

INFORMATION BROCHURE
AND
APPLICATION FORM

FOR
ADMISSION TO M.B.A. PROGRAMME
2009-10



PUNJAB AGRICULTURAL UNIVERSITY
LUDHIANA

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For NRI candidates :

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**PUNJAB AGRICULTURAL UNIVERSITY
LUDHIANA**

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ABBREVIATIONS

Nomenclature	Abbreviations
Punjab Agricultural University	PAU
Indian Council of Agricultural Research	ICAR
Master of Business Administration	MBA
Non Resident Indian	NRI
Overall Grade Point Average	OGPA
Overall Credit Point Average	OCPA
Common Admission Test	CAT

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INTRODUCTION

The Punjab Agricultural University was established in 1962 at Ludhiana on the pattern of Land Grant Colleges of USA with integrated teaching, research and extension programmes. It is committed to continuous improvement in the productivity and profitability of agriculture and allied sectors. The University campus is spread over an area of about 580 hectares at Ludhiana and about 2000 hectares at various regional stations (6), sub-stations (4) and Seed Farms (5) located in different agro climatic zones of the State.

The University has elaborated physical facilities in terms of buildings, laboratories, lecture rooms, instructional and research farms, modern instruments, farm machinery, transport and library facilities. It has vast playgrounds for athletics, basketball, badminton, cricket, football, handball, Kabaddi, volleyball and lawn tennis. For hockey, there is an Astroturf ground. In addition, there is Swimming Pool, a Cycling Velodrome and an Indoor Stadium having the facility of badminton court, table tennis, Gymnastics, wrestling and weight lifting. The university has one Open Air Theatre for holding cultural festivals and a Students Home for the conduct of miscellaneous extra curricular activities. It has highly distinguished and qualified faculty of about 925 members positioned at the main campus as well as regional research stations. The faculty members and the postgraduate students of the University have won numerous national and international awards and honours, such as Padma Bhushan, Padma Shri, Rafi Ahmed Kidwai Memorial prize, Shanti Swarup Bhatnagar Award, Hari Om Ashram Trust Award, ICAR, Best teacher Award, Jawahar Lal Nehru Award, etc. and fellowships of the prestigious professional scientific academies/societies like Third World Academy of Sciences, Indian National Science Academy, National Academy of Agricultural Sciences and National Academy of Veterinary Sciences in recognition of their outstanding contributions.

Widely acclaimed as best agricultural university in Asia, the PAU has achieved distinguished status at the national and international level. It has played a unique role in ushering green revolution in India and has the distinction of winning the first **Best Institution Award** of the Indian Council of Agricultural research for the year 1995. It has four constituent colleges, namely, College of Agriculture, College of Agricultural Engineering, College of Home Science and College of Basic Sciences & Humanities. The Department of Business Management is a part of College of Basic Sciences and Humanities. The Department offers two years Master of Business Administration (MBA) and MBA (Agribusiness) programmes.

Department of Business Management

The Department of Business Management, established in 1971 with active support of DCM group of industries, is one of the premier centers to spearhead the development of management education in the region.

The mission of Department of Business Management visualizes solution-oriented management education as a key to carve successful managers. The department's objective is to provide future managers with requisite vision, innovation, dedication and knowledge. Shaped by the curricula, which is a blend of practical and theory, and guided by an experienced faculty, our graduates vie with those of premier management institutions. The faculty of Department of Business Management has been effectively involved in the consultancy work and in conducting workshops in the industry. Practicing managers are among the guest faculty of the department. The students, therefore, not only obtain management education through the faculty but also get exposure to the latest trends in the industry.

MBA Programme Structure

The students are required to study core courses like Organization Theory and Behavior, Quantitative Methods and Operations Research, Accounting, Economics, Business Environment, Management Information System and also from the functional area of management viz. Marketing, Finance, Production and Personnel in the first and second semester. These courses provide a set of analytical tools to broaden the student's perspective. This brings the students close to the industrial world and their problems. First year of the study is followed by 6-8 weeks of intensive industrial training.

In the 3rd and 4th semester, students take up courses from their field of specialization. The courses from minor fields are also studied to foster inter-disciplinary proficiency. These courses help the students get exposure to the concept and methods indispensable to the process of decision-making.

To provide interaction among different fields of specialization, each student is required to take two supporting courses from the area other than his/her field of the specialization. Marks are awarded on the basis of hourly tests, class assignments, case assignments and discussions, mid term exam and final exams at the end of semester.

The 5 main elements of MBA are :

- Core Courses on Managerial subjects during first two terms.
- Practical Assignments along with projects supplement theoretical base in every course.
- During the summer a 6-8 weeks Summer Training project generally carried out in a company, gives students the opportunity to apply the knowledge that they have acquired in their course curriculum.
- Key personal & professional skills are fostered by tutorials & Project work. In Addition negotiating, leadership & small group skills are also taught.
- All round development of personality & attitude is particularly taken care of, through participation in Cultural events, Sports, Seminars & Workshops etc.

CORPORATE INTERFACE

In-Industry Training

The students are required to undergo "industrial training" with a reputed business concern for a period of 6-8 weeks after the 2nd semester and submit a report along with a presentation.

Students undertake various industrial assignments on Management Information System, Marketing Research, Management Control System, Working Capital Management, HRD, Advertising Management, etc. from time to time. This helps them to get an in-depth knowledge about the industry and a first hand experience of the corporate world.

Placement

With dedicated and consistent efforts of the faculty the Department has achieved hundred percent placements every year. Department takes the help of its illustrious alumni, pass outs of last 35 years, who are industry stalwarts today in almost every industry. The placement break up is very impressive and is widely spread with respect to location and industry. Normally the package compares with the best in the region.

Medium of Instruction : English

**The admission to MBA programme will be made through
CAT conducted by IIMs for 2008-09**

IMPORTANT DATES

Last date for receipt of application forms in the office of the Registrar	10-11-2008
Last date for receipt of application forms in the office of the Registrar with late fee of Rs. 500/-	18-11-2008
Group Discussion & Interview	2.3.2009 onwards
Last date for receipt of application forms from NRI candidates	21-7-2009
Group Discussion & Interview of NRI candidates	24-7-2009
Last date for submission of final result of Bachelor's degree	20-7-2009
Closing date for admission	18-8-2009

Guidelines for Filling the Application Form

The application form can also be down loaded from PAU Web site www.pau.edu. The candidate should carefully study the admission rules and make sure that they fulfill the prescribed qualifications. The application form must be filled legibly, in ink, in candidates own handwriting and mailed/submitted in time to the Registrar, Punjab Agricultural University, Ludhiana-141004 by the last date fixed for the receipt of the applications. Latest passport size photograph from the same negative duly signed by the candidate and attested by the Principal of recognized school or a Gazetted Officer should be pasted in the space provided on the application form. The application form must be completed and no column should be left blank. Write "not applicable" where no information is required to be given. **Attested copies of all the certificates from matriculation onwards and other supporting testimonials must be attached with the application form in the first instance. No additional certificates/testimonials shall be entertained subsequently.** The application form must be accompanied by a bank draft of appropriate value drawn in favour of Comptroller, PAU, Ludhiana otherwise the form will be summarily rejected. Incomplete applications and those received after the prescribed date will not be entertained under any circumstances. No correspondence/enquiry from such candidates shall be entertained.

1. Eligibility:

Graduate in Science, Engineering/Technology, Agriculture, Agricultural Engineering, Veterinary Science, Home Science, Commerce, Business Administration/Management, Computer Applications with at least 60% marks or OCPA of 6.00 (out of 10.00).

Candidates appearing for the final year of the Bachelor's Degree examination in the current year can also apply. In such cases, final selection will be provisional subject to fulfillment of above requirements.

Note: The minimum percentage of marks are reduced by 5% for candidates belonging to all reserved categories.

2. Admission Capacity

Sr.No.	Category	Reservation (%)	Number of seats
1.	Scheduled Castes Scheduled Tribes	25%	7
2.	Backward Class	5%	1
3.	General	70%	22
	Total		30
4.	Kashmiri Migrant (KM)		1 additional seat
Grand total			30+1(KM)

NRI candidates
(additional seats)

10 seats

The candidates seeking admission through reserved quota shall have to submit a certificate issued by the competent authority prescribed by the Government of Punjab on prescribed proforma as per Annexure- I , II& III.

All the candidates seeking admission shall have to submit an Affidavit of undertaking not to indulge in ragging as per Annexure IV.

3. Fee for group discussion and interview

Rs. 1200/-

For application form down loaded from internet

Rs. 1975/-

For application form down loaded from internet by
NRI candidates

Rs. 2350/- or equivalent US \$

Medical examination fee of the New entrant

Rs. 90/-

Applications should be accompanied with the prescribed fee (non-refundable) in the shape of crossed Bank Demand Draft in favour of Comptroller, PAU, Ludhiana payable at any scheduled bank at Ludhiana.

4. Procedure for Selection for Admission

The admission will be made on the basis of the CAT to be conducted by IIM Kozikode The candidates obtaining minimum 40 percentile (total) in the CAT will be eligible for interview and group discussion. However, the merit will be prepared on the basis of the following weightage:

CAT Score	80%
Group Discussion	10%
Interview	10%

Admission shall be made in the beginning of the first semester. No admission will be made in the subsequent semester. The admission notice is generally published in the leading newspapers in the month of August. The candidates must personally attend the group discussion and interview. The University will not pay travelling or other allowance for appearing in the entrance test/interview for admission.

5. Procedure for Selection for Admission of Foreign Students

The candidates from foreign countries will be admitted in absentia without appearing in the CAT. Their admission will be regulated by the Indian Council of Agricultural Research, New Delhi. They will be admitted only if they have valid student visa. They must be medically examined as per Annexure-V by the doctor authorized by the Indian Embassy in the country from where the student wishes to seek admission. He/She should have full medical insurance before his/her admission to any programme in the University.

IMPORTANT

- Note:** (i) The Academic Council is the supreme academic authority to frame rules and regulations, increase/decrease admission capacity and to decide all other matters relating to admissions and academic affairs.
- (ii) All the programmes of the University are full time programmes. A student, therefore, cannot take admission in more than one programme simultaneously.
- (iii) The admission will be made by the Registrar, who reserves the right to cancel the admission obtained by misrepresentation/concealment of facts or admission made due to error/oversight, etc.
- (iv) Date of interview will not be ordinarily changed even if the University is closed on that day on any account.
- (v) At the time of selection, the Selection Committee shall also consider the past record of the candidate as to his conduct as a student in the University or elsewhere. If it is known that candidate being considered for admission has been involved in acts of indiscipline in the hostels, in the college or in organizing demonstration, etc., the Selection Committee may refuse admission to such a candidate and the decision of the Selection Committee shall be final. Those who have been expelled/rusticated or debarred by the University or by other Universities, shall not be admitted to this University during the period of their disqualification.
- (vi) If a student after registration fails to attend the classes without written permission of the Dean concerned for the last consecutive seven working days during the spell of 12 calendar days commencing from the date of registration, his registration shall stand automatically cancelled and the seat vacated by him will be offered to the next candidate on the waiting list.

6. Selection Notice

The Selection notices are ordinarily sent by post/displayed on the notice board. However, the candidates should remain in touch with the University and the University is not responsible for postal delay, misplacement or loss of selection notices. The waiting list for admission shall not be valid beyond the last date fixed for admission in that semester. The selected candidates from universities/institutions other than the PAU shall have to submit medical fitness certificates to be obtained from the University Medical Officer before depositing their fee and other charges in the college. The prescribed medical examination fee will be charged from the candidates at the time of his/her medical examination. No admission shall be made after the last date of admission.

7. Regulations for NRI candidates

- i) The eligibility requirements is the same as for general candidates. They are required to submit a copy of their certificate/transcript/marks sheet of their Bachelor's examination duly verified and certified by the Indian Embassy/High Commission in that country, stating that such examination is equivalent to the qualifying examination of Indian Universities. Alternatively, they may submit an application for obtaining the requisite equivalence Certificate from the Registrar, PAU by paying a fee of US\$ 100 (non refundable) through a bank draft in favour of Comptroller, PAU, payable at any scheduled Bank at Ludhiana.
- ii) The admission will be made on the basis of marks obtained in the Bachelor's examination. In case of tie in percentage of marks in the Bachelor's examination marks, the candidate senior in age shall be ranked higher in order of merit.
- iii) The NRI candidates educated and residing abroad seeking admission may be considered without appearing in the CAT provided they fulfill other prescribed qualifications.
- iv) The tuition fee (non-refundable) shall be payable by bank draft in US Dollars or any other currency acceptable by nationalized banks in India issued against the bank account in the account of NRI in the country in which he/she is residing or in the shape of bank draft in equivalent Indian currency issued against NRI account of the NRI maintained in India. In the latter case, the candidate is required to submit a certificate from the bank that the

draft has been issued against the NRI account maintained by the NRI. The bank draft should be drawn in favour of the Comptroller, PAU, Ludhiana payable at State Bank of India, PAU, Ludhiana or any scheduled bank at Ludhiana, India. The hostel dues and other fees and funds as applicable will be charged in addition to admission fee as per University rules.

- v) They are required to produce a photo copy of citizenship certificate and passport duly attested by the Magistrate or Notary Public.

8. Instructions/Regulations regarding Ragging (According to the Supreme Court judgement in SLP by Vishwa Jagriti Mission in 2001)

Ragging is "Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student."

However, according to Raghavan Committee observations ragging has several aspects with among others psychological, social, political, economic, cultural and academic dimensions.

- Any act that prevents, disrupts or disturbs the regular academic activity of a student should be considered with in the academics related aspect of ragging; similarly, exploiting the services of a junior student for completing the academic tasks assigned to an individual or a group of seniors is also an aspect of academics related ragging prevalent in many institutions.
- Any act of financial extortion or forceful expenditure burden put on a junior student by senior students should be considered an aspect of ragging for ragging economic dimensions.
- Any act of physical abuse including all variants of it : sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person can be put in the category of ragging with criminal dimensions.
- Any act or abuse by spoken words, e-mails, snail-mails, public insults should be considered with in the psychological aspects of ragging. This aspect would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to others; the absence of preparing 'freshers' in the run up to their admission to higher education and life in hostels also can be ascribed as a psychological aspect of ragging – coping skills in interaction with seniors or strangers can be imparted by parents as well. Any act that affects the mental health and self confidence of students also can be described in terms of the psychological aspect of ragging.
- The human rights perspective of ragging involves the injury caused to the fundamental right to human dignity through humiliation heaped on junior students by seniors; often resulting in the extreme step of suicide by the victims.

Instructions/regulations

- Ragging is not ice-breaker for the fresher and not a harmless fun but cuts deep into the mental health of the ragged.
- Ragging obtaining in educational institutions is neither a means of familiarizations nor an introduction with 'freshers', but a form of psychopathic behaviour and a reflection of deviant personalities, which reproduces the entrenched power configurations prevalent in the civil society.
- Migration certificate of students should mention whether any punishment had been meted out for ragging in previous institution.
- An annual undertaking to be signed by each student whether fresher or senior, and his/her parent(s) jointly stating that each of them have read the relevant instructions/regulations against ragging as well as punishments,

and that if the ward has been found guilty, he/she should be proceeded against (Specimen of Undertaking as per annexure 'IV').

- Undertaking should be provided in English as well as in the vernacular language.
- The burden of proof will lie on the perpetrator and not on the victim to prove that ragging did not take place.
- Punishment to be meted out will be exemplary and justifiably harsh.

Punishments

Depending upon the severity of the case, following punishments may be awarded :

- suspension from attending the classes
- individual or collective fines
- withholding/withdrawing scholarships, fellowship and other benefits
- debarring from appearing in any test/examination and other evaluation process
- withholdings results
- debarring from representing the institution in any national and international meet, tournament, youth festival, etc.
- suspension/expulsion from the hostel
- rustication from the institution for periods varying from one or more semesters
- cancellation of admission
- expulsion from the institution and consequent debarring from admission to any other institution
- recommendation of registration of F.I.R. against the ragger under the various provisions of Indian Penal Code

9. Fee Structure

1. University Fee

University admission fee (to be charged every time a student seeks admission to a given programme)	Rs. 5810/-
University re-admission fee (to be charged at the time of re-admission after the name of the students struck off the rolls/dropped from the University under Semester Rule 7.64(a).	
For general category	Rs. 2255/-
For NRI candidates	US \$ 2365
Library service charges (to be collected at the time of fresh admission)	Rs. 1195/-
Project report fee (To be charged at the time of submission/re-submission of thesis or project report)	Rs. 940/-
Viva-voce examination fee (to be charged when a student is required to appear in the final oral examination in the following semester after submission of the project report)	Rs. 940/-
Migration fee for the students migrating to PAU	Rs. 9340/-

2. College fee- Annual

Admission fee (for each class in each college at the time of admission/ registration in the beginning of each academic year)	Rs. 230/-
Re-admission fee (to be charged at the time of re-admission after a student has been dropped from the rolls)	Rs. 585/-
Sports and Youth Welfare Fund	Rs. 230/-

Red Cross Fund	Rs. 130/-
Students' Aid Fund	Rs. 130/-
*Music Club Fee	Rs. 130/-
*Fine Arts photography Club Fee	Rs. 130/-
(*To be charged only from those students who join music, fine arts and photography clubs)	
Students' Home Club Fee	Rs. 55/-
3. College and Library Securities and Fees	
College Library Security (refundable) (payable at the time of first admission.)	Rs. 940/-
Book Bank Security (refundable) (for fresh admission only)	Rs. 940/-
College library Fee (per semester)	Rs. 230/-
Book Bank Fund (per semester)	Rs. 230/-
4. Other Charges	
Registration with late fee	Rs. 465/-
Course Addition/Withdrawal Fee	Rs. 130/-
Supplementary Examination Fee (per course)	Rs. 230/-
5. Tuition fees (Semester-wise)	
M.B.A.	Rs. 19965/-
6. Other funds to be charged semester-wise	
University Magazine Fund	Rs. 130/-
Amalgamated Fund	Rs. 465/-
College Co-curricular Activities Fund	Rs. 130/-
Medical Fee	Rs. 230/-
Cycle stand fee to be charged from those student who use college cycle stand	Rs. 110/- for cycles Rs. 130/- for scooters
7. Hostel Charges	
(a) Annual	
Hostel Security (refundable) (for fresh admission)	Rs. 2340/-
Hostel Maintenance Fund	Rs. 465/-
Utensils, Crockery and Breakage Fee	Rs. 170/-
(b) Semester-wise	
Room Rent (cubicle)	Rs. 715/-
Room Rent (dormitory)	Rs. 355/-
Cycle Stand Charges (to be charged from those students who use hostel cycle shed)	Rs. 130/- for cycles Rs. 170/- for scooters
Common Room fund	Rs. 230/-
Electricity Charges	Rs. 860/-
Telephone Charges	Rs. 110/- per semester

Summer Break Charges

Room rent (Cubicle)	Rs. 245/-
Room rent (dormitory)	Rs. 130/-
Electricity Charges	Rs. 290/-
Common room fund	Rs. 90/-
Telephone charges	Rs. 50/-
Medical fee	Rs. 90/-
Cycle stand charges (to be charged from those students who use hostel cycle shed)	Rs. 55/- (for cycle) Rs. 65/- (for scooter).
Stundets' Home Club Fee	Rs. 15/-

Summary of the fees to be paid at the time of first admission

Non boarder Rs. 29,870/-(Approx.)	Boarder Rs. 32,420/- (Approx.)
(hostel security, cycle stand, music, fine arts and photography club fees shall be extra).	

- Note:**
1. The fee structure at the time of admission will remain constant throughout the programme of the study.
 2. A student who has completed his degree requirements except submission of project report and wishes to register for project report submission only, can do so without paying tuition fee provided he/she must submit the rough draft of project report by the last date of dropping the courses as prescribed for that particular semester failing which the student will have to deposit full tuition fee for that semester and also if the student fails to submit the final project report during that semester he/she will have to register for the next semester and pay full fee.
 3. If the electricity bills are in excess of the electricity fund realizations, the Director Students' Welfare is authorized to realize the additional charges proportionately from the hostlers through the Dean of the college concerned.
 4. The securities not claimed for three semesters succeeding the end of the semester in which the student leaves the college either by completing the programme or otherwise, shall lapse.
 5. All claims for refund of hostel security shall be entertained through the Dean of the college concerned.

Detail of fees for NRI students

Admission fee	US\$ 3220
For the 1st year	US\$ 5870
For the 2 nd year	US\$ 5870
Total:	US\$ 14960
Fee for each additional semester	US\$ 2930

Hostel Charges for Foreign/NRI students semester-wise for staying in Hostel No.9

1. Room Rent	Rs. 2925/-
2. Hostel Maintenance Fund	Rs. 1465/-
3. Common Room Fund	Rs. 290/-
4. Utensils, Crockery breakage Fund	Rs. 290/-
5. Electricity Fund (in advance)	Rs. 1170/-
6. Telephone charges	Rs. 220/-
7. Cycles/Scooter Fund	Rs. 220/-

The rates from column No.1 to 5 are also applicable to Foreign/NRI students with their families staying in Farm Women Hostel.

Terms & Conditions

1. NRI students will be required to deposit Rs.2500/- as Refundable Hostel Security before occupancy of the room.
2. Inmates will also share expenses of Chowkidars, Sweepers etc. by contribution/self financing.
3. Guest charges will be Rs.75/- per person per day with prior permission.
4. Provision of A.C. and room heater has been provided in each room. The students, who desire this facility will have to install a sub meter which will be purchased by them from the local market of approved make of PSEB with the help of SDE (Elect.-II). In addition, charges for consumption based on sub meter reading, residents will share equally charges on account of electricity bill for the hostel.

Summer Break Hostel Charges for Foreign/NRIs students for staying in Hostel No.9

1. Room Rent	Rs. 980/-
2. Electricity charges	Rs. 400/-
3. Telephone Charges	Rs. 70/-
4. Medical Fund	Rs. 90/- (At par with other students)

Fee Concession

The Dean of College can remit half tuition fee to 10 per cent of students in each class on merit-cum-means basis in order to help such students as have financial difficulty in continuing their studies in the college. Application for the concession should be made to the Dean with details of the financial position of the family. The application should be supported by certificates from responsible persons (Gazetted officer, Head of the Institution last attended or a teacher in the College) having personal knowledge of the financial position of the student. The half fee concession is granted subject to the condition that the student will be regular in attendance and that he will show satisfactory progress in his studies. The concession may be withdrawn on misconduct, irregularity in attendance or failure in any of the courses in an examination.

- Note:**
- i) The above concessions may be withdrawn on account of misconduct and indiscipline on the part of the students
 - ii) These concessions will not be granted to the students who are on scholastic/conduct probation. The students who are re-admitted after having been dropped under Semester Rule 7.6.4.(c) will not be eligible for these concessions during the 1st year of their re-admission.

The fee concession is also granted to the dependant/wards of employees /retirees of PAU. Full tuition fee to first child and half tuition fee concession to second and other children if any. It will not be granted to NRI candidates.

10. Charges for various types of certificates

Degree in absentia (with folder)	220/-	+ Rs. 130/- & Rs. 110/- as postal charges for foreign countries and within India respectively.
Degree in absentia (without folder)	145/-	-do-
Inter University Migration Certificate	145/-	+ Rs. 130/- as postal charges for foreign countries.
Duplicate Degree	740/-	-do-

Duplicate Provisional Degree Certificate	365/-	-do-
Duplicate Trimester/Semester Report	145/-	-do-
Duplicate Certificate for Gold Medal	145/-	-do-
Duplicate copy of Merit Certificate	145/-	-do-
Duplicate copies of various types of Certificates at College Level	145/-	-do-
Duplicate copy of Sports Certificate	100/-	-do-
Duplicate/Incomplete Transcript of Academic Record		
1st Duplicate/Incomplete	365/-	-do-
2nd Duplicate/Incomplete	365/-	-do-
3rd Duplicate/Incomplete and onwards	365/-	-do-
Lamination charges for Provisional Degree Certificate	75/-	To be collected by Deans alongwith other charges
Lamination charges for Degree	75/-	
Lamination charges for Transcript	75/-	
Charges for Authentication of various documents	145/- per copy	
Charges for authentication/supplying information to other institutions	Nil	No Postal charges
Charges for changing the name of the student and/or his/her father's/mother's name in the PDC/Degree and Transcript	1465/-	

IMPORTANT

(Applicable to all students including NRIs)

- Note :** 1. The University reserves the right to enhance the rates of fees and funds from time to time.
2. The entire fee collected from the student, after deduction of the processing fee of Rs. 1000/- (Rs. One thousand only) shall be refunded and returned to the student/candidate withdrawing from the programme provided the seat consequently falling vacant has been filled by another candidate on the waiting list by the last date of admission.

11. Regulations regarding rustication and expulsion of students

1. The Dean of a college shall have the power to expel or rusticate a student for sufficient reasons including acts of indiscipline and misconduct inside or outside the college.
2. Cases of rustication and expulsion shall be reported to the Registrar by the Dean of Constituent College immediately after rustication or expulsion for registration and notification.
3. The Dean may revise his decision within 15 days of the date of passing of the order of rustication or expulsion. The revised decision together with reasons shall be communicated to the Registrar for being placed before the Academic council.
4. The Registrar shall notify the orders of rustication/expulsion to the Constituent Colleges, Union/State Public Service Commission, State Education Board and other Universities immediately after the expiry of 15 days period allowed to the Dean for revision of the decision.
5. The minimum period of rustication shall be one semester and the maximum period of rustication shall be four semesters.

6. The student under rustication shall have the option of rejoining the class during the ensuing semester after the expiry of the period of rustication.
7. It shall be obligatory on the part of the college to re-admit a rusticated student if he wishes to rejoin after the expiry of the rustication period.
8. The name of the rusticated student shall not be maintained on the rolls of the college nor shall any fees be charged during the period of rustication.
9. A student expelled from the college shall not be allowed to seek fresh admission into the same college or into another college without the sanction of the Academic Council. In no case such a student shall be allowed to do so before the expiry of two academic years excluding the academic year in which he/she was expelled.
10. When facts come to the knowledge of the Vice-Chancellor which makes him think that the order of a Dean requires revision, the Vice-Chancellor may bring the case to notice of the Academic Council after consideration of which, the decision of the Academic Council shall be final.

12. Fellowships

One fellowship of Rs.1300/- per month for the first 7 students and one additional fellowship for every 7 additional students or a part thereof.

13. Merit certificates and prizes

The University has instituted Merit Certificates for the students who have achieved an OCPA of 8.00 or more at the end of M.B.A. degree programme.

The certificates will be awarded at the Annual Convocation.

Prizes are awarded to the outstanding students at the Annual College Functions. Two prizes are awarded based on the OCPA of each academic year provided the student has completed 36 credits in an academic year.

14. Award of Medal

The University has instituted Lala Sri Ram Ji Medal for award to the student on fulfillment of certain prescribed conditions. This will be conferred at the time of Annual Convocation of the University. The detail is as under:

Lala Sri Ram Ji Medal

Lala Sri Ram Ji dedicated his life to the growth of industry, agriculture, commerce in India. He was a great industrialist and guided many educational, industrial and agricultural organizations. This medal is awarded to a student securing the highest OCPA (not less than 8.00) in M.B.A. programme in the University.

15. Formula for Inter-conversion of OGPA/OCPA and aggregate percentage of marks under the traditional system of examination.

The following formulae have been adopted by the University to determine the equivalence of each grade point average from 1 to 4/overall credit point average from 1 to 10 under the semester system in terms of the percentage of marks awarded under the traditional system of examination.

i) For conversion of Overall Credit Point Average (OCPA) into percentage of marks:

$$Y = 10 Z$$

Where Y = Percentage of marks in the traditional system.

Z = Overall Credit Point Average (OCPA) in 10.00 point system of evaluation

ii) For conversion of Overall Grade Point Average (OGPA) into OCPA:

$$Z = (25X-15)/10$$

Where Z = OCPA in 10.00 point system of evaluation

X = OGPA (maximum = 4.00) in the letter grade system of evaluation

16. Academic Calendar for 1st and 2nd Semester, 2009-10

	1 ST Semester	2 nd Semester
Meeting with advisors, registration and last date of payment of fees	20.07.2009	11.01.2010
Last date for registration with prescribed late fee except for new entrants	23.07.2009	14.01.2010
Last date for registration (without late fee) for new entrants only with the permission of Registrar	06.08.2009	27.01.2010
Last date for registration (without late fee) for new entrants with permission of the Registrar on the recommendation of the Dean	18.08.2009	09.02.2010
Last date of adding a course	18.08.2009	09.02.2010
Last date for dropping a course	26.08.2009	16.02.2010
Mid-Semester Examination	05.10.2009 to 14.10.2009	29.03.2010 to 07.04.2010
Mid-Semester reports to Deans from teachers	15.10.2009	05.04.2010
End of Semester Examination	07.12.2009 to 18.12.2009	01.06.2010 to 11.06.2010
Submission of grades by the teachers to Heads	22.12.2009	15.06.2010
Submission of grades by the Heads to Deans	24.12.2009	17.06.2010
Submission of grades by the Deans to Registrar	30.12.2009	21.06.2010
Announcement of results	08.01.2010	25.06.2010
Supplementary examination	06.01.2010 to 08.01.2010	30.06.2010 to 02.07.2010
Submission of grades of supplementary examination by the Deans to Registrar	12.01.2010	07.07.2010
Announcement of result of supplementary examination	15.01.2010	12.07.2010
Semester break	19.12.2009 to 10.01.2010	Till the beginning of the next academic session
Break up		
Total number of days	139	140
Total number of working days (excluding days of end of semester examination)	90	90

Note: If any of the above days happens to be holiday, the particular event for that day will take place on the next working day except for the examination(s) which will be held on the prescribed day(s).

ANNEXURE I

CERTIFICATE FOR SCHEDULED CASTES/SCHEDULED TRIBES (SC/ST)

Despatch No. _____

Date _____

1. It is certified that Shri/Smt./Kumari _____
son/daughter of Shri _____
of village/town _____
District/Divison _____ State of Punjab
belongs to _____ Caste which has been recognised as Scheduled
Caste as per "The Constitution (Scheduled Castes) Order, 1950".
2. Shri/Smt./Kumari _____ and his/her family lives in village/
town _____ District/Division of Punjab State.

Place _____

Date _____

Signature _____

Designation _____

(with seal of office)

Authorities competent to issue SC/ST Certificate :

- (i) M.Ps. in respect of Scheduled Caste persons residing in their respective parliamentary constituencies.
- (ii) M.L.As. in respect of Scheduled Caste persons residing in their respective assembly constituencies.
- (iii) All gazetted officers of the State Government.
(Declared as such vide letter No. 460/WG/56/4799 dated 25-01-1956 and 1/19/94-RCI/6045 dated 15-07-1994).

N.B. : In case the certificate is found to be false or incorrect, the candidate will render himself/herself liable for criminal prosecution.

ANNEXURE II

CERTIFICATE TO BE PRODUCED BY THE CANDIDATE IN SUPPORT OF CLAIM OF BELONGING TO BACKWARD CLASS (B.C.)

1. This is to certify that Shri/Smt./Kumari _____ son/daughter of _____ village/town _____ in District/Division _____ of the State of Punjab, belongs to the _____ caste which is recognised as a Backward Class in terms of Punjab Government letter No. _____.
2. This is also verified that income of the family from all sources does not exceed Rs. 2,50,000/- (Rs. Two Lakh Fifty Thousand) per annum in terms of letter No. 1/41/93-RC-1/1597 dated 17-08-2005 from the Joint Secretary Welfare to Government of Punjab, Welfare Department, Chandigarh.
3. Shri/Smt./Kumari _____ and/or his/her family ordinarily resides in village/town _____ of District/Division of the State of Punjab.

Place _____

Date _____

Signature _____

Designation _____

(with seal of office)

Authorities competent to issue B.C. Certificate:

Deputy Commissioner, Additional Deputy Commissioner, Sub-Divisional Magistrate, Executive Magistrate (PCS officers only), Tehsildar

N.B.: In case the certificate is found to be false or incorrect, the candidate will render himself/herself liable for criminal prosecution.

ANNEXURE III

CERTIFICATE TO BE PRODUCED BY THE CANDIDATE IN SUPPORT OF CLAIM OF KASHMIRI MIGRANT (KM)

No. _____

Date _____

It is certified that Sh./Smt./Kumari _____ Son/Daughter of
_____ Resident of _____ Tehsil
_____ District _____ is Kashmiri migrant.
He/She is original resident of _____ Tehsil
_____ District _____.

The Certificate is being issued to Sh./Smt./Kumari _____ to apply for admission
to _____ programme at Punjab Agricultural University, Ludhiana.

Signature _____

Designation _____
(with seal of office)

Authority competent to issue Kashmiri Migrant Certificate :

1. District Magistrate.

NB.: In case the Certificate is found false or incorrect, the candidate will render himself/herself liable for criminal prosecution.

ANNEXURE IV

SPECIMEN OF UNDERTAKING NOT TO INDULGE IN RAGGING ON STAMP PAPER

We _____ (Candidate's name), aged _____ Yrs and
Sh. _____ (Father's name) and Ms _____ (Mother's name)
residents of _____ do hereby give an undertaking that each of us
have read the relevant instructions/regulations against ragging, as well as punishments and that if the candidate
has been found guilty, he/she may be proceeded against.

DEPONENTS

- 1.
- 2.
- 3.

VERIFICATION :

We, the above named deponents, solemnly declare and affirm that the contents of above undertaking are
true to the best of our knowledge and nothing has been concealed therein.

DEPONENTS

- 1.
- 2.
- 3.

Note : This affidavit should be attested by the Magistrate I/II Class

OR

ਲਿਖਤੀ ਜ਼ਿੰਮੇਵਾਰੀ ਦਾ ਨਮੂਨਾ

ਅਸੀਂ _____ (ਉਮੀਦਵਾਰ ਦਾ ਨਾਂ), ਉਮਰ _____ ਸਾਲ, ਸ਼੍ਰੀ _____
(ਪਿਤਾ ਦਾ ਨਾਂ) ਅਤੇ ਸ਼੍ਰੀਮਤੀ _____ (ਮਾਤਾ ਦਾ ਨਾਂ) ਵਸਨੀਕ _____
ਆਪਣੇ ਵਲੋਂ ਲਿਖਤੀ ਜ਼ਿੰਮੇਵਾਰੀ ਲੈਂਦੇ ਹਾਂ ਕਿ ਅਸੀਂ ਰੈਗਿੰਗ ਵਿਰੋਧੀ ਹਦਾਇਤਾਂ/ਨਿਯਮ ਅਤੇ ਉਲੰਘਣਾ ਕਰਨ ਦੀਆਂ ਸਜ਼ਾਵਾਂ, ਪੜ੍ਹ ਲਈਆਂ ਹਨ।
ਜੇ ਉਮੀਦਵਾਰ ਇਹਨਾਂ ਦੀ ਉਲੰਘਣਾ ਕਰਨ ਦਾ ਦੋਸ਼ੀ ਪਾਇਆ ਜਾਂਦਾ ਹੈ ਤਾਂ ਉਹ ਸਜ਼ਾ ਦਾ ਭਾਗੀ ਹੋਵੇਗਾ ।

ਬਿਆਨਕਰਤਾ

- 1.
- 2.
- 3.

ਤਸਦੀਕ :

ਅਸੀਂ ਉਪਰੋਕਤ ਬਿਆਨਕਰਤਾ ਹਲਫ਼ਨ ਬਿਆਨ ਕਰਦੇ ਹਾਂ ਕਿ ਇਸ ਲਿਖਤੀ ਜ਼ਿੰਮੇਵਾਰੀ ਵਿਚ ਦਰਸਾਏ ਤੱਥ ਸਾਡੀ ਜਾਣਕਾਰੀ
ਅਨੁਸਾਰ ਦਰੁਸਤ ਹਨ ਅਤੇ ਇਨ੍ਹਾਂ ਵਿਚ ਕੁਝ ਵੀ ਛੁਪਾਇਆ ਨਹੀਂ ਗਿਆ ਹੈ ।

ਬਿਆਨਕਰਤਾ

- 1.
- 2.
- 3.

ਨੋਟ : ਇਹ ਹਲਫ਼ੀਆ ਬਿਆਨ ਪਹਿਲਾ/ਦੂਸਰਾ ਦਰਜਾ ਮੈਜਿਸਟਰੇਟ ਤੋਂ ਤਸਦੀਕਸ਼ੁਦਾ ਹੋਣਾ ਚਾਹੀਦਾ ਹੈ ।

ANNEXURE V

FORMAT OF CERTIFICATE FOR MEDICAL EXAMINATION OF FOREIGN STUDENTS

1. Name _____

2. Age _____

3. Sex _____ 4. Height _____

5. Weight _____

Pulse _____

Chest _____

B.P. _____

CVS _____

R.R. _____

H.R. _____

Eye Examination :

Rt. Eye _____

Lt. Eye _____

Colour Vision _____

Hb. _____

ESR _____

URINE COMPLETE EXAMINATION

RANDOM BLOOD SUGAR _____

RENAL FUNCTIONS

B. UREA

S. CREATININE

ECG

X-RAY CHEST

HIV.

HbSAg

It is certified that I have carefully examined Mr/ Ms. _____ son/daughter
of Mr _____ and he/she has no disease or mental or bodily infirmity unfitting him/
her for admission to _____ programme in India.

Dated _____

(Signature of Medical Officer
authorised by the Indian Embassy)

Paste Passport size
photograph first with
gum and then get
attested by M.O.
conducting medical
test

Signature of the Candidate

IMPORTANT

Any dispute arising out of anything connected with the university and its activities including admissions/operation of semester rules will be subject to jurisdiction of the Courts situated at Ludhiana

DISCLAIMER

The statement made in the Information Brochure and all information contained here in are believed to be correct at the time of publication. However, the University reserves the right to make any time, without notice, changes and additions to the regulations, conditions governing the conduct of students, requirements for degree or diploma, fees and any other information, or statements contained in the Brochure. No responsibility will be accepted by the University for hardship or expenses incurred by its students or any other person or persons for such changes, additions, omissions or errors, no matter how they are caused.

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PUNJAB AGRICULTURAL UNIVERSITY
APPLICATION FORM FOR ADMISSION TO MBA PROGRAMME
(Academic Session 2009-10)

IMPORTANT : The candidate must carefully read instructions given in the Information Brochure before filling the form.

Last date for submission: Without late fee 10.11.2008 and with late of Rs. 500/- 18.11.2008 (5.00PM)

Latest passport size photograph pasted with gum duly signed by the candidate and then attested by a Principal of recognised school/college or a gazetted officer.

FOR OFFICE USE ONLY			
<i>Last Exam. passed</i>	<i>Name of Board/ University</i>	<i>Marks/OGPA/ OCPA obtained</i>	<i>%age of marks</i>
Category under which seeking admission.....			
Documents lacking.....			
Checked by.....Re-checked by.....			
Fees paid Rs.....Cashier.....A.O.....			
Admission No.....Admission Status.....			
Assistant.....Supdt.....Deputy Registrar.....			

GROUP DISCUSSION AND INTERVIEW FEE
(To be filled by the candidate)

Amount Rs. _____
 Bank Draft No. _____
 Date _____ Bank _____
 Branch _____ City _____

Note: 1. Bank draft should be in favour of Comptroller, PAU, Ludhiana.
 2. Write Sr. No. of application form and your name at the back of Bank Draft.

TO BE FILLED BY THE CANDIDATE IN OWN HAND IN INK

1. Name of the applicant (in block letters) _____
2. Father's name (in block letters) _____
3. Mother's name (in full letters) _____
4. (a) Permanent Address _____

 (b) Correspondence address with telephone No. _____

5. a) CAT Registration No. _____
 b) Centre Code No. _____
6. Reserved category under which admission sought SC/ST/BC/KM (bring the original as well as the attested copy(ies) of the certificates as prescribed in the Information Brochure, at the time of interview in support of your claim. _____

7. Date of Birth _____
 (Attach attested copy of certificate)
8. Nationality _____
9. (a) Name of guardian with relation _____
 (if father is not alive)
 (b) Occupation of father/guardian _____
 (c) Annual income of the father/guardian _____
 (d) Address of the father/guardian _____

10. Have you ever been a student of PAU? If yes, give full particulars _____

11. Have you ever been dropped/expelled/rusticated or denied admission to any school or college? If yes, give detailed reasons and period of dropping/expulsion/rustication _____

12. Have you ever been found guilty of adopting unfair means in any examination or disqualified/debarred from appearing in any examination conducted by any Board/University? If yes, give details. _____

13. Have you ever been punished for ragging in previous institution ? Attach affidavit of undertaking not to indulge in ragging as per Annexure IV. _____

14. Details of examination(s) passed:

	<i>Matriculation</i>	<i>10+2 or equivalent</i>	<i>Graduate degree</i> _____
Name of School or College			
Name of the board/University			
Name and year of passing			
Board/University Roll No.			
Maximum marks/OGPA/OCPA			
Marks/OGPA/OCPA obtained			
Percentage of Marks			
Medium of instruction			
Subjects			

14. Any other details which you consider will strengthen your claim for admission _____

DECLARATION

- I hereby certify that the application form has been filled in my own hand in ink, and according to the given instructions.
- I hereby affirm that the information given by me in this application form is complete and true to the best of my knowledge and belief and that I have made this application with the consent and approval of my parent/guardian. In the event of my being admitted to college, I undertake to abide by the disciplinary and other rules and regulations of the college and the university.
- I shall remain in touch with the university for knowing the outcome regarding my admission and shall not hold the university responsible for any postal delay, loss or misplacement of the correspondence made in this regard.

Place _____

Date _____

(Signature of candidate)

DECLARATION BY PARENT/GUARDIAN

I _____ do hereby declare that my son/daughter/ward _____ makes this application with my knowledge and consent and that in the event of his/her being admitted to the college, I shall be responsible for his/her good conduct and for the due and prompt payment of college and other fees and to indemnify the College/University in respect of all losses and the expenses resulting from delay and failure to make any such payment or as a result of the particulars given above proving incorrect.

Place _____

Date _____

(Signature of Parent/Guardian)

Name _____

Address _____