

GURU KASHI DEPARTMENT OF LANGUAGES

PUNJABI UNIVERSITY GURU KASHI CAMPUS DAMDAMA SAHIB, TALWANDI SAB
DISTT. BATHINDA

ADMISSIONS 2024-25

HANDBOOK OF INFORMATION



GURU KASHI DEPARTMENT OF LANGUAGES

Contacts for Admission related inquiry:

Admission Incharge Dr. Sandeep Rana: 98728-87551

Mr. Gurmeet Singh: 97795-45811

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 along with 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.



Scan this QR code to fill admission registration form

ਯੂਨੀਵਰਸਿਟੀ ਧੁਨੀ

ਆਸਾ ਮਹਲਾ ॥੧॥ਚਉਪਦੇ॥

ਵਿਦਿਆ ਵੀਚਾਰੀ ਤਾਂ ਪਰਉਪਕਾਰੀ ।
 ਜਾ ਪੰਚ ਰਾਸੀ ਤਾ ਤੀਰਥ ਵਾਸੀ ॥੧॥
 ਘੁੰਗਰੂ ਵਾਜੇ ਜੇ ਮਨੁ ਲਾਗੈ ।
 ਤਉ ਜਮੁ ਕਹਾ ਕਰੇ ਮੇ 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)

Centralized Admission Cell

Coordinator

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

Co-Coordinator

Dr. Kawaljeet Singh, Director, University Computer Centre
Dr. Gurpreet Singh Josan, Associate Professor, Computer Science

Co-Coordinator (Computer Operations)

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

Technical cum Result Evaluation Team

Sh. Satish Mittal, Technical Assistant (Teaching Aid), University Computer Center
Sh. Sukhdeep Singh, Assistant System Analyst, University Computer Centre
Sh. Arshdeep Singh, Trainee Programmer, University Computer Centre

Administrative/Secretarial Staff

Sh. Kuldeep Singh, Superintendent, Economics
Sh. Mandeep Singh Batra, Technical Assistant, Centralized Admission Cell
Sh. Amit Kumar, Technical Assistant, Centralized Admission Cell
Smt. Rajni Kalyan, Senior Assistant, Centralized Admission Cell
Sh. Rajkumar, Senior Assistant, Banda Singh Bahadar Hostel
Sh. Amrik Singh, Clerk, Centralized Admission Cell
Smt. Manju Fulara, Clerk, Centralized Admission Cell

Centralized Admission Cell

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

CONTENTS

	Page No.
➤ <u>Important Dates & Academic Calendar</u>	6
➤ <u>Functionaries of the University</u>	7
➤ <u>Punjabi University, Patiala: An Introduction</u>	8
➤ <u>About the department</u>	18
➤ <u>Fee Structure</u>	21
➤ <u>Admission Form Format</u>	22
➤ <u>Refund Policy</u>	26
➤ <u>Admission Procedures and Rules</u>	29
➤ <u>Reservation Policy</u>	35
➤ <u>List of Faculties & their deans</u>	44
➤ <u>List of Fake Universities</u>	45
➤ <u>Notifications and Format of Certificates</u>	46

IMPORTANT DATES

Start of Application form for admission to PG courses	22 April 2024
Last date of Admission for PG courses without late fee	19 July 2024

Academic Calendar of Session 2024-25

1.	Summer Break	From 14 June to 12 July 2024
2.	First Semester	From 22 July to 08 November 2024
3.	Examination of 1 st Semester	From 18 November 2024
4.	Winter Break	From 26 December 2024 to 03 January 2025
5.	Second Semester	From 6 January to 25 April 2025
6.	Examination of 2 nd Semester	From 05 May 2025

FUNCTIONARIES OF THE UNIVERSITY

Functionaries	Name	Telephone Numbers	
		Office	Residence
Chancellor	Sh. Banwari Lal Purohit	0172-2740740	0172-2740608
Vice-Chancellor	Sh. KK Yadav	513 6001	513 6005
Dean, Academic Affairs	Prof. A.K. Tiwari	513 6150	2208013
Registrar	Prof. Navjot Kaur	513 6030	--
Dean, Research	Prof. Manjit Singh paterh	513 6303	--
Associate Dean Research	Prof. Mukesh Kumar Thakar	513 6303	
Dean, College Development Council	Prof. Anupama	513 6165	--
Dean Students' Welfare	Prof. Harwinder Kaur	513 6415	
Dean Alumni Association	Dr. Gurmukh singh	513 6427	--
Co-ordinator, Alumni Association	Dr. Wlillamjit Singh		
Controller (Examination Branch)	Prof. Vishal Goyal	513 6371	
Director, IAS Training Centre	Dr. Amar Inder Singh	513 6352	--
Director, Placement Cell	Prof. Jasvinder Singh	513 6325	--
Director Sports	Dr. Ajita	513 6430	--
Director, Centre for Diaspora Studies	Prof. Gurmukh Singh	513 6511	--
Director, University Computer Centre	Dr. Kawaljeet Singh	513 6314	--
Director, EICH, CREST	Prof. Balwinder Singh Sooch		
Coordinator, EICH, CREST	Prof. Gurpreet Singh		
Director, Directorate of International Affairs	Prof. Ranjit Kaur	513 6429	--
Director, UGC-HRDC	Prof. Munruchi Kaur	5136508	
Director, Planning & Monitoring	Prof. Sanjeev Puri	5136341	
Director, IQAC	Prof. Dharamveer Sharma	513 6310	
Director, Entrepreneurship and Skill Development Cell	Prof. Manjit Singh		
Coordinator, Centralized Admission Cell	Prof. Gulshan Bansal	5136522	
Finance Officer	Dr. Parmod Aggarwal	513 6050	--
Director, PUGKC Talwandi Sabo	Prof. Kamaljeet Singh		
Provost	Prof. Inderjeet Singh Chahal	513 6417	
Provost (Girls)	Prof. Ajita	513 6525	
	Sh. Naresh Mittal	513 6100	513 6113
Executive Engineer			
Coordinator N.S.S. & Coordinator TOC	Prof. Mamta Sharma	513 6427	--
Senior Medical Officer, Health Centre	Dr. Regina Maini	513 6099	--
Public Relation Officer	Dr. Sarbjit Singh Kangniwal		
Suvidha Center	Prof. Bhupinder Singh Virk	513 6366	
Incharge Youth Welfare	Dr. Gagandeep Thapa	513 6342	
Incharge, Right to Information Cell	Prof. Monika Chawla	513 6332	
Incharge, Bhai Kahan Singh Nabha	Dr. Gurjeet Kaur	513 6152	
Incharge, Vehicle Pass Cell	Dr. Gautam Sood	513 6559	--
Security Officer		513 6080	513 6085
Centre For Restoration of Ecosystem of Punjab (CRESP) (Director)	Dr. Himender Bharti	513 6329	
Coordinator CEPWD	Dr. Kiran		

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

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 (Neighborhood 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
- S. Swaran Singh Boparai, Kirti Chakra, Padma Shri
- Dr. Jaspal Singh
- Dr. B.S. Ghuman
- Prof. Arvind
- Sh. KK Yadav (Present)

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 the 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 center programmes form 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.

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. 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 organizes 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 Encyclopedia of Sikhism have also been established. The University has also released a set of four volumes, on Encyclopedia 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, Neighborhood 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-curriculum 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.

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.

Sr. No.	Cycle	Grade	CGPA	Year of Accreditation	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
4.	4 th Cycle	A ⁺		2023	2023-2028

- 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.

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, Trivandrum.
- 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 Organization.

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.

The University has **29 Regional Centers/Neighborhood Campuses/Constituent Colleges**. Punjabi University Guru Kashi Campus (Regional Centre) have five teaching departments. These departments are Department of Business Studies, Guru Kashi Department of Social Sciences, Guru Kashi Department of Languages, Yadavindra Department of Sciences and Yadavindra Department of Engineering. Other regional centers are located at Bathinda, Regional Centre for Information Technology and Management, Mohali; College of Engineering & Management, Rampura Phul, Nawab Sher Mohammad Khan Institute of Advanced Studies, Malerkotla; Dr. Balbir Singh Sahitya Kendra, Dehradun; Neighborhood Campus, Jhunir, Punjabi University Baba Jogi Peer Neighborhood Campus Ralla; Punjabi University Akali Phula Singh Neighborhood Campus, Dehla Seehan; Punjabi University Neighborhood Campus, Jaito. In order to spread higher education in the rural areas the University has taken over a 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 organizes 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.

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 in 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 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 organization 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.

Faculty Members: GURU KASHI DEPARTMENT OF LANGUAGES

Honorary Professor (English)

1. Parmjit Singh Ramana, Ph.D.

Professor

1. Sushil Kumar, M.Phil., Ph.D. **Head**

Assistant Professor

1. Dr. Sandeep Rana, M.Phil, Ph.D.
2. Dr. Sunita Rani, M.Phil, Ph.D.
3. Dr. Bhavna Sharma, Ph.D
4. Ms. Deepak R Girdhar, M.Phil, UGC-NET
5. Dr. Manminder Kaur, M.Phil, Ph.D.
6. Dr. Veerpal Kaur, Ph.D
7. Dr. Sandeep Kaur, Ph.D
8. Ms. Amritpal Kaur, M.Phil, UGC-NET
9. Mr. Karamjeet Singh, M.Phil, UGC-NET
10. Mr Udeswar Udey Singh. MA, UGC-NET
11. Dr Payaldeep Kaur, Ph.D
12. Ms. Harmandeep Kaur, M.Phil, UGC-NET
13. Dr. Navjot Singh, M.Phil, Ph.D.
14. Mr Gurmeet Singh, MA, UGC-NET
15. Mr.Satnam Singh, M.Phil, UGC-NET
16. Mr. Sukhpal Singh, MA, UGC-NET
17. Ms. Sukhjinder Kaur, MA, UGC-NET
18. Ms. Gagandeep Kaur, MA
19. Ms. Neha, MA

Courses: GURU KASHI DEPARTMENT OF LANGUAGES

1.	<i>M.A Punjabi Hons. (2 years)</i>	<i>Students Intake: 30</i>
	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.	
2.	<i>M.A English Hons. (2 years)</i>	<i>Students Intake: 30</i>
	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.	
3.	<i>Certificate Course in Translation (6 month)</i>	<i>Students Intake: 30</i>
	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.	

About Guru Kashi Department of Languages

- Guru Kashi Department of Languages is one of the five departments of Punjabi University Guru Kashi Campus Damdama Sahib (Talwandi Sabo). The campus has been playing significant role in imparting higher education to the rural students of Punjab and surrounding states since 1961. Similarly, the department is also committed to play the vital role in providing the knowledge to the rural students in the field of language, literature and translation studies. The department enrolls students (most of them are rural, girls, poor) in MA Punjabi, MA English and Certificate Course in Translation. Many students of the department have published their poetry, criticism and translation. In order to enhance their creativity and imagination power, the department has been organising national/international seminars, workshops, expert talks.
- Besides, every month, the department organizes a competition among the students and celebrates the birthday of literary writers, critics and translators. The students, research scholars and faculty of the department have translated and published Anuradha Beniwal's *Azadi Mera Brand* and Dostoevsky's *Notes from Underground* into Punjabi.
- By inspiring and leading students towards language learning, literature reading and writing, the department endeavours to make the students skillful and employable.

At present, the courses being offered by the GKDL are:

- M.A (Hons.) Punjabi (2 years)
- M.A (Hons.) English (2 years)
- Certificate Course in Translation (6 month)

FACILITIES

The Campus has vast, well planned with airy lecture rooms, seminar hall, conference room, 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

Punjabi University Guru Kashi Campus (Regional Centre) have five teaching departments. These departments are Department of Business Studies, Guru Kashi Department of Social Sciences, Guru Kashi Department of Languages, Yadavindra Department of Sciences and Yadavindra Department of Engineering. Central library at Talwandi Sabo campus 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 block with latest digital equipment (LCD projectors). 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

Punjabi University Guru Kashi 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

Punjabi University Guru Kashi 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 multistorey 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.

Contacts for Admission related inquiry:

Admission Incharge Dr. Sandeep Rana: 98728-87551

Mr. Gurmeet Singh: 97795-45811



Scan this QR code to fill admission registration form

Fee Structure

Class	1 st Installment		2 nd Installment		Grand Total Fee SC Students	Grand Total Fee (Unreserved)
	Total 1 st installment	SC Category	Total 2 nd installment	SC Category		
M.A. I (Hons.) Punjabi/English (Registered Students)	10780	1290	7770	0	1290	18550
M.A. I (Hons.) Punjabi/English (Un-registered Students)	10780	2340	7770	0	2340	19600
M.A. II (Hons.) Punjabi/English	11990	240	4960	0	240	16950

ਨੋਟ:

1. ਭਵਿੱਖ ਵਿੱਚ ਯੂਨੀਵਰਸਿਟੀ ਦੇ ਨਿਰਦੇਸ਼ਾਂ ਅਨੁਸਾਰ ਫੀਸ ਢਾਂਚੇ ਵਿੱਚ ਮਾਮੂਲੀ ਤਬਦੀਲੀਆਂ ਕੀਤੀਆਂ ਜਾ ਸਕਦੀਆਂ ਹਨ।
2. ਐਸ.ਸੀ.ਸ਼੍ਰੇਣੀ ਦੇ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਸਰਕਾਰ ਦੇ ਨਿਯਮਾਂ ਅਨੁਸਾਰ ਲਾਭ ਦਿੱਤਾ ਜਾਵੇਗਾ।

Admission form format



ਗੁਰੂ ਕਾਸ਼ੀ ਭਾਸ਼ਾਵਾਂ ਵਿਭਾਗ

ਗੁਰੂ ਕਾਸ਼ੀ ਸੋਸ਼ਲ ਸਾਇੰਸਿਜ਼ ਵਿਭਾਗ

ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ ਗੁਰੂ ਕਾਸ਼ੀ ਕੈਂਪਸ, ਰਾਮਾਂ ਰੋਡ, ਦਮਦਮਾ ਸਾਹਿਬ (ਤਲਵੰਡੀ ਸਾਬੋ)
ਦਾਖਲਾ ਫਾਰਮ 2024-25

ਰੋਲ ਨੰਬਰ

ਫਾਰਮ ਨੰ:

ਵਿਦਿਆਰਥੀ ਦੀ ਕੈਟਾਗਰੀ
(ਅਜਿਹਾ ਨਾ ਲਿਖਣ ਤੇ ਫਾਰਮ ਜਨਰਲ ਕੈਟਾਗਰੀ ਲਈ ਸਮਝਿਆ ਜਾਵੇਗਾ)

ਮਾਧਿਅਮ

ਪੇਂਡੂ/ਸ਼ਹਿਰੀ

ਸੋਸ਼ਲ ਸਾਇੰਸਿਜ਼/ਭਾਸ਼ਾਵਾਂ ਵਿਭਾਗ (ਨਿਸ਼ਾਨ ਲਗਾਓ)

ਆਨਲਾਈਨ ਭਰੇ ਫਾਰਮ ਦੀ ਆਈ.ਡੀ.

1. ਜਿਸ ਜਮਾਤ ਵਿੱਚ ਦਾਖਲਾ ਲੈਣਾ ਚਾਹੁੰਦੇ ਹੋ

2. ਨਾਂ (ਪੰਜਾਬੀ ਵਿੱਚ)

(ਅੰਗਰੇਜ਼ੀ ਦੇ ਵੱਡੇ ਅੱਖਰਾਂ ਵਿੱਚ)

3. (ਓ) ਪਿਤਾ ਦਾ ਨਾਂ (ਪੰਜਾਬੀ ਵਿੱਚ) ਸ਼੍ਰੀ.....

(ਅੰਗਰੇਜ਼ੀ ਵਿੱਚ) Sh.

(ਅ) ਮਾਤਾ ਦਾ ਨਾਂ (ਪੰਜਾਬੀ ਵਿੱਚ) ਸ਼੍ਰੀਮਤੀ.....

(ਅੰਗਰੇਜ਼ੀ ਵਿੱਚ) Smt.

ਵਿਦਿਆਰਥੀ ਦੇ ਦਸਤਖਤ
(Signature)

4. ਆਧਾਰ ਕਾਰਡ ਨੰ:

Whatsapp No.

5. ਜਨਮ ਮਿਤੀ

Email.

6. ਪੱਕਾ ਪਤਾ

ਤਹਿ.....ਜਿਲ੍ਹਾ.....ਪ੍ਰਾਂਤ.....

7. ਬੀ.ਏ. ਕਲਾਸ ਦੇ ਵਿਦਿਆਰਥੀ ਸਿਰਫ ਆਪਣਾ Combination/Group ਨੰ: ਹੀ ਲਿਖਣ :

Optional Subjects : I..... II..... III.....

8. ਪਿਛਲਾ ਵਿਦਿਅਕ ਰਿਕਾਰਡ

ਸਾਲ	ਪ੍ਰੀਖਿਆ	ਯੂਨੀ./ਬੋਰਡ	ਰੋਲ ਨੰ.	ਨਤੀਜਾ	ਅੰਕ	ਪ੍ਰਤੀਸ਼ਤ	ਵਿਸ਼ੇ
	ਮੈਟ੍ਰਿਕ						
	10+2						
	ਸੈਸਟਰ-1						
	ਸੈਸਟਰ-2						
	ਸੈਸਟਰ-3						
	ਸੈਸਟਰ-4						
	ਸੈਸਟਰ-5						
	ਸੈਸਟਰ-6						

10. ਕੀ ਸਾਲ 2023-2024 ਦੌਰਾਨ ਇਸ ਵਿਭਾਗ ਦੇ ਵਿਦਿਆਰਥੀ ਰਹੇ ਹੋ। ਹਾਂ ☐ / ਨਹੀਂ ☐ ਜੇਕਰ ਰਹੇ ਹੋ ਤਾਂ ਲਿਖੋ
ਜਮਾਤ.....ਰੋਲ ਨੰ: ਰਜਿਸਟ੍ਰੇਸ਼ਨ ਨੰ (ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ)

11. ਕੀ ਤੁਹਾਨੂੰ ਦੁਰ-ਵਿਵਹਾਰ ਜਾਂ ਅਣਉਚਿਤ ਸਾਧਨਾਂ ਦੀ ਵਰਤੋਂ ਕਾਰਨ ਕਦੇ ਕੋਈ ਸਜ਼ਾ ਮਿਲੀ ਹੈ ? ਜੇ ਹਾਂ ਤਾਂ ਵੇਰਵਾ ਦਿਓ :
ਸੈਸ਼ਨਜਮਾਤ.....ਰੋਲ ਨੰ:

ਨਤੀਜਾ ਲੇਟ ਘੋਸ਼ਿਤ ਹੋਣ ਦੀ ਸੂਰਤ ਵਿੱਚ

12. ਪਾਸ ਕੀਤੀ ਪ੍ਰੀਖਿਆ ਦਾ ਨਾਂ ਨਤੀਜਾ ਘੋਸ਼ਿਤ ਹੋਣ ਦੀ ਮਿਤੀ
ਘੋਸ਼ਣਾ

(ੳ) ਮੈਂ ਘੋਸ਼ਣਾ ਕਰਦਾ ਹਾਂ ਕਿ ਵਿਭਾਗ ਹੈੱਡ ਬੁੱਕ ਆਫ ਇਨਫਰਮੇਸ਼ਨ 2024-25 ਵਿੱਚ ਦਿੱਤੀ ਸਾਰੀ ਸੂਚਨਾ ਮੈਂ ਪੜ੍ਹ ਲਈ ਹੈ। ਮੈਂ ਇਕਰਾਰ ਮੈਂ ਜੇ ਕਰਦੀ/ਕਰਦਾ ਹਾਂ ਕਿ ਮੈਂ ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ ਗੁਰੂ ਕਾਸ਼ੀ ਕੈਂਪਸ, ਤਲਵੰਡੀ ਸਾਬੋ ਦੇ ਨਿਯਮਾਂ ਦੀ ਪਾਲਣਾ ਕਰਾਂਗੀ/ਕਰਾਂਗਾ।

(ਅ) ਮੈਂ ਸੱਚੇ ਦਿਲੋਂ ਬਿਆਨ ਕਰਦੀ/ਕਰਦਾ ਹਾਂ ਕਿ ਮੈਂ ਜਿਸ ਜਮਾਤ ਵਿੱਚ ਦਾਖਲਾ ਲੈ ਰਹੀ/ਰਿਹਾ ਹਾਂ। ਉਸ ਲਈ ਮੈਨੂੰ ਯੂਨੀਵਰਸਿਟੀ ਅਤੇ ਕੈਂਪਸ ਤੋਂ ਅਯੋਗ ਨਹੀਂ ਠਹਿਰਾਇਆ ਗਿਆ ਹੈ।

(ੲ) ਮੈਂ ਕਿਸੇ ਅਧਿਆਪਕ/ਕਰਮਚਾਰੀ ਨਾਲ ਦੁਰ-ਵਿਵਹਾਰ ਨਹੀਂ ਕਰਾਂਗੀ/ਕਰਾਂਗਾ ਅਤੇ ਕਿਸੇ ਵੀ ਬਾਹਰਲੇ ਵਿਅਕਤੀ ਨੂੰ ਕੈਂਪਸ ਵਿੱਚ ਨਹੀਂ ਲੈ ਕੇ ਆਵਾਂਗੀ/ਆਵਾਂਗਾ।

(ਸ) ਮੈਂ ਵਿਭਾਗ ਵਿੱਚ ਲਗਾਤਾਰ ਆਪਣੀ ਕਲਾਸ ਵਿੱਚ ਹਾਜ਼ਰ ਹੋਵਾਂਗੀ/ਹੋਵਾਂਗਾ ਅਤੇ ਸਾਰੀਆਂ ਘਰੇਲੂ ਪ੍ਰੀਖਿਆਵਾਂ ਵਿੱਚ ਬੈਠਾਂਗੀ/ਬੈਠਾਂਗਾ।

(ਹ) ਮੈਂ ਸ਼ਨਾਖਤੀ ਕਾਰਡ ਤੋਂ ਬਗੈਰ ਨਹੀਂ ਅਵਾਂਗੀ/ਆਵਾਂਗਾ ਅਤੇ ਅਧਿਆਪਕ ਜਾਂ ਸਕਿਉਰਟੀ ਕਰਮਚਾਰੀ ਦੇ ਕਹਿਣ ਤੇ ਚੈੱਕ ਕਰਾਵਾਂਗੀ/ਕਰਾਵਾਂਗਾ।

(ਕ) ਮੈਂ ਰੈਗਿੰਗ ਜਾਂ ਇਸ ਨਾਲ ਸਬੰਧਿਤ ਕਿਸੇ ਸਰਗਰਮੀ ਵਿੱਚ ਸ਼ਾਮਲ ਨਹੀਂ ਹੋਵਾਂਗੀ/ਹੋਵਾਂਗਾ।

(ਖ) ਮੈਂ ਸੱਚੇ ਦਿਲੋਂ ਬਿਆਨ ਕਰਦੀ/ਕਰਦਾ ਹਾਂ ਕਿ ਉਪਰੋਕਤ ਤੱਥ ਠੀਕ ਅਤੇ ਸਹੀ ਹਨ।

(ਗ) ਪੂਰੇ ਸੈਸ਼ਨ ਦੌਰਾਨ ਮੇਰੇ ਦੁਆਰਾ 75% ਹਾਜ਼ਰੀ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇਗੀ। ਅਜਿਹਾ ਨਾ ਹੋਣ ਦੀ ਸੂਰਤ ਵਿੱਚ ਮੈਂ ਯੂਨੀਵਰਸਿਟੀ ਨਿਯਮਾਂ ਅਨੁਸਾਰ ਬਣਦੀ ਕਾਰਵਾਈ ਲਈ ਜਵਾਬਦੇਹ ਹੋਵਾਂਗੀ/ਹੋਵਾਂਗੀ।

ਪਿਤਾ/ਸਰਪ੍ਰਸਤ ਦੇ ਪੂਰੇ ਦਸਤਖਤ

ਬਿਨੈਕਾਰ ਦੇ ਦਸਤਖਤ

ਮਿਤੀ

ਦਾਖਲ ਕਰਨ ਦੀ ਸਿਫਾਰਸ਼ ਕੀਤੀ ਜਾਂਦੀ ਹੈ

ਫਾਰਮ ਚੈੱਕ ਕੀਤਾ

ਕਮੇਟੀ ਇੰਚਾਰਜ

ਕਮੇਟੀ ਮੈਂਬਰ 1

ਕਮੇਟੀ ਮੈਂਬਰ 2

ਮਿਤੀ

ਮਿਤੀ

ਮਿਤੀ

ਮੁਖੀ/ਇੰਚਾਰਜ

ਮਿਤੀ

ਕੇਵਲ ਦਫ਼ਤਰੀ ਵਰਤੋਂ ਲਈ

ਚੈੱਕ/ਡੀ.ਡੀ.ਨੰ.....ਬੈਂਕਰਕਮ.....ਮਿਤੀ

ਰਸੀਦ ਨੰ:ਮਿਤੀ

ਵੀਸ ਕਲਰਕ

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

I.....

Father/Mother/Guardian of Mr./Ms.

Who has been admitted to

I.....

S/o. D/o of Mr./Ms.

having been admitted to

Parent/
Guardian
Photo

Student
Photo

I have received a copy of the UGC Regulation on curbing the menace of Ragging in Higher Education Institution 2009, (herein after called the Regulations) carefully read the provision contained in the said regulations.

1. I have in particular, persued clause 3 of the regulation and are aware as to the constitute ragging.
2. I have also in particular, persued clause 7 and clause 9.1 of the regulation and fully aware of the administrative action that is liable to be taken against my ward/me in case he/she is found guilty of or abetting ragging. actively or passively, or being part of conspiracy ragging.
3. I here by solemnly aware and undertake that :-
 - My ward/I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - My ward/I will not participate on or albeit or propagate though any act of commission or omission that may be constituted as ragging under clause 3 of the regulation.
 - I hereby affirm that, if found guilty of ragging, my ward/I 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.
4. I here declare that my ward/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 affirm that in case the declaration is found to be untrue, I am aware that my ward's/my admission is liable to be cancelled.

Date.....

Signature of Parent/Guardian

Signature of Student

Name.....

Name.....

VERIFICATION

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

Date.....

Signature of Parent/Guardian/

Signature of Student

Name.....

Name.....

ਜੇਕਰ ਸਕੂਲ/ਕਾਲਜ ਜਾਂ ਯੂਨੀਵਰਸਿਟੀ ਦੀ ਪੜ੍ਹਾਈ ਦੌਰਾਨ ਕਿਸੇ ਵੀ Co-Curricular activities ਜਾਂ ਕਿਸੇ ਖੇਡ ਵਿੱਚ ਭਾਗ ਲਿਆ ਹੈ ਅਤੇ ਉਸ ਵਿੱਚ ਕੋਈ ਉਪਲੱਬਧੀ ਹਾਸਲ ਕੀਤੀ ਹੈ ਤਾਂ ਉਸ ਬਾਰੇ ਵਰਨਣ ਕਰੋ :-

(ੳ) Co-Curricular activities :.....,,

ਕੋਈ ਉਪਲੱਬਧੀ :.....

(ਅ) ਖੇਡਾਂ :.....,,

ਕੋਈ ਉਪਲੱਬਧੀ :.....

ਡਾਕੂਮੈਂਟਸ ਚੈੱਕ ਲਿਸਟ

1. ਪੋਸਟ ਮੈਟ੍ਰਿਕ ਸਕਾਲਰਸ਼ਿਪ ਲਈ ਯੋਗ ਵਿਦਿਆਰਥੀਆਂ ਲਈ ।

	YES	NO
I. 10ਵੀਂ ਅਤੇ 12ਵੀਂ ਕਲਾਸ ਦਾ ਸਰਟੀਫਿਕੇਟ	☐	☐
II. ਪਿਛਲੀਆਂ ਪਾਸ ਕੀਤੀਆਂ ਸਾਰੀਆਂ ਪ੍ਰੀਖਿਆਵਾਂ ਦੇ ਸਰਟੀਫਿਕੇਟ	☐	☐
III. ਜਾਤੀ ਸਰਟੀਫਿਕੇਟ	☐	☐
IV. ਆਮਦਨ ਸਰਟੀਫਿਕੇਟ (ਤਾਜ਼ਾ ਬਣਿਆ ਸਰਟੀਫਿਕੇਟ 2024)	☐	☐
V. ਰਿਹਾਇਸ਼ ਸਰਟੀਫਿਕੇਟ Residence Certificate	☐	☐
VI. ਅਧਾਰ ਕਾਰਡ	☐	☐
VII. ਮਾਤਾ-ਪਿਤਾ ਦਾ ਅਧਾਰ ਕਾਰਡ	☐	☐
VIII. ਬੈਂਕ ਕਾਪੀ (ਵਿਦਿਆਰਥੀ ਦੇ ਬੈਂਕ ਖਾਤੇ ਦੀ ਕਾਪੀ)	☐	☐
IX. ਗੈਪ ਹੋਣ ਦੀ ਸੂਰਤ ਵਿੱਚ ਵਿਦਿਆਰਥੀ ਦੁਆਰਾ ਨੋਟਰੀ ਅਟੈਸਟਿਡ ਹਲਫੀਆ ਬਿਆਨ	☐	☐
X. ਵਿਦਿਆਰਥੀ ਦੁਆਰਾ ਦਿੱਤਾ ਜਾਣ ਵਾਲਾ ਹਲਫੀਆ ਬਿਆਨ (Notary Attested)	☐	☐
XI. ਜੇਕਰ ਵਿਦਿਆਰਥੀ ਨੇ ਪਹਿਲਾਂ ਕਿਸੇ ਸੰਸਥਾ ਵਿੱਚ ਦਾਖਲਾ ਲਿਆ ਸੀ, ਉਸ ਸੰਸਥਾ ਵੱਲ ਕੋਈ ਬਕਾਇਆ ਨਾ ਹੋਣ ਦਾ ਸਰਟੀਫਿਕੇਟ	☐	☐

ਨੋਟ: ਸਕਾਲਰਸ਼ਿਪ ਫਾਰਮ ਅਪਲਾਈ ਕਰਨ ਜਾਂ ਨਾ ਕਰਨ ਜਾਂ ਰੱਦ ਹੋਣ ਦੀ ਸੂਰਤ ਵਿੱਚ ਕਲਾਸ ਦੀ ਪੂਰੀ ਫੀਸ ਭਰਨੀ ਹੋਵੇਗੀ ।

2. ਸਾਰੇ ਵਿਦਿਆਰਥੀਆਂ ਲਈ ।

	YES	NO
I. ਮੈਟ੍ਰਿਕ ਪਾਸ ਦਾ ਸਰਟੀਫਿਕੇਟ (ਜਨਮ ਮਿਤੀ ਸਮੇਤ) ।	☐	☐
II. 10+2 ਪਾਸ ਦਾ ਸਰਟੀਫਿਕੇਟ ਦਾ ਨੰਬਰ ਕਾਰਡ (DMC) ।	☐	☐
III. ਪਿਛਲੀ ਪਾਸ ਕੀਤੀ ਪ੍ਰੀਖਿਆ ਦਾ ਨੰਬਰ ਕਾਰਡ (DMC) B.A. II, III, M.A. II ਦੇ ਵਿਦਿਆਰਥੀਆਂ ਲਈ	☐	☐
IV. ਪਿਛਲੀ ਸੰਸਥਾ ਤੋਂ ਤਸਦੀਕ ਸੁਦਾ ਚਰਿੱਤਰ ਸਰਟੀਫਿਕੇਟ (Character Certificate)	☐	☐
V. ਅਧਾਰ ਕਾਰਡ ਦੀ ਕਾਪੀ ।	☐	☐
VI. ਆਨਲਾਈਨ ਦਾਖਲਾ ਫਾਰਮ ਦੀ ਕਾਪੀ	☐	☐
VII. ਪੰਜਾਬ ਬੋਰਡ/ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ ਤੋਂ ਬਿਨਾਂ ਕਿਸੇ ਹੋਰ ਸੰਸਥਾ ਤੋਂ ਪੜ੍ਹੇ ਵਿਦਿਆਰਥੀ ਲਈ ਮਾਈਗਰੇਸ਼ਨ ਸਰਟੀਫਿਕੇਟ	☐	☐

3. ਗੈਪ ਵਾਲੇ ਵਿਦਿਆਰਥੀਆਂ ਲਈ ।

	YES	NO
I. ਵਿਦਿਆਰਥੀ ਵੱਲੋਂ ਸਵੈ-ਘੋਸ਼ਣਾ ਜਿਸਨੂੰ ਪਿੰਡ/ਸ਼ਹਿਰ ਦੇ ਸਰਪੰਚ ਜਾਂ ਐਮ.ਸੀ. ਨੇ ਤਸਦੀਕ ਕੀਤਾ ਹੋਵੇ । (ਪੱਤਰ ਨਾਲ ਨਾਥੀ ਹੋਵੇ)	☐	☐

ਡਾਕੂਮੈਂਟਸ ਚੈੱਕ ਕਮੇਟੀ

I. ਪੋਸਟ ਮੈਟ੍ਰਿਕ ਸਕਾਲਰਸ਼ਿਪ ਨਾਲ ਸਬੰਧਿਤ ਵਿਦਿਆਰਥੀ ਦੇ ਲੋੜੀਂਦੇ ਸਰਟੀਫਿਕੇਟ

ਕਮੇਟੀ ਇੰਚਾਰਜ ਕਮੇਟੀ ਮੈਂਬਰ 1 ਕਮੇਟੀ ਮੈਂਬਰ 2

ਮਿਤੀ _____ ਮਿਤੀ _____ ਮਿਤੀ _____

II. ਸਾਰੇ ਵਿਦਿਆਰਥੀਆਂ ਲਈ/ ਗੈਪ ਵਾਲੇ ਵਿਦਿਆਰਥੀਆਂ ਲਈ

ਕਮੇਟੀ ਇੰਚਾਰਜ ਕਮੇਟੀ ਮੈਂਬਰ 1 ਕਮੇਟੀ ਮੈਂਬਰ 2

ਮਿਤੀ _____ ਮਿਤੀ _____ ਮਿਤੀ _____

ਜ਼ਰੂਰੀ ਨੋਟ : ਅਧੂਰਾ ਫਾਰਮ ਜਮ੍ਹਾਂ ਨਹੀਂ ਕੀਤਾ ਜਾਵੇਗਾ ।

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/Neighborhood 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:-

<u>Sr No.</u>	<u>Percentage of Refund of Aggregate Fees*</u>	<u>Point of time when notice of withdrawal of admission is served to Punjabi University, Patiala</u>
1.	100% <i>(Deduction of amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5000/- as processing charges from the refundable amount)</i>	15 days or more before the formally-notified last date of admission.
2.	90%	Less than 15 days before the formally-notified last date of admission.
3.	80%	15 days or less after the formally-notified last date of admission.
4.	50%	30 days or less, but more than 15 days, after the formally-notified last date of admission.
5.	00%	More than 30 days after the formally-notified last date of admission.
*(Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)		

- 3) In case Sr. No.1* in the table above, the University shall deduct an amount not more than 5% of the fee paid by the student, subject to a maximum of Rs. 5000/- as processing charges from the refundable amount.
- 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 vacate 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 within 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 dept./ Centre/College/Neighborhood Campus of Punjabi University changed his/her subject/course/category/center/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 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 dept. duly attested by the present course head of dept and left course head of the dept.
- 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. 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 for updated and latest information.

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 Centers/Neighborhood 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 organization 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/center/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.

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.
3. 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.
4. In case of serious ailment the Principal/Head of the Department will be empowered to condone the shortage of lectures up to 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 up to 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.

5. 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.
6. 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.
7. 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 $6\%+6\%=12\%$.

8. 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 Calendar 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).

9. 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/specialization will be offered only if number of students admitted to the course/specialization 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. 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 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 Centers/institutes/neighborhood 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. 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.
16. 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.

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.

NUMBER OF SEATS

Sr. No.	Guru Kashi Department of Languages Punjabi University Guru Kashi Campus, Talwandi Sabo	No. of Seats
1	M.A Punjabi Hons. (2 years)	30
2	M.A English Hons. (2 years)	30
3	Certificate Course in Translation (6 month)	30

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

*** Additional Seats**

Additional seats based on 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.

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:
- (i) 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.
 - (ii) 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 at least two years in connection with the affairs of the Punjab out of 5 Years preceding the year of entrance examination
 - (iii) Children, wards and dependents of those Punjab Government pensioners settled outside Punjab before 1st January of the year of Entrance Examination.
 - (iv) 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).
 - (v) 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.**

- | | |
|--|------------|
| i) Scheduled Castes/ Scheduled Tribes | 20% |
| (ii) Backward Classes/OBC | 08% |

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

- (a) 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;
- (b) 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.

- | | |
|--|---------------------|
| (iii) Border Area/Backward Area | 2% (1% each) |
| (iv) Sports Persons | 3% |
| (v) Children/Grand Children of Freedom Fighter of Punjab | 1% |
| (vi) Disabled Persons (Blind/ Deaf & Dumb/ Other handicapped) | 3% |

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

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 | 5% |
| b. Children/Widows of Defence Personnel/ Para-Military Forces Personnel,
Children / Grand Children of Freedom Fighter, Terrorist Affected, Sikh Riot Affected | 5% |

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-PPH/7332 and 1/3/95-3PH/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. **Gradation 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 2nd position in Senior National (Team/Individual) or 2nd position in Women National;
 - c. 2nd position in All India Inter University or 3rd position in Senior Nat zonal (Teams/Individual) or 3rd position in Women National;
 - d. 3rd 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 2nd in Senior State Championship;
 - i. Secured 2nd place in Inter College or 3rd in Senior State Championships (Team/Individual);
 - j. Secured 3rd place in Inter College Championship (Team/Individual);
 - k. Secured 1st place in Senior District Tournament;
 - l. Secured 2nd place in Senior District Tournament;
 - m. Secured 3rd place in Senior District Tournament;

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

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

- In case of a tie, the following criteria will be adopted for deciding the merit:
 - Number of representations in the same game/event shall be decided the tie.
 - In case of a tie again, additional performance in any other game shall decide the merit.
 - Punjabi University players will be preferred in case of tie.
 - If the tie still remains, individual events will be preferred.
 - 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 1st, 2nd, or 3rd position in senior national tournaments/ meets/championship.
 - c) The sports men/women who won 1st, 2nd, or 3rd position in all india inter university tournaments/ meets/championship.
 - d)*The sports men/women who won 1st, 2nd, or 3rd position in junior national tournaments/ meets/championship.
 - e)*The sports men/women who won 1st, 2nd, or 3rd 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 1st/2nd/3rd/4th position(s) in inter-university national youth festival.

- (c) The candidate must have secured 1st/2nd/3rd 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/>

LIST OF THE FACULTIES AND THEIR DEANS

Faculty of Arts and Culture	Dr. AMBALICKA SOOD
Faculty of Business Studies	Prof. GURCHARAN SINGH
Faculty of Education and Information Science	Dr. PUSHPINDER KAUR
Faculty of Engineering	Dr. GURMEET KAUR
Faculty of Languages	Dr. RAJESH KUMAR SHARMA
Faculty of Law	Dr. MONICA CHAWLA
Faculty of Life Sciences	Dr. MINNI SINGH
Faculty of Medicine	Dr. RICHA SHRI
Faculty of Physical Sciences	Dr. YADVINDER SINGH
Faculty of Social Sciences	Dr. DHARAM PAL SINGH
Faculty of Computing Sciences	Dr. NEERAJ SHARMA

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.

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

NOTIFICATIONS AND FORMAT OF CERTIFICATES

No1/3/95-3PPH/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. 1/3/95-3PPH/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 issue 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

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 theof

(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 theof Punjab
Government. He is working ason
deputation with theand is posted atHe has
more than three years service at his credit.

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)(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:.....

Head of the Department

Dated:.....

(With Seal)

**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:.....

Head of the Department

Dated:.....

(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:

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.
 (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, 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 ਨੰਬਰ 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 ਹੋਠ ਲਿਖੇ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਜਾਤੀ ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨ ਦੇ ਅਖਤਿਆਰ ਦਿੱਤੇ ਜਾਂਦੇ ਹਨ:

ਲੜੀ ਨੰਬਰ	ਕੋਟਾਗਰੀ	ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨ ਲਈ ਸਮੱਰਥ ਅਧਿਕਾਰੀ
1	2	3
1.	ਪੇਂਡੂ 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

- 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

NOTIFICATIONS AND FORMAT OF CERTIFICATES

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-ਰਸ।/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."

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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 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

1/CAC



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."

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<http://edistrict.punjab.gov.in/EDA>

NOTIFICATIONS AND FORMAT OF CERTIFICATES

ਪੰਜਾਬ ਸਰਕਾਰ
ਪ੍ਰਸ਼ੰਸਨ 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)

ਸੀਮੇ 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 ਪ੍ਰਸ਼ੰਸਨ 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 ਪ੍ਰੇਸ਼ਾਨੀ 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 ਵੋਟ ਲੱਗੇਗੀ।

NOTIFICATIONS AND FORMAT OF CERTIFICATES

ਐਸ.ਸੀ. ਅਗਰਵਾਲ
ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ

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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.