

PART - A

GENERAL INFORMATION

MET/PAM-CAT 2012
shall be held on
27th May 2012

1. PARTICIPATING UNIVERSITIES/ INSTITUTIONS

The Punjab Technical University, Jalandhar will hold Management Entrance Test (hereafter referred as MET – 2012) and Punjab Admission to MCA Common Aptitude Test hereafter referred as PAM-CAT 2012 on 27th May, 2012 (Sunday) for admissions to MBA and MCA courses in the Institutions affiliated to Punjab Technical University, Jalandhar; Guru Nanak Dev University, Amritsar; Punjabi University, Patiala; Punjab Agricultural University, Ludhiana and Sri Guru Granth Sahib World University, Fatehgarh Sahib .

For addresses of these Universities & Institutions with telephone numbers of the contact persons see **Part-E** of the Information brochure.

Name and Number of seats in these Institutions / Universities are listed in the Punjab Government notifications No. 13/105/10/1TE2/158 dated 12-01-12 for MBA and notifications No. 13/105/10/1TE2/651 dated 21-02-12 for MCA.

2. IMPORTANT DATES

A. Registration starting from : 20.3.2012

B. Last date for submitting of online Applications Forms.

- For MET-2012/PAM-CAT-2012 :
10.05.2012 (5.00 PM)
- Last date with late fee of 1000 Rs.
(Exam fee Rs. 1000 + 1000 late fee:
17.5.2012 (5.00 PM)

**C. Downloading of Admit Cards from the login PTU website www.met2012.com :
21.05.2012 onwards**

D. Date of Entrance Test

(MET/PAM-CAT-2012) : 27.05.2012
(Sunday)

E. Declaration of Result

(MET/PAM-CAT-2012) : 11.06.2012

F. Start of Counselling : 15.06.2012

3. ELIGIBILITY CRETERIA

- For Admission to the MBA/MCA courses through MET-2012, and PAM-CAT 2012, 85% seats will be reserved for the residents of Punjab State and 15% seats will be open to candidates outside the State.
- The residence condition of Punjab Candidates as given above will be determined in terms of instructions issued by the Government of Punjab, Department of Personnel and Administrative Reforms (Personnel Policies Branch) in the circular Letter **No. 1/3/95-3PP-II/9619 dated 6.6.96 and 1/3/95-3PP-II/81 dated 1.1.1999 given in Part D.**
- **Candidates who have appeared for the qualifying examinations, whose result has not been declared, may be allowed to appear provisionally in the Entrance Test at their own risk and responsibility.** Their candidature for admission to MBA/MCA course shall be considered only if they submit a duly attested copy of the detailed marks card/ requisite certificate in **original** (stating the marks obtained) of the qualifying examination at the time of admission.
- **The candidature of all candidates to the Entrance Test shall be purely provisional.** If on verification at a later stage, it is found that a candidate does not fulfill the eligibility conditions, his/ her candidature will be cancelled and he/ she will have no claim, whatsoever, against the University/College. The candidates are, therefore advised in their own interest to go through the eligibility conditions carefully and make sure of their eligibility before appearing in the examination.

Admission to different Universities shall be governed by their respective eligibility criteria See Part - B

Note : *The candidates who are appearing in the qualifying examination shall also be eligible to appear in the Entrance Test. The admission of such candidates to the Entrance Test shall be purely provisional and shall stand cancelled, if they fail to produce their eligibility at the time of admission.*

4. EXAMINATION FEE

Following fees (in Rs.) are payable :	
<i>For SC/ST & physically handicapped candidates</i>	- Rs. 500/-
<i>All others</i>	- Rs. 1000/-

Schedule Caste / Schedule Tribe and Physically handicapped candidates must show their certificate as per the format (given in Part D, Page No. 65) in the exam centre.

The examination fee is to be deposited on the prescribed fee deposit slip to be generated online from www.met2012.com at the following banks.

- HDFC
- PNB
- SBOP
- AXIS

The address of individual branch will appear during login.

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| <ul style="list-style-type: none">● <i>The examination fee once paid will not be refunded.</i>● <i>The fee in DD / P.O./ Cheque will not be accepted</i>● <i>Examination fee will be deposited online. The instructions for depositing examination fee online are given at Page No. 9.</i> |
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Note : If false claim of category for fee concession is found later at any stage of the admission, the candidature of the candidate for admission to MBA/MCA on the basis of MET/PAM-CAT-2012 will be cancelled..

5. APPLICATION FOR MET/PAM-CAT-2012

5.1 SUBMISSION OF APPLICATION (ONLINE)

The candidate will visit the website www.met2012.com. Procedure & detailed instructions are given at Page No. 7.

5.2 RESERVED CATEGORY'S CLAIM

Every candidate must indicate in his / her application the reserved category and sub reserved category (if applicable) for which he / she wants to apply. Candidate seeking admission under a reserved category is entitled to apply for only one reserved category.

Candidate shall be required to bring original certificate to claim at the time of admission or when called upon to do so. Candidates not claiming any reservation shall be treated and considered as a "General Candidate".

Rules / instructions of Govt. of Punjab, Regarding reserved categories as amended from time to time, will be applicable. The reservation policy of the Punjab Govt. is also given in this Brochure in Part D.

Reservation policy of Universities other than PTU shall be governed by their respective reservation criteria. PTU shall have no role in interpreting such criteria.

ALL ORIGINAL CERTIFICATES IN SUPPORT OF THEIR CLAIM MUST BE PRODUCED AT THE TIME OF ADMISSION OR WHEN CALLED UPON TO DO SO.

5.3 FORMAT OF CERTIFICATES

Specimen copy of the format of the required certificates are given in **Part D**. Each certificate must be submitted on the prescribed format unless not specified and must be issued by the competent authority under proper seal / stamp of their office.

6. CENTRES FOR MET-2012

6.1 CITIES AND CODES FOR CENTRES

Cities / Districts where examination centres

for MET/PAM -CAT-2012 will be located :

City / District	Code	City / District	Code
Amritsar	01	S.A.S. Nagar	14
Bathinda	02	Muktsar	16
Chandigarh	03	Nawanshahar	15
Faridkot	04	Patiala	17
Fatehgarh Sahib	05	Rupnagar	18
Ferozepur	06	Sangrur	19
Gurdaspur	07	Tarn Taran	20
Hoshiarpur	08	Pathankot	21
Jalandhar	09	Jammu	22
Kapurthala	10	Delhi	23
Ludhiana	11	Kurukshetra	24
Mansa	12	Shimla	25
Moga	13		

Each candidate must atleast give two choices for examination centre in the order of preference. While every effort will be made to allot the candidate the centre of his / her choice in the order of preference exercised by him / her, the Chief Coordinator, MET/PAM-CAT-2012 reserves the right to allot a different centre to a candidate, if the circumstances so warrant.

If the number of candidates opting for a particular city is less than 200, the examination centre in that city may be withdrawn and the candidates may be allotted centre as per second preference or another centre as per the administrative expedience.

6.2 ALLOTMENT OF CENTRE TO ELIGIBLE CANDIDATES

The exact venue of Examination Centre shall be printed by the university on the Admit Card.

EXAMINATION CENTRE ONCE ALLOTTED WILL NOT BE CHANGED.

7. CONDUCT OF EXAMINATION

7.1 ISSUANCE OF ADMIT CARDS

The downloaded admit card is to be produced at the examination centre for MET/PAM-CAT-2012. The candidate must affix

recent passport size coloured photograph duly authenticated by the head of the institution last attended/gazetted officer on the admit card. The candidate must bring photo ID card/Driving license/Voter card/Passport to the exam centre. **The admit card must be retained for its subsequent use at the time of admission.**

Admit Card of eligible candidate can be downloaded from website www.met2012.com from 21.5.12 onwards and no separate Admit Cards will be sent.

7.2 SUBJECTS FOR ENTRANCE TEST AND TIME SCHEDULE

- **Common for MBA and MCA Candidates**

Time: 9.30 a.m. to 12.00 noon

(Time allowed : 2 hours 30 minutes)

Paper	Title of Paper	No. of Questions	Marks
Paper I	Mental and Numerical Ability	50	50
Paper II	General Knowledge	50	50
Paper III	General English	50	50

- **For MBA Candidates Only**

Time: 12.10 p.m. to 1.00 p.m.

(Time allowed : 50 minutes)

Paper	Title of Paper	No. of Questions	Marks
Paper IV [A]	Business Aptitude	50	50

- **For MCA Candidates Only**

Time: 1.10 p.m. to 2.00 p.m.

(Time allowed: 50 minutes)

Paper	Title of Paper	No. of Questions	Marks
Paper IV [B]	Mathematics or Computer Sci.	50	50

7.3 EXAMINATION SESSIONS

There shall be three sessions. First Sessions shall be of 150 minutes and

second session for MBA candidates will be of 50 minutes duration and third for MCA Candidates will be of 50 minutes.

8. PATTERN OF QUESTION PAPERS

Question Papers of each session shall consist Multiple choice (four alternatives) objective type questions carrying one mark each. The candidate is to select one answer and mark it on the answer sheet (OMR) with only **dark Black Ball pen / Gel pen**.

(see instructions for attempting OMR Sheet at **Page No. 8**).

9. GENERAL INSTRUCTIONS

Candidates are advised to read the following instructions very carefully. Non-compliance of any of these may result in cancellation of the answer sheet.

- (i) THE MEDIUM OF EXAMINATION IS ENGLISH ONLY.
- (ii) Candidates should occupy only the allocated seat at the venue of the allotted centre as per seating plan.
- (iii) No candidate will be admitted to the examination centre after 15 minutes of the commencement of Examination.
- (iv) No candidate shall be allowed to leave the examination hall before the examination is over.
- (v) **Before attempting the papers, the candidates should make sure that no page or question is missing from the question paper. In case there is any discrepancy, it should be immediately reported to the invigilator incharge for obtaining a complete question paper.**
- (vi) **Use only Black Ball pen/Gel pen for answering objective (multiple choice) questions on OMR sheet**
- (vii) For rough work, only the sheets marked "Rough Work" at the end of the question paper be used.

(viii) (a) Any candidate who creates disturbance of any kind during examination or otherwise misbehaves in or around the examination hall or refuses to obey the Superintendent / Invigilator incharge or changes his / her seat, will be expelled from the examination.

(b) Any candidate having in his / her possession or accessible to him/her any paper / book / notes / mobile phones/ electronics devices which may possibly be of any assistance to him / her or is found giving or receiving assistance, or copying from any other paper/ book / note or allowing any other candidate to copy from his / her OMR answer sheet or is found writing on any other paper / questions set in the question paper during examination or using or attempting to use any other unfair means will be expelled from the examination.

The decision of the Centre Superintendent/ Observer to expel a candidate from the examination centre under the above mentioned instructions shall be final.

"EXPULSION" WOULD MEAN CANCELLATION OF CANDIDATURE

- (ix) No identification mark, other than where asked for, on the OMR sheet, is permitted. If done so, the OMR sheet is liable to be treated as cancelled. The decision of the Chief-Coordinator MET/PAM-CAT-2012 in this regard shall be final.
- (x) If at any stage OMR sheet of a candidate shows or it is otherwise established that he / she has received or attempted to receive help from any source in any manner or has given help or attempted to give help to other candidate in any manner, the relevant OMR sheet and his / her candidature for MET/PAM-CAT-2012 will be cancelled. The decision of the Chief Coordinator, MET/PAM-CAT-2012 in this regard shall be final.

Carrying of Mobile Phone, Blue tooth, other electronic devices, etc. or any other objectionable item in Examination Centre is not permitted

- (xi) For answering questions, candidates are advised to follow instructions strictly given in the question paper and on the OMR sheet.
- (xii) There will be no negative marking.
- (xiii) The student must return back the question booklet and answersheet (OMR sheet) to the invigilator before leaving the examination centre.

Note : If any candidate does not return back his/her answer sheet (OMR sheet)/question booklet, his/her candidature for the admission to MBA/MCA will be cancelled.

10. EVALUATION OF OMR SHEET

The OMR answer sheets will be evaluated with scanner and computer software.

Don't rub, erase, cut or overwrite on the OMR sheets.

Cutting or overwriting in any box provided for answering question will be deemed to be an incorrect answer.

Marking two answers for same question will be treated as wrong answer. (More Detail available on Page No. 8)

11. QUALIFYING CONDITIONS FOR COUNSELLING

To be eligible for attending the counselling a candidate should have actually taken MET/PAM-CAT-2012 provided they have not otherwise been declared ineligible.

12. MERIT LIST

- (a) There shall be separate merit lists for MBA and MCA Courses for all the candidates taking exam based on the aggregate marks obtained in all four papers (out of 200 marks).
- (b) The merit list for MBA and MCA shall be separate and unique irrespective of general and reserve category.
- (c) The relative rank of the candidates securing equal marks will be placed in the merit list in accordance with the following criteria (Tie Breaking)**
- (d) In the case of tie in (c) the candidate securing higher marks in the paper of Business Aptitude (in case of MBA) and Mathematics/Computer Science (in case of MCA), as may be applicable, shall rank higher in order of merit
- (e) In case of tie in (c) as well as (d) the candidate securing higher marks in the paper of "Mental and Numeric ability" shall rank higher in order of merit.
- (f) In the case of tie in all above cases, the candidate senior in age shall rank higher in order of merit.
- (g) In case of tie in all above cases the candidate securing higher aggregate percentage in 10+2 shall rank higher in order of merit.

Note : The inclusion of the name of a candidate in the merit list of MET-2012/ PAM- CAT-2012 shall not, ipso facto, (by the fact itself) entitles him/her to secure admission.

13. DECLARATION OF RESULTS

- Result will be available in respective login on website www.met2012.com after 11.6.2012.
- No separate result card will be sent.