

**UNIVERSITY SCHOOL OF OPEN LEARNING  
PANJAB UNIVERSITY, CHANDIGARH**

**GUIDELINES FOR ADMISSION THROUGH COUNSELING TO MBA (EXECUTIVE)  
FOR THE SESSION 2018-2019**

**DATES FOR COUNSELING: 15-10-2018 (MONDAY) and 16-10-2018 (TUESDAY) 9:00 a.m. onwards**

1. Candidates are to download the Admission-cum-Counselling Form available on <https://mbausol.puchd.ac.in> website and bring it duly filled at the time of counseling;
2. Bring Certificate of Employment duly attested by employer or Certificate of Self-employment. (As per the format given in Prospectus)
3. The personal presence of a candidate is mandatory at the time of counselling. In absence of candidate, admission will not be granted.
4. Candidates should bring their original documents along with one self attested photocopy of each of DMCs, degrees, employment certificates, reserve category certificates etc. at the time of counseling.
5. The students who have passed the lower examinations from any University, other than the Panjab University, are required to submit the Migration Certificate in original.
6. Bring latest Reserve Category Certificate/s in original from the competent authority, if applying under any category (*certificate format available in the Prospectus*).
7. Candidates are required to bring a demand draft in favour of “The Registrar, Panjab University, Chandigarh of **Rs. 26,830/-** at the time of counselling to secure a seat. If there is any balance due, that will be communicated to you later on.

**8. (A) PMS Norms/Guidelines SC students of Punjab State only**

SC Candidates only of Punjab State are to bring bank draft in favour of “The Registrar, Panjab University” for an amount of Rs. **7533/-** at the time of counseling subject to production of the following:

- Original Income Certificate duly attested by First class Magistrate.
- Photocopy of SC/ST/BC certificate. (Self attested)
- Photocopy of Residence Proof certificate issued by competent authority (Self attested)
- Photocopy of last examination passed Certificate.(Self attested)
- Photocopy of Bank Account No. in the name of the candidate with bank’s IFSC Code (The above-mentioned bank account must be needed/linked with Aadhaar Number).(Self attested)
- Photocopy of Aadhaar Card (Self attested)

**Note:** - It is pertinent to mention here that the eligible students, getting the benefit of fee exemption, are required to fill the Post Matric Scholarship application form. Related undertaking regarding filling up and submission of Post Matric Scholarship form from the concerned students may be taken at the departmental level at the time of admission.

**B. For SC/ST/BC/OBC Students of Other students belonging to states other than Punjab i.e. Haryana, Chandigarh, H.P., J.& K, UP, Bihar etc.**

In case of SC/ST/BC students who are studying or taking admission in teaching departments of Panjab University and its Regional Centres and belong to States other than Punjab (i.e.

Chandigarh, Haryana, Himachal Pradesh, J&K, Rajasthan, U.P. etc.) have to pay full fee at the time of admission and they are required to fill up the Post Matric Scholarship (PMS) application form if they want to take the benefit of reimbursement of claim of fee paid by them at the time of admission. In such cases, students' fee will be refunded by their respective/concerned State government directly into account of the students. The applications of the students have to get all formalities completed through the Chairpersons/Directors of their departments.

**Important Note:** They are also required to fill up the Post Matric Scholarship application form which is mandatory for such students who want to take the benefit of reimbursement of claim of fee paid by them at the time of admission.

**9. Counseling Schedule:**

**VENUE: UNIVERSITY SCHOOL OF OPEN LEARNING, P.U., CHANDIGARH**

**i) 15-10.2018 (Monday)**

<u>Category</u>	<u>Rank</u>	<u>Reporting Time</u>
All Qualified	1-150	9:00 a.m.
Candidates	151-300	10:30 a.m.
	301-450	12:00 noon
	451 – 600	2:00 p.m.
	601- onwards	3:30 p.m.

**ii) 16-10.2018 (Tuesday)**

<u>Category</u>	<u>Rank</u>	<u>Reporting Time</u>
Reserved	1-300	9:00 a.m.
	301 - 600	10:30 a.m.
	601 onwards	12:00 noon
	De-reservation of reserved seats and allotment of seats	2:00 p.m.

- 10.** The admission will be as per reservation policy of the University as per Handbook of Information, 2018 but no reservation is available in USOL for Sports category.

<b>S. No.</b>	<b>Category</b>	<b>Percentage (%age)</b>	<b>Seats</b>
1)	Open	60.5%	292.5 (293)
2)	SC	15%	75
3)	ST	7.5%	37.5 (38)
4)	BC	5%	25
5)	Defence	5%	25
6)	PH	5%	25

7)	Riot Victim	2%	10
8)	FF	2%	10
9)	<b>Total</b>	<b>100%</b>	<b>501</b>

**## Additional Seats: As per details in the Prospectus.**

- 11.** In case seats remain vacant on 15-10-2018 (General Category), the same will be filled on the basis of Merit list on 16-10-2018 at USOL.
- 12.** In case any reserved category seats are left vacant after counseling on 16-10-2018, the same will be de-reserved and offered to candidates in General category on the same day i.e. 16-10-2018.
- 13.** Counseling fee of Rs 500/- (non-refundable) will be charged from the candidates.

**Important note: Please visit website <http://mbausol.puchd.ac.in> for Prospectus of PU-MBA(Executive) Entrance Test 2018.**

**(Lalit K. Bansal)**  
**Coordinator Counseling,**  
**MBA (Executive)**