhuthavoor Road, Puducherry-605009

CONDITIONS FOR ADMISSION

1. All admission for all graduation and post graduation classes & Other courses shall be provisional subject to approval/confirmation of admission by Punjabi University. The College shall not be responsible if university does not approve admission of any student due to wrong or incomplete particulars submitted by him/her or for want of any requisite document. Therefore before filling in the form, the candidate must ensure that he/she is eligible for admission to a particular class. If any ineligibility is detected at any stage, the admission shall be cancelled and college shall not be responsible in any case.
2. **The Principal reserves the right to refuse admission to any student whose behaviour was not found up to mark in the previous class.**
3. The Principal reserves the right to refuse admission to any student without assigning any reason.
4. The Principal can cancel the admission of any student who has been admitted to the college without assigning any reason whatsoever.
5. Students will keep their mobile phones on silent mode in campus and no mobile phone is allowed in campus during examination.

GENERAL RULES FOR ADMISSION & RESERVATION OF SEATS

1. Every Candidate seeking admission to the college shall possess a copy of the College Prospectus including the Admission Form, available from the College Office on payment of Rs. 250/- (Rs. 275/- by Post)
2. Every Candidate must complete the admission form in all respects along with attested copies of supporting certificates and two passport size photographs.
3. Every student is required to produce in original the university/Board Certificate of having passed the Previous Examination and a character certificate from the institution last attended.
4. Those who are already registered with the Board/University must produce their registration card at the time of admission.
5. a) Students from any other University/Board are required to furnish the original marks certificate of previous examination passed along with migration certificate.
b) Students passing their lower examination from other University/Board are required to obtain and produce eligibility certificate issued by Punjabi University, Patiala





Admission To Re-Evaluation Cases

Students seeking admission to next class on the basis of re-evaluation are eligible to get admission upto 14th September, 2018 under semester system.

Eligibility for University Examination

House Examination & Attendance for Graduation & Post Graduation Students.

To be eligible for Examinations :

- i) (a) For the students of all Graduation Courses and Post Graduation Courses eligibility conditions for appearing in exams will be as per Punjabi University Norms.
- (b) A student should have obtained marks according to university rules and will have to appear in special test in case of failure to obtain minimum marks in house test.
- ii) A student must have attended at least 75% of the total lectures/practicals/tutorials in each subject. For genuine reason the Principal is empowered to condone shortage in attendance according to university norms. The Principal has right to detain the roll number of students according to university norms if he/she does not fulfil norms of attendance and marks in house tests.

Note : Under the Punjabi University regulations, students who do not fulfil the above conditions, cannot appear in the examination.



PAYMENT OF FEES & FUNDS

Common for all Students

The applicant must study the fee-structure before signing and submitting application for admission to a course.

1. The security will be refunded in the month of November in the next session.
2. Security not withdrawn up to 30th June of the following session shall lapse automatically.
3. All students coming on scooters/motorcycles shall have to pay motorcycle fee for the entire session. Any student found evading the payment of fee will be charged double the normal fee.
4. Any enhancement in fee and funds by the Punjabi University / Punjab Govt. / Managing Committee / College authorities at any stage shall be binding on the students of all classes. The proposed revised fee structure, if any, will be notified to the students.

FEES STRUCTURE FOR POST GRADUATE COURSES (Excluding University Examination Fee)

M.Sc. IT-I Rs. 30,000/- for the session (Rs. 15,000/- per semester)

M.Sc. IT-II & M.Sc.-II Lateral entry Rs. 30,000/- for the session (Rs. 15,000/- per semester)

M.Sc. Math Ist year Rs. 26,000/- for the session (Rs. 13,000/- per semester)

M.Sc. Math IInd year Rs. 26,000/- for the session (Rs. 13,000/- per semester)

M.A. History Ist year Rs. 23,000/- for the session (Rs. 11,500/- per semester)

M.A. History IInd year Rs. 23,000/- for the session (Rs. 11,500/- per semester)

M.A. English Ist year Rs. 25,000/- for the session (Rs. 12,500/- per semester)

M.A. English IInd year Rs. 25,000/- for the session (Rs. 12,500/- per semester)

M.Com Ist year Rs. 26,000/- for the session (Rs. 13,000/- per semester)

M.Com IInd year Rs. 26,000/- for the session (Rs. 13,000/- per semester)

M.A. Punjabi Ist year Rs. 23,000/- for the session (Rs. 11,500/- per semester)

M.A. Punjabi IInd year Rs. 23,000/- for the session (Rs. 11,500/- per semester)

M.A. Pol. Sci. Ist year Rs. 23,000/- for the session (Rs. 11,500/- per semester)

M.A. Pol. Sci. IInd year Rs. 23,000/- for the session (Rs. 11,500/- per semester)

M.Sc. Chemistry Ist year Rs. 50,000/- for the session (Rs. 25,000/- per semester)

M.Sc. Chemistry IInd year Rs. 50,000/- for the session (Rs. 25,000/- per semester)

Certificate Verification Fee & Migration Fee if applicable & Uni. Examination Fee extra.

Note : This fee is for the full session and is subject to any revision by the Management / College/ Punjabi University/ Punjab Govt.



1st Installment* (Including University Examination Fee)

	B.A.	B.Com	B.A. with Computer	B.A. with Phy. Edu	B.A. English Hons. 2nd Year	B.A. English Hons. 3rs Year	B.Com with Add on Course	B.Sc (N.M./M.)	BCA	BBA	PGDCA	BBA with Add on Course
Fresher	12725	13275	14475	13725	-	-	14595	13845	17120	17120	12170	18620
Old	12145	12145	13895	13145	17715	18715	13465	13325	16620	16620	-	-

2nd Installment* (Including University Examination Fee)

	B.A.	B.Com	B.A. with Computer	B.A. with Phy. Edu	B.A. English Hons. 2nd Year	B.A. English Hons. 3rs Year	B.Com with Add on Course	B.Sc (N.M./M.)	BCA	BBA	PGDCA	BBA with Add on Course
Fresher	12310	12310	14060	13310	-	-	13630	13490	17120	17120	12170	18020
Old	11920	11920	13670	12920	13490	13490	13240	13040	16620	16620	-	-

Fee Detail of Post Graduate Classes* (Including University Examination Fee)

S. No.	Classes	Fee 1st & 3rd Semester	Fee 2nd & 4th Semester
1.	M.Sc IT	17120	17120
2.	M.Sc IT LE	19240	19240
3.	M.Sc Maths	15120	15120
4.	M.A. History 1st Year	13070	13070
5.	M.A. History 2nd Year	13070	13070
6.	M.A. English 1st & 2nd Year	14070	14070
7.	M.Com 1st & 2nd Year	14620	14620
8.	M.A. Punjabi 1st & 2nd Year	13070	13070
9.	M.A. Pol. Sci. 1st & 2nd Year	13070	13070
10.	M.Sc Chemistry 1st Year	27120	27120
11.	M.Sc Chemistry 2nd Year	27120	27120

*All Charges subject to Change/revision as per Punjab Govt./University/Management Instructions.

* Motor Cycle & Scooter Fees Rs. 500/- per annum. Migration Fee Rs. 150/- extra, if applicable.

* Students are required to obtain no dues slip in the month of April.

Important Note:-

- Rs. 10/- per day late payment fine will be charged after the due date.
- Those caught writing on the walls and black boards damaging college property including electric fittings, fans, taps, furniture etc. will be fined heavily. Cell phones will be confiscated.
- 7 day absence will lead to striking off the name. Re-admission will be as per university/college rules at the discretion of the Principal.
- Students caught taking drugs or trying to bring outsiders will be fined heavily and can also be expelled.
- Charges of absence per day will be Rs. 5/- in addition to the absentee fine prescribed by the university.
- Student absent or on leave from the college must arrange to pay his/her fee on the due date.

Rules & Regulations Leave Rules

- Leave for absence from the College should be applied for when absolutely necessary.
- Leave should be secured personally before it is availed of. In case of serious illness, the leave application should be submitted immediately on returning to the college.
- Leave application should be signed by the applicant's father/guardian.
- A Medical certificate should be attached with the leave application in case of long illness.
- Leave up to 6 days will be granted by the teacher incharge of various classes and for a period of more than 6 days by the Principal.

RIGHT TO SERVICE

Punjab Right to Service Commission Act came into effect on 20th October, 2011. In order to disseminate information amongst students regarding the procedures of university/affiliated colleges and facilitate effective, efficient, hassle free and prompt service delivery to students, a Right to Service Cell has been constituted in the college with Dr. K.S.Mann as the nodal officer.



S. No.	Name of the Service	Given Limit (working days)	Designated Officer	First Appellate Authority	Second Appellate Authority
1.	Issuance of Duplicate Certificate	30 days	Registrar (University)	Vice Chancellor	Principal Secretary Higher Education / Financial Commissioner, Development of University
2.	Issuance of Original Migration Certificate/Detail Marks Card/ Verification of Documents	15 days	Registrar (University)	Vice Chancellor	Principal Secretary Higher Education / Financial Commissioner, Development of University
3.	Issuance of Degree for successful candidates	By 31st October every year.	Registrar (University)	Vice Chancellor	Principal Secretary Higher Education / Financial Commissioner, Development of University

Help Desk No. 0172-2790182

E-mail: rtspunjab@gmail.com; rtspunjab@gov.in

Dr. Kulwinder Singh Mann

(Nodal Officer)

M: 9417325696

O: 0164-2214555, 2241666

E-mail: kulwindermann@hotmail.com

ANTI-RAGGING COMMITTEE

As per the order of Hon'ble Supreme Court of India, Ragging in educational Institutions is strictly banned. Therefore, Ragging in any form is strictly banned.



1. Prof. Aman Malhotra (Convener)
3. Dr. Gurpreet Singh
5. Dr. Vandana Jindal

2. Prof. Sandeep Bhatia
4. Dr. Kusum Gupta
6. Prof. Sukhdeep Kaur

"As per orders of Hon'ble Supreme Court of India Ref. No. SLP © No. 24295/2004, any student involved in ragging may be expelled from the institution.

COMMITTEE FOR REDRESSAL OF GRIEVANCES ARISING OUT OF SEXUAL HARASSMENT

A committee has been formed, consisting of the following members to redress the grievances arising out of sexual harassment.

1. Prof. Anuja Puri (Convener)
3. Prof. Satish Grover
5. Prof. Aman Malhotra
7. Prof. Monika Bhatia

2. Prof. Mahesh Inder Singh
4. Prof. Ravinder Singh
6. Dr. Sukhdeep Kaur

RIGHT TO INFORMATION

The Right to Information Act, 2005 (22 of 2005) has been enacted by the Parliament and has come into force from 15 June, 2005. In order to promote transparency and accountability in the working of every sector, the Act provides for right to information for citizens to secure access to information under the control of public authorities.

The Principal Dr. Sanjeev Sharma is the Public Information Officer (PIO) of the college and Chairman Local Committee as the First Appellate Authority.