

ADMISSION GUIDELINES

1. Admission to the following courses shall be made through the state level entrance test. A separate notification and prospectus will be issued by the concerned university.

- i. B.Architecture*
- ii. B.Tech Textile Chemistry*
- iii. M.B.A. (Two Year)*
- iv. M.C.A. (Three Year)*
- v. B.Tech Computer Science and Engineering*
- vi. B.Tech. Electronics and Communication Engineering*
- vii. B.Tech. Food Technology*
- viii. B.Tech. (Urban & Regional Planning)*
- ix. LL.B.(Three Year)*
- x. LL.B. (Five year)*

2. There will be no entrance test for the following courses where admission is based on 10+2 level. In these courses, admission will be made purely on the basis of merit of the candidate in the qualifying examination as under :

- i. B.Tech. Sugar and Alcohol Technology* – by the Head of Department
 - ii. Bachelor of Social Sciences (B.S.Sc. (Hons. School)*
 - iii. B.Sc. (Hons. School) Economics*
 - iv. B.A.. (Hons. School) Punjabi*
- } by the Coordinator Dr. Vikram Chadha, Head, Punjab School of Economics.

3. There will be no entrance test for the following courses where admission is based on 10+2 level. In these courses, admission will be made purely on the basis of merit of the candidate in 10+2 examination by the Coordinator, Prof. B.S. Bajwa, Head, Department of Physics.

- i. B.Pharmacy*
- ii. B.Sc. (Hons. School) Chemistry*
- iii. B.Sc. (Hons. School) Physics*
- iv. B.Sc.(Hons.School) Botany*
- v. B.Sc.(Hons.School) Human Genetics*
- vi. B.Sc.(Hons.School) Zoology*
- vii. Bachelor of Physiotherapy (BPT)*

4. There will be no entrance test for admission to various Postgraduate, Diploma and Certificate courses in the following departments. Admission will be made by the respective Heads of Departments on the basis of merit in the qualifying examination.

- i. Department of History*
- ii. Department of Political Science*
- iii. Department of Psychology*
- iv. Department of Sociology*
- v. Department of Library Science*
- vi. Department of Social Sciences*
- vii. Journalism and Mass Communication (GNDU Campus, Jalandhar)*
- viii. Department of English*
- ix. Department of Foreign Languages*

- x. Department of Hindi
- xi. School of Punjabi Studies
- xii. Department of Sanskrit
- xiii. Department of Urdu and Persian
- xiv. Punjab School of Economics
- xv. Department of Commerce and Business Management (M.Com)
- xvi. Department of Guru Nanak Studies
- xvii. Department of Law (LL.M. Course)
- xvii. Department of Botanical and Environmental Sciences
- xviii. Department of Microbiology
- xviii. Department of Molecular Biology and Biochemistry
- xix. Department of Zoology
- xx. GRD School of Planning
- xxi. Department of Physics
- xxii. Department of Chemistry
- xxiii. Department of mathematics
- xxiv. Department of Sports Medicine and Physiotherapy (except M.S.P.T./M.S.P.T.(Hons.)
- xxv. Department of Music

5. Admission to the following courses shall be based on merit of the candidate in the Entrance Test to be conducted by the respective Heads of Departments.

- i. All the M.Phil Courses
- ii. M.Sc. Food Technology
- iii. M. Pharmacy
- iv. M.Tech Computer Science
- v. M.Tech. Electronics Technology
- vi. M.Sc. Human Genetics
- vii. M.Sc. Biotechnology (for 14 University seats)
- viii. M.Sc. Nano Science & Technology (for 15 seats on all India basis)
- ix. B.P.Ed and M.P.Ed
- x. Master in Sports Physiotherapy/Master in Sports Physiotherapy(Hons.)
- xi. MBA (Hons.) Financial Services/ marketing and Retail Management
- xii. MCA (Software Systems)
- xiii. B.Tech. Electronics Communication Systems

6. Entrance Test for admission to the following courses shall be conducted by **the Coordinator, Prof. Hardeep Singh, Department of Computer Science & Engineering.**

- i. MBA (FYIC)
 - ii. MCA (FYIC)
 - iii. M.C.A.(FYIC) at Computer Sc. & Engg. Dept., GNDU Campus, Amritsar
- at GNDU College, Basti Nau, Jalandhar

7. Normalization procedure for merit based admissions

Normalization procedure shall be adopted for U.G. and P.G. courses in which there is no Entrance Test.

U.G. Courses

Normalization of marks will be done on the basis of marks obtained by a candidate in Senior Secondary (+2) examination conducted by C.B.S.E., I.S.C., and P.S.E.B. in the state of Punjab and U.T. of Chandigarh. There will be no normalization of marks for students from other States or Boards.

P.G. Courses

Normalization of marks will be done on the basis of marks obtained by the candidate in the qualifying examination for students graduating from the Universities of Punjab. There will be no normalization of marks for students graduating from other Universities or Institutes.

Normalization for admission to U.G. courses will be carried out as follows :

$$\text{Normalized marks} = \frac{\text{Marks obtained by the candidate} \times 100}{\text{Marks obtained by the topper of the Board in the stream in which the candidate qualified}}$$

Normalization for admission to P.G. Courses will be carried out as follows :

$$\text{Normalized marks} = \frac{\text{Marks obtained by the candidate} \times 100}{\text{Marks obtained by the topper of the University in the stream in which the candidate qualified}}$$

The streams refer to combination of subjects such as Science, Arts, Commerce etc. For I.S.C. and C.B.S.E., the topper at National Level will be treated as the topper.

If a candidate has passed qualifying examination in a year before 2010, the marks obtained by the topper of 2010 will be taken for normalization.

8. Barring courses for which a state level entrance test will be conducted, application forms shall be submitted **online**. For last date for submission of applications for different courses, see **admission schedule**.

- a) For bachelor degree courses, candidates can submit a single form for applying in more than one course in a stream (Sciences/Humanities) giving the names of the courses in the order of priority. For streams of Science and Humanities separate applications shall be submitted.
- b) For postgraduate courses and other courses candidates applying in more than one course shall have to submit separate forms.
- c) Each application form shall be submitted with an application fee of Rs. 1000/-. For schedule caste candidates the application fee shall be Rs. 500/-.

1. Refund of fee/security

A. (General Courses)

- i. If a candidate does not join the course and surrenders the seat after getting admission slip, the fee and funds deposited by the such a candidate will be refunded after deducting processing charges of Rs.1000/- provided the surrendered seat is filled. If the surrendered seat is not filled, only security amount will be refunded to the candidate.
- ii. A candidate, who joins the course/class, may be even for one day, and surrenders the seat in writing and seat vacated by such a candidate is filled by another candidate by the last date of admission, will be refunded tuition fee and funds with proportionate deductions and If the surrendered/vacated seat is not filled, only security amount will be refunded to the candidate.

- iii. Shifting from one general course to another general course: Before the completion of admission process, if a candidate is allowed to shift from one general course/department to another general course/department, for this purpose, he/she will have to deposit full fee and funds for the second course opted by him/her alongwith Rs.1000/- as shifting fee. In case vacated seat is filled, the candidate will be refunded 100% fee & funds. If vacated seat is not filled, the candidate will be refunded 50% amount of fee and funds deposited by him/her against the vacated seat. These rules will be applicable for University Campus, Regional Campuses at Jalandhar and Gurdaspur and constituent colleges at Jalandhar, Mukandpur and Niari.
- iv. Refund of Security: The amount of security shall be refunded on receipt of application and No Due Certificate from the department within one year from the completion of the course.

B. Self-Financing Courses:

- i. Refund of fee: The fee and funds deposited against self-financed courses shall not be refunded in any case whether a candidate surrenders his/her seat before or after joining the course.
- ii. Shifting from one course to another course:

In case a candidate who has taken admission in a self-financed course and shifts to a general course as per merit list of the University campus, its Regional Campuses and constituent colleges, the fee and funds deposited against self-financed course shall be treated as first semester fee and funds for the general course. For second semester the candidate will deposit the tuition fee of general course and from third semester onwards, the candidate will deposit fee and funds of general course.

No shifting from self-financed course to general course shall be allowed in the second and subsequent semesters even if the seat in general course is available.

- iii. Refund of Security: The amount of security shall be refunded on receipt of application and No Dues Certificate from the department within one year from the completion of the course.

10. Each candidate shall bring a hard copy (a printed version of the ***online application***) at the time of counseling (see ***admission schedule***) accompanied by the following documents:

- i. Self-attested photostat copy of matriculation or equivalent examination certificate bearing testimony to date of birth;
- ii Self-attested photostat copy of detailed marks card of the qualifying examination, or evidence of having appeared in the qualifying examination;
- iii Character certificate from the Principal of the college/school last attended;
- iv Two recent passport size photographs duly attested by the Principal of the College/School last attended/gazetted officer. Photographs must be pasted on the Form with glue (Please do not use staple pins).
- iv. Domicile certificate wherever applicable.
- v. Reservation certificate as applicable

Note : Candidates from other than GNDU shall be required to submit migration and eligibility certificate after admission as per University rules.

11.
 - i. Reservation of seats in a course shall be determined as per the ***Reservation Policy*** of the University.
 - ii. Applications under a reserved category must be accompanied by a certificate from the competent authority (as given in ***Reservation Policy***) stating that the candidate belongs to that particular reserved category for which he/she is claiming a seat.
 - iii. Under no circumstances, the proof of belonging to a particular reserved category shall be entertained or altered after the form has been submitted ***online***.
 - iv. All admissions made in the reserved categories will be provisional and liable to cancellation, if at any stage, any information about reserved categories furnished by the candidate is found to be fabricated or false.

12.
 - i. Eligibility criteria for each course are available in the profile of respective *departments*. The candidates who are due to appear or have appeared in the qualifying examinations of Guru Nanak Dev University, Amritsar, or any other examination considered as equivalent by Guru Nanak Dev University will also be eligible, provided in such cases the result must be available by the time of *counselling* failing which they will have no claim whatsoever for admission.
 - ii. Any degree/diploma from a fake University (as notified by the UGC) shall not be considered at all as a basis/eligibility for any admission to Guru Nanak Dev University.

- iii. In case of students who have participated in the Inter-University and/or in the National Tournaments as members of University or State team, the requirement of minimum marks for purpose of admission to postgraduate courses shall be reduced by 5%.

13.

- i. Where required, entrance test shall be conducted by the university/ department as per **admission schedule**.
- ii. The details of syllabii for entrance test, mode of examination, style of questions etc. will be available from concerned Co-ordinator/Head of the Department.
- iii. In case of two candidates securing equal marks in the entrance test, the candidate younger in age shall get priority.

14. Interview/Counselling

- i. All candidates whether being admitted on merit in qualifying examination or through an entrance test shall be required to appear for interview/**counselling** before the interview panel/Board of Control/ M.Phil Committee of the department concerned on a date and time as given in **admission schedule**
- ii. If the number of qualifying candidates is more than the seats available, the Co-ordinator/Head shall have the right to call only a limited number of candidates in order of merit in the Entrance Test.
- iii. Candidates belonging to General and Reserved Categories other than Scheduled Castes/Scheduled Tribes who secure less than 30% marks in the Department Entrance Test will not be eligible for admission even if seats are available. In the case of Scheduled Castes/Scheduled Tribes candidates, the eligibility condition is a minimum of 20% marks in the Entrance Test.
- iv. Personal appearance of the candidate in counselling is mandatory for admission.

15.

- i. The University may not offer any course, or may increase/decrease the number of seats in a particular course.
- ii. If the number of candidates seeking admission to a course is not adequate (minimum of 5 candidates in case of PG courses and 10 in case of UG courses), the University may discontinue the course.
- iii. Candidates who have passed B.A./B.Sc./B.Com. examination under old regulations (14 years) are also eligible for admission.
- iv. Medium of instructions/ in all courses (except languages) shall be English.

16.

- i. Ragging of students is strictly prohibited on the campus. Each students must follow the directives given in **Ragging :Prohibition, Prevention and Punishment**
- ii. 75% Attendance in theory and practical separately in each paper is mandatory.
- iii. If a student does not attend the classes continuously for fifteen days without any information to the Head of the Department concerned, his/her name is liable to be struck off the rolls of the Department. He/she may seek re-admission giving valid reason for his/her absence within next fifteen days failing which he/she will forfeit the right of re-admission.
- iv. A full-time student of a course is not allowed to join a full time job. Any student found doing this at any time shall be liable to lose his/her admission or degree even at a later stage. However, this shall not apply to students who have taken leave for study from their employers.
- v. Admission to two full time courses is not allowed simultaneously .
- vi. Candidates who have already passed M.A./M.Sc. examination from this University shall not be eligible for admission to a parallel course in this University.

17.

- i. University tuition fee for various courses along with other funds to be charged shall be notified at the time of admission. (for more details see www.gndu.ac.in.)
- ii. In the case of self-financing courses, the fee structure shall be as follows :

Sr. No.	Name of the Course	Type of the course	Tuition fee* Per Year (Approximate)
1.	M.Tech. (Textile) Chemistry	Self-financing	120000/-
2.	M.B.A.(Hons.) Financial Services	Self-financing	140000/-
3.	M.B.A. (Hons.) Marketing and Retail Management	Self-financing	140000/-
4.	M.C.A. (Software Systems)	Self-financing	160000/-
5.	B.Tech. (Electronic Communication Systems)	Self-financing	170000/-
6.	Master in Sports Physiotherapy (Hons.)	Self-financing	140000/-

*In addition to above tuition fee, approximately Rs. 18000/- will be charged as annual funds.

Note : **fee deposited for admission to a course is not refundable.**

- iii. Fee structure and modes of payment for foreign/NRI candidates, in each course are given in **Admission to Foreign/NRI candidates**
- iv. 10% of the students admitted, subject to maximum of 5, in each course may be considered for fee exemption under 'fee exemption to poor students' as per University rules.
- v. The University also offers a number of scholarships and awards to its students. For Further details see **Scholarships and Awards**

18.

- i. In case of Kashmiri migrant students, the guidelines issued by the Ministry of Human Resource Development, Government of India vide letter no. F.10-1/10-Desk(v) dated 8.3.2010 shall be followed.
 - ii. In case of outstanding artists, the University shall create 15 additional seats which may be allocated to different departments on the recommendation of a committee constituted for the purpose by the Vice Chancellor.
19. For any discrepancy or dispute, relevant ordinances as given in GNDU Calendar shall prevail.