

INFORMATION BROCHURE – 2016

FOR ADMISSION TO B.COM FIRST YEAR IN THE AFFILIATED COLLEGES to PANJAB UNIVERSITY AT CHANDIGARH AND DEPARTMENT OF EVENING STUDIES, PU, Chandigarh

Admission website: <http://bcomadmissions.puchd.ac.in>

IMPORTANT NOTES

1. Candidates are required to fill online application form available at website bcomadmissions.puchd.ac.in.
2. Before filling up the online form candidates should clearly understand the procedure.
3. The candidate has to lock each and every section (Profile, Categories, Subjects etc) under their login, without which the candidate cannot take print out of application form.

STEP-WISE PROCEDURE OF ADMISSION PROCESS

1. Fill up the online “Application Form”
2. Take print out of bank slip and deposit fee at any SBI branch, after 24 hours of the generation of bank slip.
3. Deposit Rs. 500/- (Rs. 250 for SC/ST/Blind) on computer generated bank slip in any State Bank of India branch till June 16, 2016 upto 15:59 hours.
4. Take the printout of the Application Form generated on-line. The process of filling online “Application Forms” will close on June 14, 2016.
5. **Attach self attested documents:**
 - a. Matriculation Examination DMC and Certificate (for D.O.B.)
 - b. 10 + 2 Certificate & DMC
 - c. 10 + 2 Character Certificate
 - d. Copy of Proof of Category Claimed
6. Send the application form along with documents mentioned at Sr. no. 4 and 5 through registered/speed post to the undersigned or submit by hand at **Room No. 5, University Business School, Arts Block – III, Panjab University, Chandigarh** by **June 20, 2016 up to 5.00 P.M.**
7. Forms will be received on all days including Saturdays and Sundays between 9.30 A.M. to 1.00 P.M. and 2.P.M to 5.00 P.M
8. The candidates belonging to the reserved categories should submit the copy of documents duly signed by the competent authority in support thereof along with application.
9. The candidate applying under sports category must enclose their graduation certificates issued by Sports Department/Competent Authority of concerned state. However, candidates applying in Department of Evening Studies should get graduation done from Director Sports, PU, Chandigarh. Only those candidates who have GRADATION CERTIFICATE from Director Sports or Competent Authority of the concerned state will be considered. WITHOUT GRADATION CERTIFICATE NO CANDIDATE WILL BE CONSIDERED. Gradation from outside Chandigarh will be re-evaluated as per Chandigarh Administration Sports Gradation Policy for Admission to Chandigarh situated colleges.
10. Attach self-attested copies of the following certificates along with Application Form, failing which the application will be rejected.

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- Matriculation Certificate showing date of birth and DMC.
 - 10+2 Detailed Marks Card (Both semesters if semester system)
 - Character Certificate from the institution last attended or from Gazetted Officer in case of private or gap year candidates.
 - Certificates in proof of claim in respect of reserved category, *if any*.
 - Affidavit attested by the Magistrate 1st Class, explaining the gap in studies, if any.
 - **Online application process will be closed on 14.06.2016. No late applicant shall be considered.**
11. Application form without or less fee will be rejected.
 12. **Candidates seeking admission in Department of Evening Studies have to specially mark the option.**
 13. **No hostel facility will be available for the Department of Evening Studies and regular classes will be held from 3:00 p.m. to 9:00 p.m. as per University Calendar.**
 14. **Candidates are advised to carefully read and follow the instructions given on the website from time to time “bcomadmissions.puchd.ac.in”.**
 15. Tentative Merit list will be displayed on 25 June 2016 on the website bcomadmissions.puchd.ac.in
 16. Objections, *if any*, should be reported only through an e-mail at bcomadmissions@pu.ac.in by 27 June 2016.
 17. Final tentative Merit List will be displayed on 29th June 2016 on the website bcomadmissions.puchd.ac.in.
 18. The counselling schedule along with the venue will be displayed on website by 28th June, 2016. No separate letters for counseling/admission will be issued.
 19. Only eligible candidates should attend the admission process in person and on the given date(s), timing(s) and venue.
 20. The candidate should bring with them the following ORIGINAL documents and one set of photocopy of the documents at the time of admission.
 - a. 10+2 Certificate of the Board concerned
 - b. 10th Certificate showing date of birth
 - c. Proof for claim of reserved category, *if any*
 - d. Affidavit attested by the Magistrate 1st Class, explaining the gap in studies, if any
 - e. Character Certificate from the Institution last attended
 21. If the candidate has already taken admission in any other college and deposited his original certificates there, he/she has to submit the certificate from that institution that the certificates are deposited there and he/she has to submit the original certificates within 10 days of the admission otherwise his admission will be cancelled.
 22. **For consideration in U.T. pool (85% quota) for Chandigarh Colleges**, candidate must submit the proof of attending 10+2 class from schools situated in Chandigarh. Candidates who have not studied 10+2 at Chandigarh are eligible for general pool under 15% quota. There is no pool quota

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in Department of Evening Studies, PU, Chandigarh. The candidates who have passed 10+2 from Open School/Open University shall be considered in General Pool (15% Quota).

23. Admission will be purely on merit basis.
24. If a candidate does not report on the specific date for counseling of admission, it is implied that he/she is not interested in admission then seat will be offered to the next candidate on merit. However, he will be eligible for subsequent counselling for vacant seats, if any.
25. The fee deposited for one college will be refundable as per rules if he/she gets admission in other college in subsequent counseling.
26. Any seat(s) left vacant against the reserved category shall be de-reserved and added to the general category seats during 2nd counseling.

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Eligibility for admission to B. Com First Year

1. The admission to B.Com Course from the session 2016-17 under semester system shall be made according to the provisions, PU calendar Vol. II, 2007, Page 324, Para 3.1
3.1(A) Admission to the first year of B .Com (General) degree course shall be open to a person who has passed one of the following examinations conducted by a recognized board/council/university.
 - i. +2 Examination or B.Com Part I (old scheme) of Panjab University with three of the following subject securing at least 40 % marks in aggregate.
 - Commerce (or theory of commerce, or foundation course in commerce)
 - Accountancy (or Book keeping and Accountancy)
 - Economics Mathematics (or statistics)
 - Business Organization (or Business Management, or Theory and Practices of Management)
 - Insurance (or General Insurance or Life Insurance)
 - Banking and Trade Commercial Geography
 - Office Management and Secretarial Practice (or Office Organization and Management)
 - Mercantile Law (or Company law)
 - Auditing Typewriting and Stenography / Computers (for type writing)
 - ii. +2 Examination or B.Com Part I (old scheme) of Panjab University with at least two of the following subject mentioned in 3.1 A (i) securing at least 45 % marks in aggregate.
 - iii. +2 examination or B.A Part I /B.Sc. Part I/ Pre-Engineering /Pre Medical Examination of the Panjab University under the old scheme not covered in 3.1 A (ii) securing at least 50% marks.
 - iv. Any other examination recognized by the University as equivalent to 3.1 A (i) or 3.1 A (ii) or 3.1 A (iii) as given above with requisite percentage of marks given under each clause.

Provided that a candidate seeking admission to the first year of B. Com. should have passed in the subject of English at the +2 examination and in cases where passing in English is not necessary according to the regulation of certain Board/Bodies/councils/Universities in India, the admission of the candidate shall be provisional and will be confirmed only after he has cleared the subject of English as a deficient subject from the parent Board /Body/Council/University in two consecutive chances subsequent to his admission. Provided further that: A candidate who has been placed under compartment in the +2 examination conducted by Board / Body/Council/University in India shall be eligible to seek admission to the Ist year of B.Com course, provided he fulfills the following conditions:

- He should have been placed in compartment in one subject only.

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- He should have obtained at least 20% marks in the subject in which he had been placed in compartment and
- He should have obtained the requisite percentage of mark in the aggregate of the examination as laid down in the relevant, regulations.

In brief, minimum eligibility marks are as follows:

3.1 (B) DETERMINATION OF MERIT

- Merit is to be determined on the basis of score for which the percentage of marks obtained by the candidate in the qualifying examination is the basic or starting score. The percentage should be worked out to the advantage of student. Where a student has appeared in more papers than the number of papers required to qualify the examination, best marks should be taken.
- Weightage under 3.1 B(ii) should be given for all the papers cleared from the list of papers mentioned in 3.1 A (i) restricting the maximum weightage score to 16. The score is to be added, even if, the paper is an additional paper passed by the candidate.

Qualifying Examination	Percentage
10+2 with atleast 3 subjects from list given in 3.1A(i)	40%
OR	
10+2 with atleast two commerce subjects	45%
OR	
10+2 with subjects not covered above	50%

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RESERVATION POLICY

Category	Chandigarh		Department of Evening Studies**
	(U.T. Pool)	(General pool)	
S.C	15%	15%	15%
S.T	-	5%	7.5%
B.C	-	-	5%
Sports	2% @		5%
Physically Handicapped	3%	3%	3%
Grand children of freedom fighter	2%	2%	2%
Children of Defence/Para military Person	5% *		5%
Riots/Terrorist Victims	2%	2%	2%

- **Backward Classes** reservation is only in the Department of Evening Studies, Panjab University.
- *Children of Defence/Para-military Person will be considered under UT Pool only, even if they have passed their 10+2 examination from outside Chandigarh School.
- Two seats for **one girl child** in each college (co-ed/girls college) and maximum limit of 4 seats per course.
- ****No pool quota** in Department of Evening Studies, PU.
- Candidates who have not studied 10+2 at Chandigarh are eligible for general pool under 15% quota. The candidates who have passed 10+2 from **Open School/Open University** shall be considered in **General Pool (15% Quota)**

@ Seats will be distributed among the pools after deducting the sports quota as per Govt. guidelines.

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EXAMPLE FOR CALCULATION OF MERIT MARKS

A student from CBSE has appeared in 6 papers instead of 5 with following marks:

English (Compulsory) 70

Elective

Economics 75 Business Studies 75 Accounting 80 Maths 60 Physical education 80

STEP 1: Calculation of basic scores:

English compulsory 70

Add best four out of electives

Economics 75

Business Studies 75

Accounting 80

Physical Education 80

Total 380 out of 500

Basic score = $(380/500) \times 100 = 76$

STEP 2:

- a. Identification of papers (listed subjects)
- b. Number of papers passed from the list is 4 (Economics, Business studies, Accounting, Maths etc), therefore Score to be added is 16.

STEP 3: Total score for merit is $76+16=92$

NOTE

- i. No weightages will be given to subject in which the candidates has failed.