

Government of Punjab
Department of Higher Education
(Education Branch)

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NOTIFICATION
RESERVATION & COMMON WEIGHTAGE POLICY-2021

The Governor of Punjab is pleased to issue the Reservation Policy & Common Weightage Policy for Admission in Govt. Colleges and Govt. Aided Colleges (including Self-Financing Courses in that Colleges) of the State of Punjab under Higher Education Department in the Reservation Policy & Common Weightage Policy shall be as under :-

This Notification shall come into force with immediate effect.

A. Reservation Policy for Admission in Govt. Colleges and Govt. Aided Colleges (including Self-Financing Courses in that Colleges) of the State of Punjab is as under:-

Category	Percentage	
General	52	General 52
SC	20	SC 20
BC	08	BC 08
Ex-Serviceman / Ex-Serviceman (Dependent)	13	Ex-Serviceman / Ex-Serviceman (Dependent) General 07
		Ex-Serviceman / Ex-Serviceman (Dependent) SC 04
		Ex-Serviceman / Ex-Serviceman (Dependent) BC 02
Freedom Fighters	1	Freedom Fighters General 01
PWD	3	PWD 03
Sports	3	Sports General 02
		Sports SC 01
Total	100	100

162
2021
25
01

Note:-

1. The Inter-se priority for reservation to the wards of Armed Forces personnel for admission in education institutions will be as provided by the letter no. 6(1)/2017D. (Res.II) dated 21.05.2018.
2. In case of persons with disability seeking admission in educational institutions there will be a relaxation of 5 years in the upper age limit where ever applicable.

3. All the Govt. Colleges and Govt. Aided Colleges (including Self-Financing Courses in that Colleges) affiliated with 3 State Universities and located within Punjab i.e. GNDU Amritsar, Punjabi University Patiala, Panjab University, Chandigarh will come under the purview of Common State reservation policy, Punjab. i.e. State Reservation policy will be applicable to all type of colleges for admissions in UG and PG Courses.
4. 3% reservation is for the PWD only and it will not be further bifurcated into General, SC and BC. i.e. an eligible PWD candidate (as per State disability norms) will be allotted the seat on the basis of the merit irrespective of its Category (Gen, SC or BC)
- a. In the event of quota reserved for suitable category of Handicapped Candidates remains unutilized (i.e. 1% for Blindness or low vision, 1% hearing impairment & 1% for locomotor disability or cerebral palsy), the unutilized seats benefit may be given to other suitable categories of PWD on merit basis i.e. seat share for blindness will be transferred to hearing or locomotor disability and vice versa.
- b. In the event of quota reserved (3%) for Physically Handicapped remain unutilized, the conversion of seats may be done from PWD to General at the time of physical counseling. (i.e. vacant seats will be filled up on merit basis by the colleges)
5. Further, 13% reservation is provided to Ex-servicemen and their dependants by providing reservation within reservation of:
- 7% to General Category Ex-Serviceman,
 - 4% to Scheduled Caste Ex-Serviceman and
 - 2% to Backward Class Ex-Serviceman

This Horizontal reservation is applicable for admission to the various educational institutions of the Govt. Colleges and Govt. Aided Colleges (including Self-Financing Courses in that Colleges) located in Punjab.

- a. As per instructions of Department of Social Justice, Empowerment & Minorities vide letter dated 22-10-2009, if Ex serviceman is not available from SC category, then the seats will be filled from amongst SC (General) Category only.
- b. As per instructions of Department of Social Justice, Empowerment & Minorities vide letter dated 03-01-2017, if Ex-serviceman is not available in Backward Category, then the seats will be filled from amongst Backward Category (General) only.
- c. Further, if the seats still remain vacant which are reserved for Ex-Serviceman, the conversion of seats may be done from Ex-servicemen to General at the time of physical counseling. (i.e. vacant seats will be filled up on merit basis by the colleges)
6. Further, 3% reservation is provided to Sports category candidates which is further bifurcated horizontally into 2% reservation for Sports General and 1% for Sports SC.

- a. As per instructions of Department of Social Justice, Empowerment & Minorities vide letter dated 22-10-2009, if Sports person is not available in SC category, then the seats will be filled from amongst SC Category (General) only.
- b. However,
 - i. in the event of quota (2%) for General Category in the Sports Category remains unutilized, then the conversion of seats may be done from Sports Category(2%) to General Category at the time of physical counseling.
 - ii. in the event of quota (1%) for SC Category in the Sports Category remains unutilized, then the conversion of seats may be done from Sports SC Category(1%) to General SC Category at the time of physical counseling.
7. Further, 1% reservation is provided to wards of Freedom fighters
 - a. However, in the event of quota reserved (1%) for Freedom fighters category remains unutilized, the conversion of seats may be done from Freedom fighters category to General at the time of physical counseling. (i.e. vacant seats will be filled up on merit basis by the colleges)
8. While working out the percentage of seats in the Reserved Categories as per State reservation policy, if the number arrived at, contains a fraction, this shall be resolved as follows :-
 - a. If the fraction is 0.5 or more, it shall be rounded off to 1; if it is less than 0.5, it shall be ignored. For instance: 2.4 seats would rounded off to 2; similarly 2.6 would be rounded off to 3
 - b. After rounding up or down -if the total number of seats after making this adjustment exceeds the prescribed number fixed for the course, the necessary additional seats shall be created and considered as part of the total number of sanctioned seats. This shall, however, not affect the total number of seats in the General Category.
9. A roster register for reservation of seats for ex-servicemen/PWD/FF shall be maintained and carry forward all fractions through different fractions over the years till the accumulation of fraction is 0.5 or greater. As and when the total sum value of fractions exceeds to 0.5 or greater, a seat will be provided in that particular category. The carry forward, accumulation and rounding off cycle will go on and on.

B. Common Weightage Admission Policy in Govt. Colleges and Govt. Aided Colleges (Including Self-Financing Courses in that Colleges) of the Punjab State is as under:-

Weightage (UG only)						
NCC	A	B	C			
	1%	2%	3%			
NSS	Grade			Position		
	O	A	B	1 st	2 nd	3 rd
	1%	1%	NA	1%	1%	NA
Youth Activities (Maximum 4% Weightage)						
Advance Youth Leadership Training Camp youth				1%		
Youth leadership training camp				1%		
Advanced mountaineering				1%		
Hiking Training				1%		
Mountaineering				1%		
Cultural Activities (Maximum 3% Weightage)						
Zonal Youth festival				1%		
University level Youth Festival				1%		
Inter University National Youth festival				1%		

Date: 17.08.2021

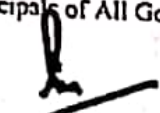
(G Ramesh Kumar)
Principal Secretary to Govt. of Punjab
Department of Higher Education.

Encl No.HED-EDUI0M.L/16/2021-3edu-Part(1)/1825-1834

Dated:Chandigarh: 17.08.2021

A copy is forwarded to following for information and necessary action:-

1. Vice Chancellor, Guru Nanak Dev University
2. Vice Chancellor, Punjab University Chandigarh
3. Vice chancellor, Punjabi University Patiala
4. Secretary, Department of Freedom Fighter.
5. Principal Secretary, Department of welfare Punjab
6. Principal Secretary, Department of Social Security & Women & Child Development Punjab.
7. Principal Secretary, Department of Defence Services Welfare, Punjab.
8. Principal Secretary, Sports and Youth Services, Punjab.
9. Director, Governance Reforms and Public Grievances, Punjab.
10. Director of Public Instruction (Colleges) Punjab in reference to your letter no. 1777-2021 Coll.Edu. (4)/741, dated 07.07.2021 with a request to inform the Principals of All Govt. colleges in this regard.


Special Secretary, Higher Education

PANJAB UNIVERSITY, CHANDIGARH

*INSTRUCTIONS FOR ADMISSION TO
VARIOUS COURSES
SESSION 2023-24*



PANJAB UNIVERSITY CHANDIGARH

From:- The Asstt. Registrar (R&S), Panjab University, Administrative Office, DewanAnand Kumar Hall, Chandigarh-160014.	To, 1. The Principals of all the affiliated Colleges. 2. The Chairpersons of all the Teaching Departments, P.U. Chandigarh 3. The Chairperson, Department of Evening Studies, P.U., Chandigarh 4. The Chairperson, University School of Open Learning, P.U. Chandigarh. 5. The Directors of all Regional Centres, P.U. 6. The Dean, College Development Council P.U., Chandigarh.
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No.4867/R&S

Dated: 08.06.2023

By e-mail

INSTRUCTIONS ADMISSION TO VARIOUS COURSES DURING THE SESSION 2023-24.

Respected Sir/Madam,

I am enclosing herewith a copy of Instructions for admission to various courses during the session 2023-24. All admissions are required to be made online/offline by the Colleges/Departments strictly in accordance with the Regulations/Rules contained in latest University Calendars/Guidelines/any other Instructions which have been issued/may be issued by the University, from time to time, for the respective Courses/Examinations. The enclosed Instructions in particular should be adhered to while making admission for the session 2023-24. After admission, the Registration Returns are to be sent in computerized form and it should be prepared as per instructions contained in item No.18 at Page No.16-19 of the enclosed instructions for admission to various Courses. **The Registration Returns shall not be accepted without affiliation of Colleges/classes/courses/subjects.**

It is further advised that the Registration fee, Enrolment fee, Migration fee, Continuation fee and Affiliation fee etc. to be deposited in the University Account as per the instructions issued by the Colleges Branch.

Encls: -As above.

Yours faithfully,
Sd/-
Assistant Registrar(R&S)

PANJAB UNIVERSITY, CHANDIGARH
INSTRUCTIONS FOR ADMISSION TO VARIOUS COURSES
(SESSION 2023-2024)

I. GENERAL INFORMATION:-

- (i) The candidates be admitted strictly in accordance with the Regulations/Rules contained in the latest University Calendars/Guidelines/any other Instructions which have been issued/may be issued by the University from time to time for the respective courses/examinations and in order of merit. The instructions given in these guidelines should in particular be adhered to while making admission for the Session 2023-24. The list of all such candidates selected for admission/waiting-list be displayed on the Notice Board/Website of the respective College, wherever applicable.
- (ii) The admission forms should have separate columns for Father's and Mother's names. The name of mother and father should be mentioned in all records. However, in case some students do not wish to declare the name of both the parents (either of mother or father) they may not be insisted upon and no one be denied admission on this ground. The admission forms should also have option for Other under Gender column.
- (iii) Where the number of seats are fixed, the total number of students admitted to a particular class must not exceed the number of seats sanctioned by the University.
- (iv) The admission be made according to the schedule of dates approved by the University and circulated by the Deputy Registrar (Colleges) from time to time.
- (v) When an admission notice is given in the Newspapers/Website by the respective College, it should be clearly mentioned therein that the candidates coming from other Universities/Boards/Councils/Bodies must submit their qualifying examination Certificates, in original, at the time of admission. Lower pass examination certificate, Migration Certificate etc. be submitted in the University Office, latest by 11.09.2023 for Under-Graduate Courses & 04.10.2023 for Post-Graduate Courses. If Result Gazette/original documents are not available, then student should submit an affidavit to the effect that if the documents are not found correct, his/her admission to the course will liable to be cancelled.
- (vi) For admission, fraction of marks less than the requisite percentage would not be rounded off to the advantage of the candidates, i.e. 32.9%, 39.9% and 49.9% shall not be rounded off to 33%, 40% and 50% etc. respectively.
- (vii) Permission of the Hon'ble Vice-Chancellor is mandatory for admission after the expiry of the last date. However, the candidates be admitted provisionally at their own risk and responsibility subject to approval of the late admission by the Hon'ble Vice-Chancellor and conveyed to concerned College/Deptt. by the University.
- (viii) A student whose result of +2 examination in February/March conducted by a School Board is published late in the year of admission he/she may be admitted without late fee within 15 working days of the declaration of the result, and his/her attendance shall be counted from the date of admission. This would be applicable to an Open School Board also. (See Rule 10 at Page No. 363 of P.U. Calendar Volume-III, 2019).

In the case of Panjab University students who have already appeared in any of its examination and the result is declared late for one or the other reason, the admission cannot be said to be a case of fresh admission. They are already midway of the class.

In these cases, admissions to the next class/course may be allowed within 10 working days, from the date of dispatch of result, without charging any late fee.

- (ix) To ensure transparency and credibility in their admission procedure, Universities and Institutions of higher education need to make liberal use of notice board, print media, electronic media, website etc. to declare their admission procedure.
- (x) Following admission, University and College authorities should take proactive action to communicate to newly admitted SC, ST, OBC, minorities students and students from low income families (regardless of the level of their course), the availability of tuition-waiver, free-ships, loan and scholarship available to these categories.
- (xi) The College(s) Prospectus should contain all the information in respect of different scholarships, in detail, offered by the Panjab University to its affiliated Colleges. The Colleges should display total number of Scholarship Scheme(s) on their notice boards.
- (xii) To make admission process more transparent, the Colleges should display fee-structure, merit-list etc. on their notice boards as well as upload the same on their College website.

2. GENERAL CONDITIONS REGARDING ELIGIBILITY: -

- (i) It must be ensured that the examination passed by a candidate on the basis of which he/she is seeking admission to the next higher class in the College stands recognized by the Panjab University. For this purpose, the Equivalency Booklet printed in the year 1999, be consulted along with the Consolidated Supplementary List, 2004 to 2007 already sent to all the Colleges by the General Branch. However, if any College does not have the printed Equivalency Booklet, 1999, the same may be obtained from the Printing Store of the University on payment of prescribed cost.
- (ii) Only eligible candidates be admitted to the course concerned. Responsibility for making wrong admission or allowing wrong combination of subjects to a student shall lie entirely with the College/Department authorities.
- (iii) All Foreign/NRI Students shall obtain **Eligibility Certificate** from the Deputy Registrar (General), Panjab University in all cases and the admission of the Foreign/NRI students to College/Teaching Departments would be governed by the Guidelines issued by the Dean, International Students. After obtaining the Eligibility Certificate, the candidate should submit the same to College/Department where he/she is seeking admission. The eligibility form should be accompanied by a forwarding letter from the Principal of the College/Chairperson of the Teaching Department indicating the reason for denying the admission to the candidate.
- (iv) An affidavit in duplicate from each candidate having gap year seeking admission to the College/Department to the effect that he/she was not disqualified by any Board/Body/Council/University and he/she was not already registered with the Panjab University (wherever applicable), must be obtained by the concerned College/Department before allowing admission. In case the candidate was disqualified, the period of disqualification and the activities in which the candidate was involved during the period of

disqualification, should be indicated by the candidate in the said affidavit. A copy of the affidavit be sent to the University (R&S Branch) along with Registration Return. No candidate be admitted under any circumstances during the disqualification period.

In case of re-admission after a long spell, the candidate must quote his/her old Registration Number of the Panjab University.

- (v) That a candidate who has been placed under compartment/re-appear in one subject only with at least 20% marks (Theory & Practical taken together) in the subject in which he/she has been placed in compartment in the +2 examination conducted by the Open School Boards in India shall be eligible to seek admission to the 1st Semester of B.A./B.Sc.(General)/B.Com./B.B.A./B.C.A. course under 10+2+3 system of education. He/She should have cleared the compartment before the declaration of the first year result. If he/she could not submit the relevant papers/documents before the start of 3rd Semester then his/her admission will be automatically cancelled.
- (vi) The candidate who is admitted in first/third/fifth semester will be allowed to be promoted to second/fourth/sixth semester respectively. However, for promotion from second to third or from fourth to fifth semester the candidate will have to clear 50% of the total papers till that semester. It is further clarified that for calculating 50% fraction, like, 2.5, 3.5 or 4.5 will be considered as 3, 4 or 5 respectively.
- (vii) The candidates, who got admission in 1st Semester in a College and after completing the 1st Semester, could not get the admission in 2nd Semester due to one or other reason, are being allowed admission in the 2nd Semester next year with the condition that the candidate must have attended the classes/appeared in examination in the College in 1st Semester, this provision/facility be extended to the candidates of 3rd and 5th Semester as well. Such a facility be extended to Post-Graduate students also. To overcome this problem, few admission dates for 2nd semester should also be allotted in January i.e. one week after the Winter Break as per P.U. Academic Calendar, 2023-24 (As per Syndicate Para 49 dated 01.05.2016).
- (viii) The Hon'ble Vice-Chancellor has allowed to change a subject in any circumstances in the even semester examination whereas he/she will have to clear that subject as deficient in lower semesters examination which he/she has changed in the higher semester for qualifying the award of Bachelor's Degree (Vide Circular No. Misc./A-6/3295 dated 06-04-2018).
- (ix) The students who are not domiciled in Punjab and have not passed Punjabi upto class 10th/12th can opt History & Culture of Punjab in place of Punjabi (Compulsory).
- (x) After the 12th examination are over, the affiliated Colleges be allowed to enroll/register the students provisionally and thereafter make admissions in accordance with the merit list prepared of the enrolled/registered candidates by the date(s) stipulated by the University (vide Paragraph 6, Minutes of the meeting of the Syndicate dated 25.03.2023).

3. RESERVATION OF SEATS/FEE CONCESSION: -

- (i) The reservation of seats shall be governed by the Regulation 29.1 and 29.2 given at Page No.169 in P.U. Cal. Volume-I, 2022 and any intimation sent by the Deputy Registrar (Colleges).

However, it is clarified that the reservation of seats/fee concession is not available in the case of candidates who are seeking admission to the next higher class on the basis of having earned compartment in +2 examinations i.e. in the subject of compartment.

- (ii) **Additional seats for One Girl child and patients of Cancer/AIDS/Thalassemia.**
- Two additional seats for (a) One Girl Child out of only Two Girl children, per unit, per course, subject to maximum limit of four.
 - One additional seat each for the student suffers from Cancer/AIDS/Thalassemia. As per Circular No.Misc./A-1/32031-32231 dated 06.04.2022 (Already circulated by the Colleges Branch).

(iii) **Additional seats for Border area and Rural area students:**

- Two seats for the candidates belonging to rural areas should have passed the 10th and 12th class examination from the rural area to become eligible for additional seats meant for rural area students.
- One seat for the candidates belonging to border areas should have passed the 10th class examination from a school situated in border area and the 12th from a school situated in any other area to become eligible for additional seats meant for border area student. As per circular No.Misc./A-1/32031-32231 dated 06.04.2022 (Already circulated by the Colleges Branch).

(iv) **Concession for the wards of Kashmiri Migrants and Kashmiri Pandits/Kashmiri Hindu Families (Non-Migrants living in Kashmiri Valley).**

- Relaxation in cut-off percentage upto 10% subject to minimum eligibility requirements.
- Increase in intake capacity upto 5% course-wise.
- Reservation of at least one seat in merit quota in technical/professional institutions.
- Waiving off domicile requirements. As per Circular No.Misc./A-1/32031-32231 dated 06.04.2022 (Already circulated by the Colleges Branch).

The benefit of additional seats under the aforesaid categories will not be admissible to the students seeking admission in the courses falling under regulatory agencies such as MCI, DCI, BCI and NCTE.

(v) **Wards of martyrs/permanent disabled of Kargil war.**

The following concession be given for admission to various courses in Educational Institutions for those wards of martyrs/permanent disabled (up to 80% leading to incapacitation) of Kargil war who have a valid certificate from the Ministry of Defence to this effect and the same be entered in the Pension Book of the family:-

- 1% seats with minimum of 1 seat in the Departments and affiliated Colleges; (except in partially financed/self-financing courses.)
- Exemption in fee.
- Exemption in hostel fee. As per Circular No.Misc./A-1/32031-32231 dated 06.04.2022 (Already circulated by the Colleges Branch).

- (vi) Blind students who join a regular degree / Post-graduate degree courses at the Panjab University (Campus/Departments) would be allowed exemption from payment of tuition fee & would be provided free accommodation in the University Hostels. {Approved vide Syndicate Para (iv) meeting held on 19.08.1996}.

The free education to the completely blind student belonging to below poverty line, as described by the relevant Government notification/s, in any course in the University and its affiliated Colleges, subject to the students being otherwise eligible and on merit, but the candidate has to submit an affidavit to this effect issued by the competent authority. Even the free hostel accommodation may also be considered, if required by the students, but he/she will have to pay the mess charges, which are already subsidized. A limited number of course books (one per paper) may also be considered which would be returnable after the completion of the course. (Syndicate Para-1 dated 18.04.2009).

(vii) **Victims of 1984 riots of Punjab.**

- i) Free education to children of persons killed in November, 1984 riots and terrorist violence in Punjab State. {Approved vide Syndicate Para 5 (Statement 'A') dated 25.04.1987}.
- ii) That grand-sons and grand-daughters be excluded from the provision made in Syndicate decision dated 18.10.2015, with regard to admission for sons/grand-sons/daughters/grand-daughters/husband/wife/brothers/sisters of persons killed/incapacitated in November, 1984 riot and of persons killed/incapacitated in terrorist violence in Punjab & Chandigarh w.e.f. the Session 2018-19. As per Circular No.Misc./A-1/32031-32231 dated 06.04.2022 (Already circulated by the Colleges Branch).

4. **ADMISSION TO BACHELOR OF COMPUTER APPLICATIONS (B.C.A.) 1st Semester: -**

- (i) A person who has passed +2 examinations in any discipline with at least 50% marks and passed Mathematics as one of the subject at Matriculation examination level shall be eligible to join the first semester class of B.C.A. Course.
- OR**
- (ii) Any other examination recognized by the Syndicate as equivalent to (i) above.

Provided further that:-

A candidate who has been placed under compartment in the +2 examination conducted by a Board / Bodies / Councils / University in India shall be eligible to seek admission to the First Semester of BCA course, provided he/she fulfills the following conditions:-

- (a) He/she should have been placed compartment in one subject only;
- (b) He/she should have obtained at least 20% marks in the subject in which he/she had been placed in compartment and;
- (c) He/she should have obtained the requisite percentage of marks in the aggregate of the examination as laid down in the relevant regulations.

The admission of the candidate with a compartment as indicated above shall be provisional and will be confirmed only after he/she has cleared the compartment in two consecutive chances subsequent to his/her admission. In case the candidate does not clear the compartment at any of the two consecutive chances allowed to him/her subsequent to the date of his/her admission, his/her provisional admission to the course shall stand cancelled.

Explanation:- In case of a compartment candidate, eligibility shall be determined by including the marks of the subject in which the candidate has been placed under compartment.

- (iii) Subject to the reservation made by the University, the admission shall be on merit.

PANJAB UNIVERSITY CHANDIGARH

From: The Deputy Registrar College Branch Administrative Building Panjab University Chandigarh - 160014	To: The Principal/s of concerned affiliated Colleges of Panjab University, Chandigarh.
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By E-mail

No. Misc/A-1/4992

Date: 26.07.2023

Subject: Regarding grant of additional seats

Dear Sir/Madam

This is in reference to the subject cited above.

I am pleased to inform you that the Competent Authority has sanctioned Additional seats per unit as per details given below in accordance with the Syndicate decision of the University dated 27th July/13th August 2013 for the session 2023-24.

Sr. No.	Name of the College	Subject	Unit(s)	Seats to be allotted
1.	Arya College, Ludhiana	BBA I	1	5
		BCA I	2	10
		B.Com I	4	10
2.	Khalsa College for Women, Civil Lines, Ludhiana	BBA I	2	10
		BCA I	2	10
		B.Com I	3	10
3.	D.A.V. College, Abohar	BBA I	1	5
		BCA I	2	10
		B.Com I	2	10
		B.Sc.I	1	5
4.	S.C.D. Govt. College, Ludhiana	B.Com I	2	10
5.	S.D. College, Hoshiarpur	B.B.A. I	1	5
6.	Govt. College for Girls, Ludhiana	BBA I	1	5
		BCA I	1	5
		B.Com I	2	10

Yours faithfully

Sd/-

Deputy Registrar (Colleges)