

# HANDBOOK OF INFORMATION | 2012

FOR MASTER OF BUSINESS ADMINISTRATION (MBA)



**PANJAB UNIVERSITY**  
CHANDIGARH



## **UNIVERSITY BUSINESS SCHOOL**

PANJAB UNIVERSITY REGIONAL CENTRE  
CIVIL LINES, LUDHIANA - 141 001  
PUNJAB, INDIA



**Gandhi  
Bhawan**





Professor Deepak Kapur

## DIRECTOR'S message

It is my pleasure to announce the Admission process for the Two Year Full Time MBA Program at University Business School, Panjab University Regional Centre, Ludhiana, for the academic session 2012-2013.

University Business School (UBS), Panjab University Regional Centre, Ludhiana was started by the Panjab University, Chandigarh in 2007 and within four years since its inception, UBS Ludhiana has been able to create a niche for itself. We are indeed thankful to the industry for all the support that they have given to us including the support for the summer and final placement of our students. Reputed companies Like Federal Bank, Mahindra Finance, Kotak Mahindra Bank, Aviva Life Insurance, CTI Shipbrokers, India Infoline and Fullerton Securities have selected our students for final placements. For summer placements, reputed companies like ONGC, NASSCOM, NTPC, Reliance, Trident, Voltas, Nestle and DLF selected our students.

The students of UBS Ludhiana have achieved excellent academic performance ever since its inception. The course curriculum, end semester examinations and merit list of University Business School, Ludhiana is common with that of the University Business School, Chandigarh. We are indeed proud that the overall top Panjab University positions in the MBA examination of the three batches that have graduated so far have been bagged by the students of University Business School, Ludhiana.

We at University Business School, Ludhiana are committed to set and attain still higher standards for the benefit of all our stakeholders and to continuously update and upgrade our programs to meet the requirements of the present day highly competitive and globalised business environment.

**Professor Deepak Kapur**  
Director, PU Regional Centre, Ludhiana  
&  
Dean, Faculty of Business Management and Commerce  
Panjab University, Chandigarh

October 24, 2011



## RESIDENT CO-ORDINATOR'S message



Dr. Ravi Inder Singh

University Business School, Ludhiana has been conceptualized to shape the future business tycoons that can not only best manage and perform the day to day business activities but can also bring in productive innovations in business management processes and procedures. Pedagogy followed here focuses on sharpening the knowledge base, thought process, business analytical and managerial skills of the next generation managers. Exposure of the students to optimum class based and live industry based learning environment at all stages of the course is ensured to bring in synchronization between the industry required multifarious managerial skills and the student skills.

The fact that you are going through this publication shows your ardent interest in the field of management studies and taking it as your career path. I would like to invite prospective students for consultation and looking forward to your joining the UBS, Ludhiana for a highly rewarding Intellectual Marathon.

**Ravi Inder Singh**  
Resident Co-ordinator

October 20, 2011

## FACULTY AND ADMINISTRATION

### DIRECTOR & DEAN

**Professor (Dr.) Deepak Kapur**  
Fellow (IIMA)

### RESIDENT CO-ORDINATOR

**Dr. Ravi Inder Singh**  
Reader  
M.Com, Ph.D (GNDU), CAIIB

### ASSISTANT PROFESSOR

**Taranjeet Singh**  
BE (Mech.) (MITS-Gwalior)  
MBA (DAV, INDORE)

**Monika Kansal (on leave)**  
M.Com (PU), MBA (IGNOU)

**Ashish Saihpal (on leave)**  
MBA (PU), PGDMM

**Shashi Kapoor**  
M.Com (PU)

**Tarun Kumar Vashisth**  
MBA (PU)

### ASSISTANT LIBRARIAN

**C.P. Chaudhary**  
M.A. (Econ.) & M.Lib. & Inf. Sc.(BHU)

### ADMINISTRATION AND OFFICE STAFF

**Maya Devi**  
Senior Assistant

**Rohit Sood**  
Data Entry Operator

## IMPORTANT DATES

Availability of Handbook of Information by Hand:-

From October 31, 2011 (Monday)  
to December 03, 2011 (Saturday)

1. Post Office, Panjab University,  
Sector-14, Chandigarh

2. GPO, Bharat Nagar Chowk, Ludhiana

On payment of Rs. 2,000/- (Rs. 1,000 for  
SC/ST candidates)

Availability of Handbook of Information by Post:-

From October 31, 2011 (Monday)  
to November 16, 2011 (Wednesday)

The Manager, Publication Bureau, Panjab  
University, Chandigarh

By sending Demand Draft of Rs. 2,080/-  
(Rs. 1,080 for SC/ST candidates), in favour  
of The Registrar, Panjab University,  
Chandigarh, payable at Chandigarh.

Handbook of Information – 2012 can also be downloaded from <http://ubsl.puchd.ac.in> and submitted alongwith Demand Draft for Rs. 2000/- (Rs. 1000/- for SC/ST candidates) in favour of The Registrar, Panjab University, Chandigarh, payable at Chandigarh.

Last Date for Submission of Forms to **The Director, Panjab University Regional Centre, Civil Lines, Ludhiana-141001** is December 03, 2011 (Saturday) by 5.00 pm.

### NOTE :

Candidates must submit the self-attested photo copy of their CAT-2011 Admit Card along with the application form.

## UNIVERSITY BUSINESS SCHOOL PANJAB UNIVERSITY REGIONAL CENTRE, LUDHIANA

University Business School (UBS), Panjab University Regional Centre, Ludhiana was established in the year 2007. The school is situated at Panjab University Regional Centre (PURC) Ludhiana, a city known as the Manchester of India. The MBA program offered by UBS Ludhiana, aims at providing quality management education. The specific objectives of the programme are to create comprehensive understanding of management concepts, familiarize the participants to the competitive business environment, inter-relate management concepts to the real life situations, enhance analytical and decision making skills and develop responsive managers. It lays equal emphasis on personality development and inculcates business ethics amongst the students. The institute's faculty is a rich blend of academic and practical experience. It has diverse pool of intellectual capital drawn from various fields, endowed with research, industry and teaching experience. Guest faculty from premier institutions and corporate sector, having high academic credentials and industrial experience visit the department to support the efforts of core faculty.

Students at UBS Ludhiana are empowered to conduct various activities on their own. Various committees and clubs have been formed by the students which make a significant contribution towards their overall development. Pedagogy followed here focuses on exposing the students to optimum blend of class based and industry based learning environment. University Business School, Ludhiana has also been approved by the Panjab University for starting Pre-Ph.D course work.

### PLACEMENT FACILITY

Placement Cell of the institute is involved in promoting industry-students interface and to facilitate the recruitment process by managing the various stages of interaction between students of the institute and prospective employers. A team of students manage all the placement activities under the guidance and coordination of a Faculty member as Placement Co-ordinator. The students of previous batches have secured placements with the companies of repute like The Federal Bank, Aviva Life Insurance, SEL, CTI Ship Broker, Mahindra Finance, Kotak Mahindra Bank and Eastman Group etc. through Campus Placements. For the Summer Placements, the companies like Nestle, Vardhman, Ludhiana Stock Exchange, Airtel, ONGC, NTPC etc. have selected our students.

### NUMBER OF SEATS

**57 Seats + 9 Seats (For Foreign Nationals/NRI)**

Category wise break up of Seats

General	SC	ST	BC	Physically Handi- capped	Sports	Defence	Riot Victims	Freedom Fighters	Wards of Kashmiri Displaced Persons*	Only (Single) Girl Child**	Cancer and Aids Patients ***
32	9	4	3	2	3	3	1	1	1	2	1

\* **For Wards of Kashmiri Displaced Persons:** Reservation under this category will be available subject to approval of Ministry of Human Resource development and Senate/Syndicate of Panjab University, Chandigarh. A certificate to the effect that the applicant is a ward of Kashmiri Displaced Person issued by an authorized government officer is to be submitted by the candidate.

\*\* **For Only (Single) Girl Child:** The reservation in favour of only (single) girl child WITH NO OTHER MALE/FEMALE CHILD IN THE FAMILY. (A copy of an affidavit on a stamp paper worth Rs. 20 duly attested by a first class magistrate, to be obtained from the parents of the only (Single) girl child).

\*\*\* **For Cancer/Aids Patient:** The student will submit a certificate with a proof from national medical institute like PGIMER, AIIMS.

**NOTE :** Seats in the categories of Wards of Kashmiri Displaced Persons, Only (Single) Girl Child and Cancer/ Aids Patients are tentative and may be available subject to University rules as may be changed from time to time.

PU REGIONAL CENTRE, LUDHIANA

## FEE STRUCTURE

### 1. Other than Foreign Nationals/NRI

Rs. 79,407/-\* payable through Demand Draft in favour of **The Registrar, Panjab University, Chandigarh, payable at Chandigarh** at the time of admission, towards payment of the tuition fee and other university charges for Ist Semester. Fee instalment of Rs. 75,975/-\*, Rs. 78,997/-\* & Rs. 75,975/-\* for MBA IInd, IIIrd & IVth Semester respectively is to be deposited on the dates, as and when notified by the University.

Further the candidate will have to deposit Rs. 10,000/-\* by Demand Draft in favour of **The Director, Panjab University Regional Centre, Ludhiana payable at Ludhiana**, towards placement activities, teaching materials and business clubs etc.

### 2. Foreign Nationals/NRI

For Foreign Nationals/NRI candidates, the total fee is US\$ 6,175\* per year. This consists of tuition fee US\$ 5,565\* and Student Development Fund (Non-refundable) of US\$ 610\* per year, Registration fee US\$ 650\* (or US\$ 440\*) will also be charged from those who have passed the qualifying examination from a University or Institution other than Panjab University. Other charges are Rs. 2,677\*. Fee is to be paid through Demand Draft in favour of **The Registrar, Panjab University, Chandigarh, payable at Chandigarh**.

Further the candidate will have to deposit Rs. 10,000/-\* by Demand Draft in favour of **The Director, Panjab University Regional Centre, Ludhiana payable at Ludhiana**, towards placement activities, teaching materials and business clubs etc.

\* NOTE: Fee Structure is subject to change. Final fee structure will be put on the website of UBS Ludhiana. The candidate will have to pay the exact amount as per PU fee structure prevailing at the time of admission duly approved by Syndicate/ Senate. The Board of Control, University Business School, Panjab University Regional Centre, Ludhiana has the final authority regarding admissions. Changes can be made in the existing rules, according to rules as given in the “Handbook of Information & Rules for Admissions 2012” of the Panjab University, Chandigarh.

## ACADEMIC PROGRAMME

Institute offers two year full-time course - **Master of Business Administration (MBA)**. The course provides learning and training in handling the diverse situations of the dynamic business environment. It offers dual specialization in the functional areas like Marketing, Finance, Human Resource and Operations Management in order to enhance the skills of students pertaining to a particular field. The curriculum is regularly updated to meet the business and social requirements.

**Note:** Students shall abide by the courses of reading offered by the institute, and shall not claim any particular course to be offered to them as a matter of right.

## COURSE STRUCTURE

The MBA programme at UBS, Ludhiana comprises of four semesters. The first two semesters consist of compulsory subjects providing an overview of all the fields of management. From third semester, students can opt for a specialization and select the respective elective subjects.



## MASTER OF BUSINESS ADMINISTRATION (MBA)

Subject Code	Paper Title	Marks			
<b>SEMESTER-I</b>			MBA 7145	Global Supply Chain Management	100
MBA 6101	Business Economics	100	MBA 7146	Industrial and Rural Marketing	100
MBA 6102	Business Statistics	100	<b>Group E : Human Resource Management</b>		
MBA 6103	Management Accounting	100	MBA 7151	Labour Legislation-I	100
MBA 6104	Organisational Behaviour	100	MBA 7152	Strategic Human Resource Management	100
MBA 6105	Marketing Management	100	MBA 7153	Performance and Compensation Management	100
MBA 6106	Workshop on Business Computing	50	MBA 7154	Organisation Development	100
MBA 6107	Workshop on Business Communications	50	MBA 7155	Workshop on Training and Development	100
		<b>Total 600</b>	MBA 7156	Comparative Industrial Relations	100
<b>SEMESTER II</b>			<b>Total 600</b>		
MBA 6201	Business Environment	100	<b>SEMESTER IV</b>		
MBA 6202	Human Resource Management	100	MBA 7201	Strategic Management	
MBA 6203	Operations Management	100	MBA 7202	Research Project***	
MBA 6204	Financial Management	100	MBA 7203	Comprehensive Viva-Voce****	
MBA 6205	Legal Aspects of Business	100	Students to continue with the two groups opted by them in third semester and further in each group opted by them, they are to opt for two papers out of the papers offered.		
MBA 6206	Workshop on Research Methodology	100	<b>Group A : Entrepreneurship and General Management</b>		
MBA 6207	Summer Training Report & Viva-Voce*	100	MBA 7211	Managing Strategic Implementation and Business Transformation	100
MBA 6208	Comprehensive Viva-Voce**	100	MBA 7212	Managing Team	100
		<b>Total 800</b>	MBA 7213	Managing Global Enterprise	100
			MBA 7214	Organization Structure and Design	100
			<b>Group B : Finance</b>		
<b>Note:</b> *At the end of examination of IInd Semester the student will undergo compulsory summer training for a period of 6-8 weeks. Every student will submit the Summer Training Report within two weeks from the start of teaching for IIIrd Semester.			MBA 7221	Strategic Cost Management	100
			MBA 7222	International Financial Management	100
			MBA 7223	Behavioral Finance	100
			MBA 7224	Corporate Governance	100
			<b>Group C : Information Technology &amp; Operations Management</b>		
			MBA 7231	Knowledge Management	100
			MBA 7232	Management of Technology	100
			MBA 7233	Business Intelligence	100
			MBA 7234	Total Quality Management	100
			<b>Group D : Marketing</b>		
			MBA 7241	Marketing of Services	100
			MBA 7242	Workshop on Foreign Trade Documentation and Trade Finance	100
			MBA 7243	Customer Relationship Management and Sales Management	100
			MBA 7244	Application of Accounting and Finance in Marketing	100
			<b>Group E : Human Resource Management</b>		
			MBA 7251	Human Resource Information System	100
			MBA 7252	Personal Effectiveness and Leadership	100
			MBA 7253	Workshop on Management of Discipline and Disciplinary Proceedings	100
			MBA 7254	Labour Legislation-II	100
			<b>Total 700</b>		
			<b>Note :</b> ***The Research Project will start from IIIrd Semester. Though marks for this project will be counted in the IVth Semester only.		
			****Comprehensive Viva-Voce of IVth Semester would be based on papers taught in IIIrd and IVth Semester.		
<b>SEMESTER III</b>					
Students are to opt for two groups out of the groups offered and further in each groups opted by them, they are to opt for 3 papers out of the papers offered.					
<b>Group A : Entrepreneurship and General Management</b>					
MBA 7111	Entrepreneurial Development and New Enterprise Management	100			
MBA 7112	Entrepreneurial Finance	100			
MBA 7113	Infrastructure and Project Finance	100			
MBA 7114	Tax Planning for Entrepreneurs	100			
MBA 7115	Investing in Private Equity	100			
MBA 7116	Marketing for Entrepreneurship	100			
<b>Group B : Finance</b>					
MBA 7121	Financial Statement Analysis	100			
MBA 7122	Financial Engineering	100			
MBA 7123	Management of Financial Services	100			
MBA 7124	Micro Finance	100			
MBA 7125	Management Control System	100			
MBA 7126	Project Planning, Analysis & Management	100			
<b>Group C : Information Technology &amp; Operations Management</b>					
MBA 7131	Mobile Commerce	100			
MBA 7132	Product Innovation in Technology Business	100			
MBA 7133	Business Process Re-engineering	100			
MBA 7134	System Analysis and Design	100			
MBA 7135	Enterprise Resource Planning	100			
MBA 7136	Management Information System	100			
<b>Group D : Marketing</b>					
MBA 7141	Advertising and Consumer Behaviour	100			
MBA 7142	Global Marketing Management	100			
MBA 7143	Marketing Research and Product Management	100			
MBA 7144	Internet Marketing and Retail Management	100			

## ADMISSION PROCESS

1. Admission to this course will be made on the basis of merit determined by scores of the candidates in Common Admission Test (CAT-2011) conducted by IIMs, followed by Group Discussion and Personal Interview (GD & PI).
2. The candidates will be called for Group Discussion and Personal Interview on the basis of their score in the CAT- 2011.
3. The number of candidates to be called for Group Discussion and Personal Interview on the basis of merit in CAT – 2011 will be equal to eight times the total number of seats in each category.

**Attendance in Group Discussion and Personal Interview is a must. If any candidate does not attend any one of the components, GD or PI, his/her candidature shall stand cancelled.**

4. Final Merit List of all the candidates called and appeared for GD & PI will be prepared category-wise on the basis of their combined score in the CAT-2011, Group Discussion and Personal Interview.

**In case of a tie, the following rules would apply:**

- (i) A candidate getting higher percentage in the qualifying examination shall rank higher in order of merit.
- (ii) That if the marks in the qualifying examination are also the same then the candidate obtaining more marks in the immediate lower examination shall rank higher in order of merit.
- (iii) That if two or more candidates secure equal marks in (i) & (ii) above, the candidate senior in age shall rank higher in order of merit.

**Admissions shall be made strictly on the basis of merit.**

5. The weightage for CAT-2011, Group Discussion and Personal Interview for preparing the final Merit List for admission will be as follows:

WRITTEN TEST (CAT-2011)	85% (of CAT-2011 Score Percentage & Not Percentile)
GROUP DISCUSSION	7.5%
PERSONAL INTERVIEW	7.5%

6. The eligibility of a candidate shall be provisional at every stage of the admission process. It will be the responsibility of the candidate to ensure his/her eligibility and fulfillment of various conditions for admission as prescribed in the Rules / Regulations of the University. Admission can be cancelled at any stage in case the candidate is not found to be eligible.
7. All provisionally eligible candidates shall take Common Admission Test (CAT-2011) conducted by IIM.
8. The Group Discussion and Personal Interview of the short-listed candidates will be held at University Business School, Panjab University Regional Centre, Ludhiana.
9. (a) Candidates shall have to fulfill the eligibility conditions at the time of admission, failing which their candidature shall not be considered for admission even after they have gone through all the stages of the admission process. The candidates appearing in their final degree examinations and those who have appeared in CAT-2011 are eligible to apply.

The result of the qualifying examination must be submitted positively by August 31, 2012 by 12 noon failing which the admission shall be cancelled.

- (b) The vacant seats, if any, on August 31, 2012 will be filled from those who are present at 5.00 p.m. on that day. The seats shall be filled strictly according to the merit. Information about vacant seats will be displayed on the Notice Board and web site of UBS, Ludhiana. It is the students' responsibility to keep a watch for seats falling vacant. No individual notice will be given regarding the vacant seats.
10. The final category-wise result of the candidates will be notified around the 2nd week of April, 2012. The candidates will appear for counseling in the 3rd week of May, 2012. **THESE DATES ARE TENTATIVE. THE CANDIDATES ARE ADVISED TO REGULARLY BROWSE UBS WEBSITE <http://ubsl.puchd.ac.in>**
11. For admission to Sports Category please refer to page 18-21 for detailed guidelines.
12. In Defence Category, all the applicants fulfilling the eligibility conditions set out on page 11 shall be ranked according to the criteria specified in Clause vi on page 13. Out of these candidates, the number of candidates to be called for GD & PI shall be eight times the number of seats in this category or the number of eligible candidates whichever is lower. In case of a tie, the combined score of CAT-2011 and GD & PI would be used for deciding the candidate to be admitted.
13. Seats under Foreign Nationals/NRI Category are available for:
  - (i) Foreign nationals, i.e., nationals or citizens of countries other than India who are not persons of Indian origin.
  - (ii) Persons of Indian origin who are citizens of countries other than India and hold the passport of the country concerned.
  - (iii) Children, i.e., sons and daughters of persons of Indian origin (who may, or may not, be citizens of countries other than India), provided they have resided in a country other than India for a minimum period of three years immediately preceding the year of admission in the University.

**Explanation:** The aforesaid condition of residence for a minimum period of three years in a country other than India means actual, physical residence on a regular basis. Notional, deemed or constructive residence of any kind shall not be considered for this purpose. Accordingly, possession of a Green Card will ipso facto not confer eligibility or entitlement for admission.
14. Foreign Nationals/NRI candidates not in India at the time of the CAT-2011 and thereby unable to avail of the above admission process shall be required to submit scores of GMAT, which will be treated at par with the combined score of online CAT-2011 conducted by IIMs, Group Discussion and Personal Interview conducted by University Business School, Panjab University Regional Centre, Ludhiana.

### SUBMISSION OF DOCUMENTS

1. Last date for submission of completed Application Forms to The Director, Panjab University Regional Centre, Civil Lines, Ludhiana-141001 is December 03, 2011 (Saturday) by 5.00 P.M.
2. The candidates under reserved categories and under Foreign Nationals/NRI category will submit the necessary certificate(s) required by the University in the prescribed proforma given in the Handbook of Information at pages 15 to 17.
3. In case of gap of one or more sessions between passing the last examination and admission being sought now, a candidate shall have to give an affidavit stating "**not having been involved in any offence/unlawful activities**", attested by the Magistrate 1st class/Notary.
4. The students who have passed the qualifying examination from an institution other than Panjab University will be eligible, only if such examination/degree is recognised as equivalent to corresponding examination/degree of the Panjab University.

### CANCELLATION OF SEATS / ADMISSION

Admission of all such students who fail to attend at least 33% of the total lectures delivered and practicals held in all the papers during the first 10 working days from the start of teaching work in the course concerned shall be cancelled by the Board of Control/Joint Admission Cell after following the procedure given below:

1. By the 12th day after the start of classes for a particular course, the names of these students who fail to attend at least 33% of the total lectures/ practicals shall be put up on the Department Notice Board. Within 4 days of the date of such notice, a student who is short of attendance may give in writing the reasons for his/her absence from the classes.
2. If a student does not submit an application in writing within the prescribed time as stated above, or the reasons adduced by the student in his application are not found to be sufficient and justified in the opinion of the Board of Control/ Joint Admission Cell, his/her admission shall be cancelled.
3. All the seats thus falling vacant shall be filled from the waiting list or through subsequent counseling before the expiry of the last date fixed for admission by the University.
4. When the admission of the student is cancelled as stated above, the Department shall display on the Department Notice Board the list of the person(s) next in the waiting list and make admissions accordingly.

**NOTE:** It is obligatory on the part of the students to keep in touch with the Department regarding seats which fall vacant.



## ELIGIBILITY CONDITIONS FOR ADMISSION TO MBA

THE MINIMUM ELIGIBILITY /CRITERIA FOR ADMISSION WOULD BE AS FOLLOWS:

- A i) A Bachelor's/Post Graduate Degree in any discipline of the University or a degree of any other University which has been recognised by the Syndicate as equivalent thereto with not less than 50% marks in the aggregate.

Provided that in the case of candidates having Bachelor's degree of the University through Modern Indian Languages [Hindi/Urdu/Punjabi (Gurmukhi script)] and/or in a Classical Language (Sanskrit/Persian/Arabic) or degree of any other University obtained in the same manner recognised by the Syndicate, 50% marks in the aggregate shall be calculated by taking into account full percentage of marks in all the papers in Language excluding the additional optional paper, English and the elective subject taken together.

OR

- ii) A pass in the final examination conducted by the (a) Institute of Chartered Accountants of India or England, (b) Institute of Cost and Works Accountants of India or England, and (c) Institute of Company Secretaries of India.

OR

- iii) AMIE Examination with 50% marks or more after having passed the diploma examination with 60% marks or above and have at least 5 years research/teaching or professional experience.

AND

- B Candidate must have appeared in CAT-2011, followed by appearance in Group Discussion and Personal Interview

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### NOTE:

*Requirement of 75% attendance of the total number of lectures in theory and practicals as stipulated by the UGC is mandatory from the academic session 2002-03.*

*Ragging is Strictly prohibited. Guilty will be punished with the fine and/ or expulsion from the University.*

*Panjab University Regional Centre, Ludhiana is smoke free campus. Smoking and drug abuse is strictly prohibited.*

## GUIDELINES FOR PERCENTAGE OF RESERVED/OPEN SEATS

### IMPORTANT NOTE:

Admission in all reserved categories shall be made subject to the fulfillment of the eligibility conditions and in accordance with the provisions of the "Admission Process" contained in the Handbook of Information 2012.

### Seats: Open and Reserved

- 1) Generally 55.5% of the seats in each course shall be treated as belonging to the Open Category.
- 2) 44.5% seats shall be treated as belonging to the Reserved Category, as per details given below:
  - (i) 15% for candidates belonging to the Scheduled Castes.
  - (ii) 7.5% for candidates belonging to the Scheduled Tribes
  - (iii) 5% for candidates belonging to the Backward Class.

The above reservation shall be subject to the following conditions:

- a) the number of students admitted on merit shall not be included in the number of seats reserved;
  - b) member of Scheduled Castes / Scheduled Tribes and Backward Classes shall be allowed a concession of 5% marks for admission to the course in which a certain percentage of minimum marks has been prescribed provided they have obtained minimum pass marks prescribed by the regulations;
  - c) in case the seats earmarked for Scheduled Castes/Scheduled Tribes remain unfilled, a further relaxation in marks may be given, in order of merit inter-se amongst the candidates themselves, so that all the reserved seats are filled by candidates belonging to these categories ; and
  - d) a Scheduled Caste/Scheduled Tribe person on migration from the State of his origin will not lose his status as Scheduled Caste / Scheduled Tribe but he/she will be entitled to the concessions/benefits admissible to the Scheduled Castes / Scheduled Tribes from the State of his origin and not from the State where he has migrated. [Regulation 29.1, P.U. Cal. Vol. 1, 2007 (Page 168)].
- (iv) 3% for Physically Handicapped candidates: Claimant in this category should be capable of pursuing the course for which the admission is sought. The handicapped candidates should have a minimum of 40% disability duly certified by the Medical Board of District/ State/ UT / Medical Institution of National Importance. Such certificate shall be further certified by the Medical Board of Panjab University Health Centre.

Out of the 3% seats, 1% would be earmarked for the blind and the person(s) with low vision in the courses where no practicals are involved:

1. the blind person(s) shall be given admission straightway, i.e., they will be given priority over the Physically Handicapped candidates;
2. the blind person(s) shall be allowed to compete in the General Category by allowing them 5 per cent marks over and above the marks actually obtained by them for determining their merit;
3. for admission to courses wherein age limit is specified, the blind persons shall be given a relaxation of 5 years in age;
4. for admission to courses based on the Entrance Tests, the blind persons be treated at par with the SC/ST for earning eligibility for admission;

Visually Handicapped would mean: Visual acuity of 6/60 with best correction in the better eye or any persons with visual fields of 20° or less in the better eye irrespective of the visual acuity.

- (v) 5% on the basis of achievement in Sports (see separate guidelines on page 18-21).
- (vi) 5% (for all the under-mentioned categories taken together) for candidates who fall in one of the following categories (which are given here in order of precedence) :-
  1. Sons/Daughters/Spouses of such defence personnel, para-military personnel like CRPF/ BSF and Police personnel etc. who died in action while on duty. Only those who were wholly dependent on such personnel shall be considered.
  2. Sons/Daughters/Spouses as are wholly dependent on such Defence Personnel who were incapacitated\*/died while in service.
  3. Such Sons/Daughters/Spouses of ex-servicemen (Defence and Para-military personnel like CRPF/BSF etc.) as are wholly dependent on them.
  4. Defence personnel incapacitated\* while in service.
  5. Such Sons/Daughters/Spouses of serving defence personnel and paramilitary personnel like CRPF/BSF etc. as are wholly dependent on them.
  6. Ex-servicemen\*\*
  7. Serving defence personnel/paramilitary personnel like CRPF/BSF etc.

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\* Incapacitation will mean incapacitation leading to the discharge of the person by authorities concerned.

\*\* Ex-serviceman means a person who has served in any rank whether as a combatant or non-combatant in the regular Army, Navy and Air Force of the Union of India:-

- (i) who retired from the service after earning his/her pensions; or
- (ii) who has been boarded out of the service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension ; or
- (iii) who has been released from the service as a result of reduction in establishment; or
- (iv) who has been released from the service after completing the specific period of engagement, (otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency) and has been given a gratuity.

Territorial Army Personnel of the following categories shall also be considered as ex-serviceman:-

- (a) Pension holders for continuous embodied service;
- (b) Disabled Territorial Army Personnel with disability attributable to military service;
- (c) Gallantry award winners.

- (vii) 2% for Sons/Daughters/Husband/Wife/Brothers/Sisters of persons killed/incapacitated in November 1984 riots and of persons killed / incapacitated in terrorist violence in Punjab and Chandigarh. A Certificate from the District Magistrate to this effect must be submitted by the candidate. Migrant Card alone is not enough.\*\*\*
- (viii) 2% for the Children/Grand Children of Freedom Fighters who have been sanctioned pension by Central/State Govt. or awarded Tamra Patra by Government of India (Syndicate Para 15, dated 30-5-1997) or those who have been certified to be Freedom Fighters by the Central/State Govts.
- (ix) Any other statutory reservation as prescribed by the Govt. of India, if any.

#### Explanation:

While working out the percentage of seats in the reserved categories as given above, if the number arrived at contains a fraction, it shall be resolved as follows:-

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. This shall, however, not affect the total number of seats in the open category. To ensure this, 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 with prior permission of the D.U.I/ Vice-Chancellor. Such seats, if created, shall be treated as additional only for the year in questions.

#### Illustration:

In a course which has 25 seats, the distribution of seats among the various categories will be as under:

Open Category	SC	ST	BC	Sports	Defence Personal	Physically Handicapped	Riot Victim	Freedom Fighter	Total
14	4	2	1	1	1	1	1	1	26

It will be seen that this raises the total number of seats to 26. The 26th seat will be treated as additional in that course for that year only. The additional seat, if required to be created, shall be created only for the Reserved Category and not for the Open Category. Such additional seat, if remains unfilled, will not be converted to Open category.

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\*\*\* Subject to change in the rules/ criteria for determining the eligibility



## SPECIMEN OF FORMS OF CERTIFICATES

(TO BE ATTACHED TO ADMISSION FORM WHEREVER APPLICABLE)

### CERTIFICATE OF BELONGING TO A SCHEDULED CASTE/SCHEDULED TRIBE

Despatch No \_\_\_\_\_ Dated: \_\_\_\_\_  
 Certified that \_\_\_\_\_ Son/daughter of Shri \_\_\_\_\_  
 Resident of \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_  
 an applicant for admission to \_\_\_\_\_ Course of Panjab University, Chandigarh, belongs to  
 \_\_\_\_\_ Caste of Scheduled Caste/Tribe which is recognized by \_\_\_\_\_ State Govt.

Name of the Certifying Officer \_\_\_\_\_

Designation \_\_\_\_\_

\*Certificate from no other authority will be accepted.

Signature of the \*SDM/Tehsildar \_\_\_\_\_

(with seal of court) seal with three lions only

### VERIFICATION OF SC/ST CERTIFICATES

The admission of the SC/ST candidates producing the requisite certificates of being SC/ST for admission in various courses at this University be made provisional subject to verification of the certificates from the issuing authority by the Chairman/Chairperson of the concerned department as required in the U.G.C. letter circulated by D.R. (Academic/College) vide his Endst. No. 5201-5350/Spl. Cell SC/ST dated 30.09.1991.

### CERTIFICATE OF DEATH/INCAPACITATION OF MILITARY PERSONNEL IN ACTION

Despatch No \_\_\_\_\_ Dated: \_\_\_\_\_  
 Certified that \_\_\_\_\_ an applicant for admission to  
 \_\_\_\_\_ Course of Panjab University, Chandigarh, is the son/daughter of Shri  
 \_\_\_\_\_ (mention rank also). Shri \_\_\_\_\_ was  
 killed/incapacitated in action on \_\_\_\_\_ (mention date), and his death/incapacitation did not occur  
 due to an accident while performing a routine duty pertaining to job requirement.

Name of the Certifying Officer \_\_\_\_\_

Designation: \_\_\_\_\_

Signature of authorized Military Officer \_\_\_\_\_

(with seal of office)

### CERTIFICATE OF PHYSICALLY HANDICAPPED CANDIDATE

(TO BE ISSUED BY MEDICAL AUTHORITY OF A GOVERNMENT HOSPITAL)

Despatch No. \_\_\_\_\_ Dated: \_\_\_\_\_

1. Name of the Candidate \_\_\_\_\_
2. Father's Name \_\_\_\_\_
3. Permanent Address \_\_\_\_\_
4. Percentage of loss of earning capacity (in words) \_\_\_\_\_
5. Whether the candidate is otherwise able to carry on studies and perform duties \_\_\_\_\_
6. Name of the disease/cause of handicap \_\_\_\_\_
7. Whether handicap is temporary or permanent \_\_\_\_\_
8. Whether handicap is progressive or non-progressive \_\_\_\_\_

Name of the Certifying Officer \_\_\_\_\_

Designation \_\_\_\_\_

Signature of authorized Medical Officer \_\_\_\_\_

(Legible office stamp)

***PU REGIONAL CENTRE, LUDHIANA***

**CERTIFICATE TO BE FURNISHED BY FOREIGN NATIONALS/NRI CANDIDATES**

I, \_\_\_\_\_ son/daughter of \_\_\_\_\_ Resident of \_\_\_\_\_  
 \_\_\_\_\_ (give full address) and \_\_\_\_\_  
 of \_\_\_\_\_  
 \_\_\_\_\_ (give exact category/status of immigrant/foreigner)

\_\_\_\_\_ (name of the course) at the department of \_\_\_\_\_

\_\_\_\_\_ Panjab University, Chandigarh

declare and affirm that I shall be responsible for timely payment of prescribed tuition fees (payable annually) and all other dues and charges in full (and not in parts/installments) to the Panjab University, Chandigarh, immediately after the admission is granted and also during the subsequent year/s of studies.

Tuition fee shall be paid by me in the form of Bank Draft in U.S. Dollars/Pounds/Sterling/Euros or equivalent amount in Indian currency payable to the Registrar, Panjab University, Chandigarh, payable at Chandigarh along with a bank certificate for encashment of foreign currency of the like amount.

In addition to tuition fee, I shall also pay all other dues and charges to the Panjab University as payable by other students of the same class belonging to the same category in foreign currency or in Indian Rupees as per University Rules and Regulations.

I understand that in case of failure to pay fees and dues on time, the admission will automatically stand cancelled and fee already paid will not be refundable. Neither I nor the candidate Mr./Ms. \_\_\_\_\_ shall have any claim against the University on any account whatsoever.

Place \_\_\_\_\_ Date \_\_\_\_\_ Signature of Mother/Father of Candidate \_\_\_\_\_

**Note :** The above stated certificate should be submitted on Court Paper and must be attested by a Notary Public at the place and country where he/ she is residing at the relevant time.

**CERTIFICATE OF DEPENDENCE ON MILITARY/ PARA MILITARY PERSONNEL**

Despatch No. \_\_\_\_\_

Dated: \_\_\_\_\_

Certified that Mr./Ms \_\_\_\_\_ is the dependent son/daughter/spouse of

Shri \_\_\_\_\_ Rank \_\_\_\_\_

Shri \_\_\_\_\_ is

(i) An Ex-Serviceman and he retired on \_\_\_\_\_

(ii) Employed in Unit \_\_\_\_\_

Date \_\_\_\_\_

Seal \_\_\_\_\_

Signature of authorized Officer  
(with seal of office)

Note: (a) The certificate in case of ex-serviceman is to be signed by the competent Authority.

(b) The certificate in case of serving personnel is to be signed by the Commander of the Unit.

**CERTIFICATE OF CHILDREN / GRANDCHILDREN OF FREEDOM FIGHTER**

Dispatch No. \_\_\_\_\_

Dated: \_\_\_\_\_

Certified that Mr./Mrs. \_\_\_\_\_ son/ daughter of Shri \_\_\_\_\_ is child/ grandchild of a Tamrapatra Holder / Freedom Fighter Pensioner drawing his pension from \_\_\_\_\_ Treasury.

Date \_\_\_\_\_

Seal \_\_\_\_\_

Signature of Deputy Commissioner concerned

## CERTIFICATE OF BELONGING TO A BACKWARD CLASS

Despatch No. \_\_\_\_\_ Dated \_\_\_\_\_

Certified that \_\_\_\_\_  
Son/daughter of Shri \_\_\_\_\_ belongs  
to \_\_\_\_\_ Caste which  
falls in the category of backward class in accordance with the latest \_\_\_\_\_ (State) Govt.  
Circular No. \_\_\_\_\_ dated \_\_\_\_\_  
issued by \_\_\_\_\_ (authority)

Name of the Certifying Officer

Signature of the

\_\_\_\_\_

S.D.M./ Tehsildar

Designation \_\_\_\_\_

(with office seal)

## SPECIMEN OF AFFIDAVIT FOR ONLY (SINGLE) GIRL CHILD CATEGORY (on non-judicial paper of Rs. 20/- duly attested by Ist Class Magistrate)

I \_\_\_\_\_ (name) father / mother of  
Miss \_\_\_\_\_ resident of \_\_\_\_\_  
\_\_\_\_\_ (full address to be given) do hereby ,  
solemnly declare and affirm as under :

1. That I am a citizen of India.
2. That Miss \_\_\_\_\_ born on \_\_\_\_\_ is the  
Only (Single) Child of the deponent.
3. That the deponent has no living male/ Female Child other than the above one.

Place:

DEPONENT

Dated:

### VERIFICATION

Verified that the contents of the above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Place:

DEPONENT

Date :

## GUIDELINES FOR ADMISSION TO THE RESERVED CATEGORY OF SPORTS

Five percent of the total number of seats in this course are reserved under this category. No benefit on the basis of sports shall be given to candidates not applying for admission in this category.

1. As in the case of the General Category as well as the other reserved categories, candidates seeking admission in this category are required to fulfil the eligibility conditions set out on page 11. The application forms of all candidates eligible as aforesaid would be sent to the Sports Department of Panjab University, Chandigarh, for verification of sports documents and determination of eligibility in the Sports Category as per Clause 5 below and for their sports gradation as per Annexure V. The Sports Department will send to UBS, PU Regional Centre, Ludhiana, the list of all candidates found eligible in the Sports Category ranked in order of their sports gradation. Out of this list the number of candidates to be called for GD & PI shall be eight times the number of seats in the Sports Category or the actual number of eligible candidates whichever is lower. The admission to the Sports Category would be made strictly in the order of sports gradation, subject to the provisions of Clause 8, sub clause 4, herein below in the case of a tie.
2. Each applicant applying for admission in this category shall, along with the Application Form will submit self-attested photocopies of following documents to the concerned department and the concerned department will send the photocopy of application forms after paging all the documents received from eligible candidate to Directorate of Sports.
  - a. Self-attested photocopy of sports certificate
  - b. Class-X and Class-XII details marks certificate showing date of birth
  - c. The affidavit of sports achievement (ANNEXURE-III) duly attested by Notary/Magistrate Class-I/II on a stamp paper of Rs.3/-
  - d. Roster Form/List of players submitted by the State Association to the National Federation in case of National Championships/ Federation Cups duly attested by the State Secretary
  - e. Roster Form/ List of players submitted by the State Association to the IOA in case of National Games duly attested by the State Secretary
  - f. Roster Form/ List of players submitted by the State Association to the organizing state in case of Women Festival duly attested by the Director Sport of concerned state
  - g. List of players from Director Sports of Concerned University in case of Inter University participation
3. The D.U.I. has the authority to cancel admission at any time, if it is found that the candidate obtained such admission on the basis of a false certificate or incorrect statement/record.
4. Students seeking admission under this category will be considered for admission only in the games and disciplines in which the Panjab University sends its teams for participation in the Inter- University Tournaments. However, in the game of Kabadi (Punjab Style) and Yoga tournaments conducted only by Panjab University, Chandigarh will also be considered for the admissions (For the inclusion of such games and discipline see Annexure I).
5. Reservation under Sports category is meant only for those active<sup>1</sup> sports persons who would participate in the Campus, University, National, International level sports tournaments. Such students will be considered for admission only if:-
  - i) their achievement in sports relate to their activities in any of the two years immediately preceding the year of admission<sup>2</sup> (relaxable to 3 years in exceptional cases, on merit, for outstanding sportspersons<sup>3</sup>)

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1. Means a person attending the grounds regularly so as to prepare himself for participation in the Inter-college and Inter-University Tournaments. However, his/her age falls within the age group which is eligible for participation Inter-College/ Inter-University Competition.

2. Preceding two years means from 1st July 2010 to 30th June 2012.

3. Securing first three positions in All India Inter- University/ Seniors National Championship/National Games in Senior Category/participation in International competition at Senior or Junior Level recognized by respective International Federation, International Olympic Committee, Ministry of Youth Affairs & Sports and Indian Olympic Association.



- ii) if they are otherwise also eligible for participation in Inter-college, Inter-University, National and International Sports Tournaments as per Associations of Indian Universities rules (see Annexure II).
  - iii) if the performance of the candidate in the trial is not satisfactory, his/her candidature can be rejected.
  - iv) **No document including affidavit, etc. will be accepted after the last date of submission of admission form neither by the concerned department nor by the Directorate of Sports. However, in case any sportsperson earn any achievement upto June 30, 2012 he/she may submit supplementary copy of the same to the concerned department alongwith additional affidavit.**
6. A committee constituted by the Vice-Chancellor shall screen all the applications under this category through interviews and by holding actual sports trials in the respective games on the Panjab University Grounds, Chandigarh and other venues in Chandigarh as per Schedule of Trials. The date of sports trial will be informed by the respective Department in which the applicant applied for admission. Only such applicants will be allowed to appear for the interviews and actual sports trials, whose applications are found in conformity with the requirements/qualifications mentioned in the Guidelines by the Directorate of Sports. **Applicants are to appear for interview with all the original sports certificates and all academic. No certificates on letter-pad/letter- head will be accepted.**
  7. The Directorate of Sports, Panjab University, shall take an undertaking in the form of an Affidavit (Annexure IV) on a Stamp Paper of Rs. 3/- duly attested by the Notary/Magistrate Class I/II from the students that they will attend the grounds regularly and would also participate in the Inter-college, Inter-University, National and International sports tournaments . Their admission would be liable to be cancelled if the terms of the undertaking thus given are not adhered to.
  8. The order of precedence in the selection of candidates for admission will be as per Annexure V:-
    - i) A student falling under category 'A' shall be placed higher in merit than a student falling under category 'B'. Similarly, a student falling under category 'B' shall be placed higher in merit than a student falling under category 'C' and so on.
    - ii) Likewise, within each category a student falling in category 'A'(1) will be placed higher in merit than a student falling in category 'A'(2) and so on.
    - iii) A student who attains first position in a competition shall be rated higher in merit than the one who gets second position in a competition of the same level. Similarly, second position will be rated higher in merit than the third in the same level of competition and so on.

- iv) If there is a tie within the same category, this tie shall be resolved by considering the "academic merit"<sup>4</sup> and even then if there is a tie, it will be resolved by the seniority in age i.e. date of birth of the student and tie will be resolved by the concerned department in which applicant applied for admission.
9. In the case of individual sports discipline, position in individual events will be considered for gradation and not the position of the team as a whole.
  10. The inter-se-merit of the candidates seeking admission to any course under the reserved category of sports shall be determined only on the basis of their merit in Sports as per grading criteria in Annexure V.
  11. **Outstanding sports persons**<sup>5</sup> who are not eligible for participation in the Inter-college and Inter- University tournaments (on account of expiry of active eligibility period for the participation in the Inter - College / Inter- University Competitions) and contributed to the Panjab University in their past by bringing laurels (only on those games which are mentioned in Annexure-I).  
 Their Case recommended by the Directorate of Sports, may be considered by the Vice-Chancellor for admission to a particular course by creating additional seats to the extent of 2% seats in that course. These seats shall be treated as being in addition to the approved strength of the course in that year only. Sports persons wishing to avail Clause 11 should submit a separate application along with the concerned department's Admission Form.
  12. Not less than 75% attendance in sports grounds of all those students admitted against reserved category of sports shall be a condition precedent for appearing in the examination.
  13. When a student is required to abstain from the Department for participation in Inter-college / Inter-University / National / International sports Tournaments, he/she should seek prior permission of the Chairperson of the Department of which he/she is the student.
  14. If a student admitted under the reserved category of Sports, remains absent from the grounds for regular practice for a continuous period of seven days without leave, his/her name shall be struck off from the rolls by the Chairperson of the concerned Department on the recommendation of the Directorate of Sports, Panjab University, Chandigarh.
  15. Deficiency of equal number of lectures (theory, practical and seminars), for tutorial etc. shall be condoned for sportspersons for attending Coaching Camps for participation in various Campus, Inter-Hostel and Inter-Department, Inter-college and Inter-University, National & International level tournaments.

4 Where there is an entrance test, tie shall be resolved by considering marks obtained in entrance test only. In the UBS, PURC, Ludhiana, the entrance test means combined score of CAT-2011, Group Discussion & Personal Interview.

5. Securing first three positions in All India Inter- University/ Seniors National Championship/National Games in Senior Category/participation in International competition at Senior or Junior Level recognized by respective International Federation, International Olympic Committee, Ministry of Youth Affairs & Sports and Indian Olympic Association.

16. In case a student does not attend the grounds for practice or does not participate in the P.U. Campus Sports Activities including Campus Annual Athletic Meet, Inter-College competition, Inter-University tournaments on medical grounds, the medical certificate issued by the University Chief Medical Officer only will be accepted.
17. In case there are more than one State Associations and/or National Federations in any game, the University will entertain and consider only such applicants in Sports Category who have certificates issued by a State Association and/or National Federation that is recognised by the Indian Olympic Association. Certificates issued by State Associations and/or National Federations not recognised by the Indian Olympic Association will not be considered by the University for any purpose.
18. Candidate will have to submit an affidavit from the secretary of the association that the association is the only one pertaining to the games/sports, and is recognized by Chandigarh Olympic association, Chandigarh sports council, National Federation and Indian Olympic Association.

If a sportsperson attends the Department, he/she should also report to the ground. In default cases, his/her medical certificate will not be accepted and his/her admission to the Department shall be liable to be cancelled.

## ANNEXURE I

Games / Discipline on the basis of achievement in which claims to admission in the category of reserved seats for Sports can be considered. The new games can be added if the Panjab University sends its teams for Inter-University competitions.

Sr. No.	Game	Section	Sr. No.	Game	Section
1	Archery	Men & Women	21	Kabaddi (PS)*	Men
2	Athletics	Men & Women	22	Kho-Kho	Men & Women
3	Badminton	Men & Women	23	Korfball	Men & Women
4	Ball Badminton	Men & Women	24	Netball	Men & Women
5	Baseball	Men & Women	25	Power-lifting	Men & Women
6	Basketball	Men & Women	26	Rhythmic Gymnastic	Women
7	Best Physique	Men	27	Rowing	Men & Women
8	Boxing	Men & Women	28	Shooting (Air Pistol & .177 Air rifle Peep Sight as per ISSF Rules)	Men & Women
9	Canoeing & Kayaking	Men & Women	29	Softball	Men & Women
10	Chess	Men & Women	30	Squash	Men
11	Cricket	Men & Women	31	Swimming	Men & Women
12	Cross-country	Men & Women	32	Table-Tennis	Men & Women
13	Cycling (Road & Track)	Men & Women	33	Tennis	Men & Women
14	Fencing	Men & Women	34	Volleyball	Men & Women
15	Football	Men & Women	35	Water Polo	Men
16	Gymnastics	Men & Women	36	Weight Lifting	Men & Women
17	Handball	Men & Women	37	Wrestling	Men & Women
18	Hockey	Men & Women	38	Yatching/Sailing	Men & Women
19	Judo	Men & Women	39	Yoga*	Men & Women
20	Kabaddi (NS)	Men & Women	40	Taekwando	Men & Women

\*Note: Achievements under the games at Sr. No. 21 & 39 will be considered only for tournaments conducted by the Panjab University.



## ANNEXURE II

### ELIGIBILITY RULES FOR THE INTER COLLEGE AND INTER UNIVERSITY TOURNAMENTS

#### A. Eligibility Rules:-

1. Only a bonafide student, who is currently and officially enrolled / registered for a degree or diploma at the University/College whose status, is recognized by the appropriate authority of the country, which is of a minimum duration of one academic year and whose examination is conducted by the University shall be eligible to participate in the National University Games.
  - 1.1 Students of Open Universities and Institutes of Open Learning shall be considered to be bonafide and eligible to participate in National University Games. However, students enrolled / registered in Correspondence Course institutes of Universities shall not be eligible to participate.
  - 1.2 Ph.D., and M.Phil students will be eligible to participate only if in the terms of the concerned University's rules, they are regarded to be bonafide students and fulfill other conditions laid down in this behalf.
2. All eligible students while participating in National University Games shall fulfill the following conditions:
  - a) Not more than 9 years have elapsed since a student passed the examination qualifying him/her for first admission to a degree or diploma course of a University or college affiliated to a University.
  - b) The nine year eligibility period mentioned above shall be distributed as under:-
    - i. not more than 5 years after passing qualifying examinations/10+2 examination or equivalent examination, the period of 3 years shall be extended by two years more than the actual length/duration of the course.
    - ii. not more than 4 years after passing Graduate Course / Degree, in Post Graduate Courses. However, the period of two years shall be extended by two years more than the actual length / duration of the course. This period includes M.Phil and Ph.D. courses too.

Irrespective of any other conditions like change of class / course / faculty, joining lower class from higher, changing academic to professional courses or vice-versa, provided that:-

Students admitted, immediately after passing 10+2 examination, to graduate courses of more than 3 years duration like Medical, Engineering, Agriculture, Pharmacy and Physical Education etc. shall be eligible to participate in National University Games for one year more than the actual length / duration of such graduate courses.

**For the purpose of determining the number of years under the revised FISU eligibility rules for participation:**

- a) Graduate course shall be treated to be those where the admission is sought after passing 10+2 or equivalent examination, as the case may be.
  - b) All other professional courses where admission is obtained after passing graduate degree examination(s), e.g. LLB., MBBS, BCA, BBA, B.Ed., BP.Ed., & B.Lib. etc. will be clubbed with other postgraduate courses like M.A., MBA, M.Sc., M.Com., M.Lib., M.Ed. & MP. Ed. etc. as the case may be.
3. Only the competitors who satisfy the following conditions are considered to be eligible to participate in National and International University Games:
    - (a) Be a National of the country they represent;
    - (b) Only students who are less than 28 years of age as on 1st July of the academic year in which the tournament is held, can participate.
  4. A student who is employed on full time basis will be considered eligible to participate in National / International University Games / Championships. However, the student(s) who receive salary or stipend, as the case may be, from Public and Private Sectors can also participate in National University Games provided he/she submits "No Objection Certificate" (NOC) from the respective Department / Organization categorically stating that he/she is permitted to participate in National / International University Games while pursuing his/her studies before his/her admission in a college/University is regularized.
  5. A student shall not be allowed to represent more than one University in National University Games during a single/same academic year.
  6. Provisional admission to a course of University or college shall not make the student(s) eligible to represent the University in National University Games.
  7. In case of a student migrating from one University to another, his/her migration case will be considered eligible only after his/her admission in the new University is regularized and he/she is admitted as a bonafide and eligible student by the new University.

**B. Explanation:-**

- i. In case of student (s) changing from one course to another the period spend in the previous course before joining the new course shall be counted towards total period of eligibility while participating in National University Games.
- ii. One year means the academic year in which the tournament is held irrespective of whether the student's result is declared or not. It will normally extend from 1st July of one year for 12 calendar months to the next year.
- iii. A bonafide student may not be considered to be eligible to participate in National University Games if he/she does not pass/qualify a particular class within the period of two years both at Graduate and Post Graduate courses. However, duration / length of the courses will remain unchanged. For example, not more than five years while students are pursuing Graduate Course/Degree and not more than four years while they are pursuing Post Graduate Course/Degree including M.Phil or Ph.D, as the case may be.

- iv. Interchange of faculty may be allowed to participate, provided the student passes his/her first year of class /course. If the candidate participates for two years in one particular class and if he/she changes course for the identical year, he/she may not be eligible to participate in National University Games for the remaining period of his/her eligibility unless he/she passes 1st year of the course.
- v. Student(s) joining lower class/course from higher professional course/degree merely for the sake of participation or winning sporting competitions will not be encouraged at the cost of academic qualifications essentially required for better career prospects of elite athletes.

### **C. Disqualification for Violation of FISU Eligibility Rules**

- 1. Any disqualification of a sportsperson on the grounds of ineligibility will result in automatic scratching of his/her team, for that academic year. The team may be debarred from participating in the National University Games (in that game/event) to be held in the following year, if necessary.
- 2. A sportsperson disqualified on the basis of ineligibility shall not be permitted to participate in National University Games in the next year, if necessary.
- 3. It shall be obligatory for the sportspersons, who are selected to represent Indian Universities Team(s) for participation in National / International University Games, if they represent some other organization / state without the permission of AIU, and their respective University / College, they shall be debarred from participation in the National University Games and disciplinary proceeding shall be initiated according to the existing rules.
- 4. It shall be mandatory for those students who joined Private or Public Sector(s) on stipends, while pursuing their study in Universities / Colleges to participate in Inter College and Inter University Sporting Competitions, in case their admission is based on the sports quota earmarked for promotion of sports by the appropriate authorities, should seek No Objection Certificate from the concerned sector.
- 5. Further, in case of incidents of violence during sporting competitions, the College / University authorities shall have the power to cancel the admission of the defaulting sportsperson(s), if found guilty after due process of enquiry.
- 6. The defaulters of drug abuse (doping) in University Sports shall be debarred from participation in the National and International University Games for minimum of period of three years based on the gravity / intensity of offense established by the National Anti Doping Agency (NADA) with a view to make sports drug free in India.

## ANNEXURE III

## PROFORMA OF AFFIDAVIT FOR SPORTSPERSONS CATEGORY

(on Non-Judicial paper for Rs. 3 duly attested by Notary/1st/IIInd Class Magistrate)

## AFFIDAVIT

I, \_\_\_\_\_ (name), son/daughter of Shri \_\_\_\_\_ (Father's name), born on \_\_\_\_\_ (address), hereby, solemnly declare and affirm as under:-

1. That as Sportsman / Sportswoman in \_\_\_\_\_ (name of discipline), I have represented the team(s) in the competitions(s) on date(s) and also of named positions(s) as indicated in the table below:-

S.No.	Sports Disciplines	Team Represented	Name of the competition and year	Venue / Date	Position Secured
1					
2					
3					
4					
5					

2. That the certificate(s) mentioned below are produced by me in support of the above are authentic:  
i)  
ii)  
iii)
3. I understand that in case the information/documents supplied by me are found to be false, incorrect or forged, I shall be liable for criminal action in terms of the provisions contained in the Indian Penal Code.

DEPONENT

## VERIFICATION

I, the above mentioned deponent do hereby solemnly declare and affirm that the above contents are true to the best of my knowledge and belief and nothing has been concealed therein.

Note: IN CASE OF MINOR, THE AFFIDAVIT SHALL BE FILLED IN BY HIS/HER PARENTS/GUARDIANS WITH SUITABLE AMENDMENTS.

## ANNEXURE IV

## AFFIDAVIT

I, \_\_\_\_\_ Son/daughter of \_\_\_\_\_ Resident of \_\_\_\_\_ do hereby declare as under:-

- i) That I am seeking admission in University Business School, PU Regional Centre, Ludhiana, under the Sports Category.
- ii) That in case I am admitted to the above said department I shall regularly attend the grounds for practice and I shall also participate in P.U. Campus Sports Activities including P.U. Campus Annual Athletic Meet / Inter-collage / Inter-University/ National / Inter-National Sports Tournament on behalf of the P.U. Campus and the Panjab University, if selected.
- iii) That in case I fail to regularly attend the Grounds for practice or fail to participate in the Tournaments as and when required, my admission to the University Business School, PU Regional Cente, Ludhiana, shall be liable to be cancelled.
- iv) That in case my admission in University Business School, PU Regional Centre, Ludhiana, is cancelled due to my failure to regularly attend the grounds for practice or to participate in the Panjab University Campus Sports Activities (including Annual Athletic Meet)/Inter-college / Inter-university / National / International Sports tournaments as may be required by the Deputy Director, Physical Education or the Director Sports, Panjab University, I shall have no claim on any account whatsoever against the department or against the university.

DEPONENT

## VERIFICATION

I solemnly declare that the above statement is correct to the best of my knowledge and belief and that nothing has been concealed therein.

DEPONENT

## ANNEXURE V

### GRADING FOR SPORTS PERSONS

Note: - Tournaments / Championships other than Inter-University / Inter College/ Inter School will be considered for Gradation provided they are recognized and organized by the International Olympic Committee, Indian Olympic Association / National or International Federations in their respective games.

#### CATEGORY 'A'

1. A person getting any of the first three positions in the Olympic Games / World Cup Tournaments / Commonwealth Games / Afro Asian Games / Asian Games / Asian Championships/ World University Games (FISU) / Davis Cup / Grand slam in Tennis.
2. A person getting any of the first three positions in the S.A.F. Games.
3. A person representing India in the Olympic Games / World Cup tournaments / Commonwealth Games / Afro-Asian Games / Asian Games /Asian Championships / World Universities Games (FISU)/Davis Cup/Grand Slam/SAF Games.
4. A person getting any first three positions while representing National team of Juniors in the International tournaments abroad and within the country.

#### CATEGORY 'B'

1. A person representing India in international tournament or official test for seniors abroad and within the country.
2. A person included in the All India Combined Universities team for seniors abroad and within the country.
3. A person getting any of the first three positions in the Senior National Championships/ inter- state tournaments for seniors.
4. A person getting any of the first three positions in the National Games.
5. A person getting any of the first three positions in the All India Inter-University tournaments.
6. A person representing India in International tournament or official test for Junior abroad and with in the country.
7. A person included in the All India Combined Universities teams for Junior\* abroad and within the country.
8. A person representing National teams for Schools in the international tournaments or official test within the country and abroad.
9. A person getting any of the first three positions in the Zonal Inter-University Championship/ Vizzy trophy for seniors.
10. A person getting any of the first three positions in the National Championships for Juniors\*
11. A person getting any of the first three positions in the National Championship for Youth\*\*
12. A person getting any of the first three positions in the National Championship for Schools conducted by SGFI (School Games Federation of India)

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\* Junior level means 16 and upto 22 years of age.

\*\* Youth level means 14 and below 16 years of age.



13. A person getting any of the first three positions in the Federation Cup for seniors.
14. A person getting any of the first three positions in the National Women Sports Festival.
15. A person getting any of the first three positions in the Nehru Cup (for Hockey only).
16. A person getting one of the first three position in the National Zonal Meet/ Championship.

#### **CATEGORY 'C'**

1. A person included in the Panjab University team in the Inter-University Tournaments.
2. A person included in the State/Union- Territory teams in the Senior National Championships/Inter-state for seniors.
3. A person included in the State/Union-Territory teams in the National Games for seniors.
4. A person included in the University team other than the Panjab University in the Inter-University tournaments.
5. A person included in the State/Union Territory Junior teams in the National Championships.
6. A person included in the State/Union Territory Youth team in the National Championships.
7. A person included in the States schools / Union Territory Schools / CBSE/ Kendriya Vidyalaya Sangathan teams in the National School Games conducted by SGFI( School Games Federations of India).
8. A person included in the State/ Union Territory teams in the Federation Cup for Seniors.
9. A person included in the State/ Union Territory teams in the National Women Sports Festivals.
10. A person getting any of the first three positions in All India Inter-Professional University Sports Meet of Agriculture, Law, Medicine, Technical and Management Universities.
11. A person included in the Professional University Teams in the Inter-Professional University Tournaments.

*In case of any further information contact:*

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