

# **ADMISSION GUIDELINES & RULES**

## **1. Documents to be attached with the entry form:**

**(A) Admission Form:** - Admission form should be completed by the student in all respects.

**(B) Passport Size Picture:** - Passport size picture must be affixed with glue on the designated place on the admission form of each student.

**(C) Certificate of Conduct:** - For the first time students entering this college this certificate should be provided by the head of the institution where the student has studied last. Private students can submit a certificate attested by a Gazetted Officer. This certificate should not have been issued more than three months before the date of submission. Alumni of this college do not need it.

**(D) Certificate of passing the previous examination:** - The student must attach a certified copy of his previous class passing certificate with the form.

**(E) Date of Birth Certificate:** - Every student must have the date of birth certificate attached with the admission form.

**(F) Category Certificate:** - Students must fill the name of the category on their admission form. Scheduled Castes / Students belonging to Scheduled Tribes and Backward Classes who want to avail of fee waiver must attach the following documents:

I) Caste Certificate: - Caste Certificate in the name of the student.

II) Income Certificate of Parent / Guardian: - As per the instructions of Punjab Government, the name of the parent / guardian of the student. It should be an income certificate with the description of income of his parents and occupation, must be attached with the admission form. This certificate must be issued by the Executive Magistrate and this certificate **should not be more than one year old.**

III) Residence Certificate: - Student must have Residence Certificate and this certificate should not be more than three years old.

IV) Aadhaar Card: - At the time of admission the student must have Aadhaar Card of his / her mother, father or guardian.

V) Bank Account: - The student must have a bank account in his own name.

**G) Migration Certificate**: - A student studying in another university / board must give his / her university / board transfer certificate on admission to this college.

**2 Interview**: - The admitted student will appear in person before the Admissions Committee. His Absence will not be admitted under any circumstances. The committee will ask him to prove his identity.

**3 Original Certificates**: - It is important for each student to show their original certificates at the time of interview.

### **Rules for change of subject:**

1. The application of the student wishing to change the subject will be considered on the basis of the seats available in that subject only.
2. Students can apply to change subject within 10 days from the date of commencement of classes.
3. Students will apply for change of subject to the concerned teacher-in-charge. Notice of change of subject will be posted with the permission of Principal Sahib.
4. It is the student's own responsibility to remove the subject from the first subject upon notice of change of subject and get the new subject registered with the Professor.

## **Common rules for admission:**

1. Students should read the prospectus carefully before filling out the application form.
2. It is important for the student to complete the admission form in all respects and submit it at the designated place before the closing date. Forms will not be collected after the due date.
3. Incomplete forms will be rejected.
4. BA / B.Sc / B.Com. Part II, III and M.A. only alumni of the college will get admission in Part II on priority basis.
5. Category must be mentioned on the admission form. Reserved seats will not be allotted unless accompanied by certificate of category issued by the competent authority. Candidate does not get the benefit of reserved seat in case of attachment of certified certificate with the application form.
6. The reservation claim will not be accepted after the final submission of the application form.
7. Eligibility Criteria:
  - a) The student will be admitted in the third semester of the course only if he has passed at least half of the papers (50%) of the first two semesters.
  - b) Similarly the student will be admitted in the fifth semester of the course only if he has completed the first four semesters and passed at least half of the semester papers (50%).
  - c) To be admitted in the sixth semester, the student must have passed all the papers of the first semester.
8. Admission to the College will be on academic basis as per the rules of University and Punjab Government.
9. Students of the college who have already fulfilled the conditions of the previous examination but for some reason have failed to give the examination, they will be admitted on the basis of current merit only.
10. Students must show original certificate at the time of interview / admission.

11. Students could be refused for admission without any reason. Last Decision will be made by Principal of the college.

12. Rules for New Admissions as per Government Letter No. 19/15/87-C. 6/1980 dated 9-7-87, the reserved seats are as follows:

- 1) For Scheduled Castes ----- **25 %**
- 2) For Backward Classes / Other Backward Classes -----**10 %**
- 3) For children of Armed Forces/CRPF/Police/Retired employees  
(including those officers who have passed away during the  
service) ----- **2%**
- 4) For players ----- **2 %**
- 5) For students with disabilities ----- **5%**

13. Students who are fail or have compartment will not be given admission to BA / B.Sc / B.Com. (Semester I)

14. Admission in B.A. first semester will be on the basis of availability of staff and on the basis of merit.

15. If less than 15 students are enrolled in a subject then the student has to change the subject and take another subject.

16. The student has to submit the fee within 48 hours after being selected by the Admission Committee. In case of not doing so, the seat will be cancelled and another student will be admitted.

17. Student admission may be considered in case of Sports, Culture, NCC, NSS and having university / state level achievement in any other field.

18. Students who seek transfer from another college to this college will be charged a new admission fee.

19. Receipt of any money deposited by the student in the college must be obtained.

20. It is the sole responsibility of the regular student to get the admission in the third and fifth semester within 10 days from the announcement of the result by the university. In case of not getting admitted, the student will be responsible.

21. Students will be present at the time of interview for admission.

22. In case of admission, the student has to deposit the fee / fund for six months at the same time, otherwise his admission will be cancelled and the next student will be admitted.

23. Any information regarding admission will be posted only on the notice board of the college.

24. The Principal reserves the right for admission in any category and admission cannot be sought as a right. Principal may change the admission rules if required.

25. In addition the latest guidelines received from the Punjab Government or the Punjab University will be applicable to the students