

Admission Guidelines

- Admission begins on the very next day of the declaration of result of the previous class. However, to ensure the seats, the registration can be done even before the declaration of the result.
- Admission to all classes will be on merit and first-come-first-serve basis.
- Admission form should be signed by Parent/Guardian.
- Students seeking migration from other universities to PTU will have to fill the eligibility form.
- Admission to the college is subject to the approval of PTU.
- Admission will be made as per the Reservation Policy.

Documents required at the time of Admission

Application for admission must be made on the prescribed form attached with the prospectus. It must be accompanied

- Original Certificates and marks sheets.(10th, 12th)
- Parents/Guardian signs on admission form.
- The Degree/Certificate in original issued by the University/Board.
- Original Migration & Eligibility Certificates.
- Original certificate of category like SC/BC
- Copy of the Aadhaar Card.
- Character certificate from the Head of Institution last attended. (for new students)
- Five Passport size photographs.
- **Mobile number of the student must be linked with Adhaar Card and mention on the admission form as well.**

NOTE:

- Non-enclosure of documents means provisional admission at student's own risk and responsibility. No refund of fee will be made if admission is not confirmed by the University at the later stage.
- The students must deposit eligibility and other certificates at timely manner, otherwise, a late fee will be charged as per University schedule.
- The student whose results are R.L. or who have taken provisional admission must submit their documents by 30th August to the college. Otherwise, a penal fee will be charged as per schedule.

Cancellation of Admission

If the student fails to join the class within seven days or is absent for seven days or more in aggregate out of 15 days from the commencement of classes or date of admission, whichever is later, the admission of the student shall stand cancelled. In that case all fee and other amount paid shall stand forfeited and no part of it will be refunded.

LATE ADMISSION

Late admission subject to the approval by the board/University may be granted at the discretion of the Principal.

- The student whose result is declared late by the PTU, Kapurthala or Punjab School Education Board can seek admission without late fee within 12 days including 2 transit days from the date of University/Board notification.
- The student of other University/Board whose results of lower examinations are not declared by the time the actual admission is made, will be allowed provisional admission during normal days of admission but the result must be declared by 30th August of the year, otherwise provisional admission will stand cancelled.

SCHEDULED CASTE STUDENTS

A student belonging to Scheduled Caste will be required to attach with her admission form a certificate from the Magistrate reflecting total annual income of her parents to avail benefit of non-payment of non-refundable charges as per Pb. Govt. Instructions. Non-production of Certificate leads to ineligibility for the exemption.

Documents required for SC students

- Original Certificates and marks sheets.(10th, 12th)
- The Degree/Certificate in original issued by the University/Board.
- Original Migration & Eligibility Certificates.
- Original certificate of category like SC/BC
- Original Residence Certificate.
- Copy of the Aadhaar Card. (Copy of Adhaar Card, Father, Mother, Student)
- Character certificate from the Head of Institution last attended. (for new students)
- Five Passport size photographs.

Instructions for SC students

- A student who wishes to withdraw her name from the college before completion of her course, must clear her dues and submit an application duly signed by the father/guardian.
- In case a student remains absent for seven days or is a defaulter for non-payment of dues, her name will be struck off from the college rolls at the end of the month. Such students can be readmitted with the permission of the Principal on payment of re-admission fee.

SCHOLARSHIPS and Concession

- Fee concessions are given to needy and deserving. Students are helped by College.
- In the case of two sibling, tuition fee is halved for the second child. Both student must complete their studies.
- Post matric scholarship from Centre and State Government for poor and brilliant students are provided.
- Special fee concession in annual charges will be given to poor general students.

NOTE:No Concession can be taken as a matter of right. Fee concession and stipends are forfeited for bad conduct, irregular attendance and failure to take House Examination or not fulfilling the condition of Annual Exams.

ATTENDANCEIt is mandatory for the students to attend 75% of the lectures delivered both in theory and practical classes. Fine will be imposed for the absence without leave from the college.