

ADMISSION PROCEDURE

The admission procedure will commence after an eligible candidate has applied for admission and his application has been received in the admission office with the due date.

Counselling Process

The aim of the counseling process is to extend a helping hand to potential scholars and facilitate their search for the program of their choice.

Candidate would have to personally appear before the Counseling committee on the date and time specified . Failure to do so will result in rejection of the application. The candidates would be required to be in possession of the documents as given in the IMPORTANT INSTRUCTIONS at the time of counseling.

Allocation of Seats

The seats in the various programs will be allotted based on merit- ranking of the student in the specified entrance test subject to fulfilling the minimum eligibility criteria for the program and the preferences indicated in the counseling form at the time of counseling (as per availability of seats).

For BE programs the seats shall be allocated based on merit ranking of the student in the **AIEEE 2012**. It is mandatory for the candidate applying for Engineering to secure a minimum aggregate of 60% in class X and aggregate of 60% or secures 60% in Physics , Chemistry and Maths in class XII.

For admission to the B. Arch program admission shall be carried out on merit based on the valid **NATA score** and marks secured in the qualifying examination in the ratio of 50:50

Please note that for the programs with no entrance tests the seats will be allocated based on the marks obtained by the candidate in the qualifying examination specified under

eligibility criteria and entrance test/interview conducted by Chitkara University (where ever applicable).

Payment of Fees and Confirmation of Seat

The selected candidate will have to deposit the prescribed fee on the same day (immediately after counseling) by way of Cash or Demand Draft drawn in favour of Chitkara University payable at Chandigarh on confirmation of the seat . Cheques shall NOT be accepted. Failure to pay the fee will result in forfeiture of the seat and the seat would be allotted to the next candidate.

For other important instructions please visit Admissions micro site at www.chitkara.edu. regularly.

GENERAL INFORMATION

Registration

The candidate must get registered for a programme on the first day of the academic session. If a student fails to register and continuously absents himself/ herself for a period of one week or more then his/her name shall be struck off the rolls of the University.

Uniforms

The students of Chitkara University are required to wear the prescribed uniform on all working days. The information regarding availability of the respective uniforms shall be provided in the admission letter or can be obtained from University admission micro site at www.chitkara.edu.in

Attendance

University is of the view that regular attendance of the classes would go a long way in ensuring that a student derives full benefit from the academic delivery at the University. Accordingly, University lays a lot of emphasis on regular attendance of the classes. To be eligible for any university course examination 75% attendance is mandatory.

Laptop

All candidates granted admission to Bachelor of Engineering (BE) and Master of Computer Applications (MCA) are required to be in possession of a laptop computer. The configuration of the laptop will be available on the University website. A student is free to buy the laptop of the required configuration from the place of his/her own choice.

Reservation

- (a) 25% of the seats are reserved for bonafide candidates of Himachal Pradesh in Chitkara University Himachal Pradesh.
- (b) 15% seats are exclusively reserved for the candidates of Punjab Domicile in Chitkara University, Punjab.
- (c) The allocation of seats for the reserved categories (SC/ ST/ OBC/ Physically Handicapped/Others) shall be as per the policy of the State Government.

Fee Payment Schedule

Students will be admitted only after receipt of full fee at the time of counselling.

1. The fee shall be paid either in cash or by Demand Draft in favour of "Chitkara University" payable at Chandigarh. Cheques shall NOT be accepted.
2. All enrolled students have to pay their fee twice a year in the months notified by the university.
3. Delayed payment of fee will attract a fine as per the rules and regulations of the University.

Cancellation of Seat

A candidate, who does not report for the registration in person on the date of registration as notified in the academic calendar, shall forfeit his/her seat and his/her name will be struck off from the rolls of the University.

If an applicant is found ineligible or found to have submitted false data /documents , after admission to the University even at a later date, his/her admission would be cancelled and the fee forfeited.

Fee Refund Rules

As per UGC guidelines, a candidate is entitled for fee refund only before the last date of admission, provided the vacated seat is filled by another candidate. The fee refund for these cases will be done as stated below:-

- If a candidate does not join the University and applies for refund, the fees deposited by the student shall be refunded after deducting Rs.1000./-.
- If a student leaves the University after joining the course, the fee deposited shall be refunded, after proportionate deductions of total fees paid.
- If the vacated seat is not filled then the candidate is entitled only for the refund of security deposit .

ANTI RAGGING POLICY

We are proud of the fact that our University aims at maintaining a healthy and congenial academic environment that shall be free from the menace of ragging. University maintains that: Ragging is Unsocial, Illegal and Punishable.

Ragging defined as “Any act causing, inducing, compelling or forcing a student, whether by way of practical joke or otherwise, to do any act which detracts from human dignity or violates his person or exposes him to ridicule or forebears from doing any lawful act, by intimidating, wrongfully restraining, wrongfully confining, or injuring him by using criminal force towards him or by holding out to him any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal force.”

Further some of the acts that would be construed as Ragging are listed below:

- (a) Compelling a student to address the seniors as ‘Sir’ or ‘Madam’
- (b) To perform mass drill.
- (c) To copy class notes for seniors.
- (d) To serve various errands.
- (e) To do menial jobs for the seniors.
- (f) To ask/answer vulgar questions.
- (g) To look at pornographic material ‘to shock the freshers out of their innocence’.
- (h) To force to drink alcohol or scalding tea etc.
- (i) To force to do acts with sexual overtones including homosexual acts.
- (j) To force to do acts that can lead to physical injury/mental torture or death.
- (k) To strip or kiss etc.
- (l) To do other obscenities.
- (m) To force the students to do any act which amounts to ridicule or degradation of human dignity.
- (o) To use physical force/assault of any nature.
- (p) Abusing.

The above list is by no means exhaustive. Any act that the authorities consider falling within the ambit of Ragging given in the definition above would invite severe punishment.

Any student found indulging in Ragging would be fined Rs 50,000/- and expelled from the University. In addition, an FIR would also be lodged against the defaulters.

Students are further advised to desist from indulging in Ragging. Defaulters would be dealt with severely. Any compromise reached with the victim later would not be tenable as a plea for lenient punishment. If the individuals committing or abetting ragging are not/cannot be identified, collective punishment can be awarded to act as a deterrent.

To deal with the menace of ragging an anti-ragging cell has been established at the University. All cases of ragging will be referred to this cell for prompt action

Applicability of Regulations in Force

Notwithstanding the nature of the program spread over more than one academic year, the regulations in force at the time a student joins a program shall hold good only for the examinations held during or at the end of that semester. Nothing in these regulations shall be deemed to debar the University from amending the regulations subsequently and the amended regulations, if any, shall apply to all students, old or new, as specified therein.

Disclaimer

The statements made in this prospectus and all other information, contained herein are believed to be correct at the time of publication. However, the University reserves the right to make, at any time, without notice, changes in and/or additions to the regulations of the University and conditions governing the conduct of students, requirements for degree, fee and any other information, or statements contained in this prospectus either on its own or under any rules or regulations imposed by State Government/UGC/MHRD. No responsibility will be accepted by the University for inconvenience or expense encountered by its



student or any other person for such changes, additions, omissions or errors, no matter how they are caused.

Settlement of Disputes

In case any student seeking admission/admitted to any disciplines available in Chitkara University, raises any dispute with regard to any order passed by the Admission Committee and/or enforcement, interpretation of the terms of the admission or any other matter covered by the Regulations of the University and/or the terms given in the Prospectus, the same shall be settled by the Registrar of the University or his nominee, whose decision shall be final subject to the condition that the dispute, if any, is referred to the Registrar within 15 days from the date of arising of the dispute.

Jurisdiction

All disputes will be subject to jurisdiction of the Courts at Chandigarh City only.

IMPORTANT INSTRUCTIONS

Candidates should note the following :

1. Attested copies of the following documents must be attached with the admission form:
 - Certificate and Mark Sheet of Class X & XII.
 - Certificate and Mark Sheet of graduation (only for post graduate programs).
 - Migration certificate from the Board/University last attended.
 - Rank card of qualifying examinations, if result is not declared then attach Admit Card (where ever applicable).
 - Character certificate as per the format given on the website.
 - Medical fitness certificate as per the format given on the website.
 - Reserve category certificate, if applicable.
 - Affidavit signed by Executive Magistrate/ Notary Public required in case of gap in the studies for not being involved in any criminal activities during the gap period.
2. Attach two additional passport sized recent photographs with your name & date of birth clearly written on the reverse. The photographs need not to be attested.
3. Incomplete Admission forms will not be accepted.
4. The marks will not be rounded off to determine the eligibility criteria e.g. 59.99 % will not be considered equivalent to 60.00%.
5. If two or more candidates have equal marks in the qualifying examination then marks of the next lower examination will be taken into consideration. In case there is any tie then the candidate senior in age will be given preference.
6. All admissions are given on provisional basis subject to the verification of eligibility for the programme as laid down by the University.
7. In case a student applies for migration during the pendency of the programme he/she is required to deposit the fee for the remaining period of program as per the catena of judgment of the Hon'ble Supreme Court.
8. Candidates must bring the Photostat copy of the application form filled and all the original certificates with them at the time of counseling. Failure to do so will debar them from attending the counseling process. All admissions will be subject to verification of facts from the original certificates/documents of the candidate.
9. The administrative office of the Chitkara University is at Chandigarh and in case there is any dispute arising qua the admission same will be adjudicated by the Courts in Chandigarh only.
10. Last date of receipt of application form shall be notified on www.chitkara.edu.in
11. Candidates are advised to visit the University website **www.chitkara.edu.in** regularly for the updates.
12. Kindly submit the application form along with relevant documents in the enclosed self-addressed envelope. Students applying for the BE programme should also submit the OMR sheet along with the application form. OMR sheet should not be stapled or folded.

Please note that the specimen copies of the format for the following certificates would be available on the Admissions micro site at www.chitkara.edu.in :

1. Character Certificate
2. Certificate of backward Class
3. Medical Fitness Certificate
4. Bonafide Certificate

ELIGIBILITY CRITERIA FOR VARIOUS PROGRAMS

S.NO	CHITKARA UNIVERSITY PUNJAB	COURSE DURATION
1	B.E (ECE /CSE/M.E)	X & XII with a minimum aggregate of 60% or secures 60% in Physics, Chemistry & Mathematics in class XII, AIEEE 2012 (Counselling based on AIEEE ALL INDIA RANK)
2	BCA	XII with a minimum aggregate of 50% (Any stream). Personal Interview
3	BBA	XII with a minimum aggregate of 50% (Any stream). Personal Interview
4	B. COM	XII with a minimum aggregate of 50% (Any stream). Personal Interview
5	BJMC	XII passed (Any stream). Personal Interview
6	B.Sc Allied sciences	XII passed (Physics, Chemistry, Biology/Maths as compulsory subjects). Personal Interview
7	B.Sc in Hotel Management and Catering Technology	XII passed (Any stream). Personal Interview
9	B. Pharmacy	XII with a minimum aggregate of 50%. (Physics, Chemistry, Biology/Maths as compulsory subjects). Personal interview.
10	B. Arch	XII with a minimum aggregate of 50% (English & Mathematics as compulsory subjects). Admissions shall be carried out on MERIT based on the valid NATA score and marks secured in the qualifying examination in the ratio 50:50 . 10+3 Diploma (any stream) recognized by Central/State Government with 50% aggregate marks.
11	MJMC	Graduation passed. A candidate has to appear for the Chitkara entrance exam and for the personal interview.
12	MCA	Graduation in any stream with a minimum aggregate of 50% and should have passed in Mathematics or Statistics as compulsory subject in Class XII/Graduation.

ELIGIBILITY CRITERIA FOR VARIOUS PROGRAMS

13	M. Pharmacy	Graduation with a minimum aggregate of 60%. A candidate has to appear for the Chitkara entrance exam followed by a personal interview.
	a) Pharmaceutics b) Pharmacology c) Medicinal /Pharmaceutical Technology	
CHITKARA UNIVERSITY, HIMACHAL PRADESH		
14	B.E (ECE/CSE/CE)	X & XII with a minimum aggregate of 60% or secures 60% in Physics, Chemistry & Mathematics in class XII, AIEEE 2012 (Counselling based on AIEEE ALL INDIA RANK).

Please note :

- 1 A candidate having compartment in qualifying exam in any subject will not be eligible for admission in any of the programs mentioned above .**

