

INFORMATION BROCHURE – 2017

FOR ADMISSION TO B.COM FIRST YEAR IN THE AFFILIATED COLLEGES to PANJAB UNIVERSITY AT CHANDIGARH AND DEPARTMENT OF EVENING STUDIES - MULTI DISCIPLINARY RESEARCH CENTRE, 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, and 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/PwD) on computer generated bank slip in any State Bank of India branch till June 16, 2017 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, 2017.
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, 2017 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 - Multi Disciplinary Research Centre 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**

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CONSIDERED. Gradation Certificates 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.
 - a) Matriculation Certificate showing date of birth and DMC.
 - b) 10+2 Detailed Marks Card (Both semesters if semester system)
 - c) Character Certificate from the institution last attended or from Gazetted Officer in case of private or gap year candidates.
 - d) Certificates in proof of claim in respect of reserved category, *if any*.
 - e) **Online application process will be closed on 14.06.2017. 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 - Multi Disciplinary Research Centre have to specially mark the option.**
13. **No hostel facility will be available for the Department of Evening Studies - Multi Disciplinary Research Centre 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 “<http://bcomadmissions.puchd.ac.in>”.**
15. Tentative Merit list will be displayed on 25th June, 2017 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 26th June 2017.
17. Final tentative Merit List will be displayed on 28th June, 2017 on the website bcomadmissions.puchd.ac.in.
18. The counselling schedule along with the venue will be displayed on website by 27th 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

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- c. Proof for claim of reserved category, *if any*
 - d. 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 in Department of Evening Studies - Multi Disciplinary Research Centre, 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

3.1 (A) Admission to the first semester of B.Com. Degree course shall be open to a person who has passed one of the following examinations conducted by a recognized Board/Council/University:-

- a) +2 examination or B.Com.- Part-I (Old scheme) of Panjab University with three of the following subjects securing **at least 45 per cent** marks in the aggregate:-

Commerce (or theory of commerce or foundation course in

commerce) Accountancy (or book keeping and accountancy)

Economics

Business Organization (or Business Management or Theory and Practice 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 any Company Law) Auditing

Typewriting and Stenography/Computers (for typewriting)

- b) +2 Examination or B.A. Part-I (Old Scheme) of Panjab University with at least two of the subjects mentioned in (a) securing at least 50% marks in aggregate;
- c) +2 Examination or B.A. Part-I/B.Sc.-I/Pre-Engineering/Pre-Medical Examination of the Panjab University under the Old Scheme not covered in (b) securing at least 50% marks.
- d) Any other examination recognized by the University as equivalent to (a) or (b) or (c) as given above with requisite percentage of marks given under each clause.

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Provided that a candidate seeking admission to the first semester 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 regulations of certain Boards/Bodies/Councils/Universities in India, the admission of the candidate shall be provisional and will be confirmed only after he/she has cleared the subject of English as a deficient subject from the parent Board/Body/Council/University in two consecutive chances subsequent to his/her admission. In case a candidate does not clear the relevant subject at any of the two consecutive chances allowed to him/her subsequent to the date of his/her admission, his/her provisional admission to the course shall stand cancelled.

Provided further that:

A candidate who has been placed under compartment in the +2 examination conducted by a Board/Bodies/Councils/University in India shall be eligible to seek admission to the First Semester of B.Com course, provided he/she fulfills the following conditions:

- (i) He/she should have been placed compartment in one subject only;
- (ii) He/she should have obtained at least 20% marks in the subject in which he/she had been placed in compartment; and
- (iii) He/she should have obtained the requisite percentage of marks in the aggregate of the examination as laid down in the relevant regulations.

The admission of the candidate with a compartment as indicated above shall be provisional and will be confirmed only after he/she has cleared the compartment in two consecutive chances subsequent to his/her admission. In case the candidate does not clear the compartment at any of the two consecutive chances allowed to him/her subsequent to the date of his/her admission, his/her provisional admission to the course shall stand cancelled.

- (B) Subject to the reservation made by the University, the admission shall be on merit. The merit for this purpose shall be determined on the basis of the score of a candidate to be computed as follows:
 - (i) Percentage of marks in the qualifying examination;
 - (ii) Add score of 4 for each of the subjects passed from the subjects referred in 3.1 A (a) not exceeding 16 in total. The score is to be added even if the paper is an additional paper passed by the candidate.

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- (iii) The percentage should be worked out to the advantage of the student, where a student has appeared in more papers than the number of papers required to qualify the examination, best marks should be taken.

Explanation: - In cases of a compartment candidate, eligibility shall be determined by including the marks of the subject in which the candidate has been placed under compartment.

NOTE: - The candidates securing less than 20% marks in the subject of compartment at the +2 examination be made eligible to join B.Com. Part-I courses, if they cleared or secure 20% or more marks in the subject in the Supplementary Examination held in July/August, on or before the last date for admission with late fee with the permission of the Vice-Chancellor, provided the seat/s is/are available (Syndicate para 43 (xiv) meeting held on 27-01-2013).

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RESERVATION POLICY

Category	Chandigarh		Department of Evening Studies - Multi Disciplinary Research Centre**
	(U.T. Pool)	(General pool)	
S.C	15%	15%	15%
S.T	-	7.5%	7.5%
B.C	-	-	5%
Sports	2% @		5%
Persons with Disability	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 - Multi Disciplinary Research Centre, 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 - Multi Disciplinary Research Centre, 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.

Reservation policy and rules of Chandigarh Administration will apply for admission to the colleges affiliated to Panjab University, situated in Chandigarh and for admission to the Department of Evening

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Studies - Multi Disciplinary Research Centre, Panjab University, reservation policy and rules of Panjab University will apply.

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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.