

**Centre for Distance & Online Education (CDOE)
Panjab University, Chandigarh
Department of Commerce & Management Studies**

MBA ADMISSION GUIDELINES FOR THE SESSION 2024-25

- (a) You must again check your eligibility from the prospectus of MBA 2024 before filling the Admission cum examination form.
- (b) Physical presence of the candidate is must at the time of counseling.
- (c) **Mandatory Documents Required for Counseling**
 - i. ABC ID (Academic Bank of Credit) through Digilocker App (Mandatory)
 - ii. Candidate who have cleared the entrance test and are desirous of taking admission in MBA CDOE (2024-25) are advised to first create ABC ID and then DEB ID in admission form.
 - iii. Print out of ABC ID
 - iv. Copy of Aadhar Card.
 - v. Two hard copies of Admission cum Examination form
 - vi. Hard Copy of Enrolment Card.
 - vii. Original certificates of Degree, DMC's of all semesters, reserve category certificate.
 - viii. One set of attested copy of certificates of the qualifying examination DMC/Degree on the basis of which you are seeking admission.
 - ix. Migration certificates for other than Panjab University students. (Migration certificate can be submitted within a month or by 30th September, 2024).
 - x. Two recent passport size photographs
 - xi. Confidential Result: Students appearing in the Final year examination to submit at the time of counseling or by 30th September, 2024.
 - xii. Any Discrepancy by the Candidate by 30th September, 2024

Important Note

Your candidature is liable to be cancelled if found ineligible on verification at any later stage.

Fee Payment

Mode of Fee Payment: Fees has be paid Online Only (MBA Fee Code is C0090)

Online (<https://payonline.puchd.ac.in>) can be made on the spot after getting your eligibility checked and fee confirmed (amount of fees as per the following fee tables for all categories of Students).

For instructions to pay fee, click here:

<https://payonline.puchd.ac.in/instructions-for-fee-payment.pdf>

Table of Categories for calculating the total fees to be paid by the candidate.

- (a) Please Check your category as given in Table I
- (b) Please Check your Other fees as given in Table II
- (c) *Then make your Payment Online after confirming from the fee desk at the Counseling.

MBA FEE CHART FOR SESSION 2024-25

CATEGORY OF STUDENTS

Table- I

MBA IST SEMESTER			
Category-I	Category-II	Category-III	Category-IV
PU Student within Jurisdiction*	PU Student + Beyond Jurisdiction	Migrated But within PU Jurisdiction	Migrated But Beyond PU Jurisdiction
Rs.37872 (37772+100)	Rs.38147 (37772+100+275)	Rs.39947 (37772+1050+75+1050)	Rs.40222 (37772+1050+75+1050+275)

*Jurisdiction of PU: Ludhiana, Hoshiarpur, Moga, Muktsar, Tehsil of Faridkot, Ferozepur & Chandigarh are in Jurisdiction of PU.(Other Outside PU Jurisdiction)

Details of other fees and other charges

Table- II

1. Fee of Ist sem MBA=Rs.37.772/-

- (i) Continuation Charges = 100/- Rs (To be paid by only those candidates who are already registered with this University).
- (ii) Registration Fees = 1050/- P.A. (To be paid by those candidates who are not already registered with Panjab University).
- (iii) Eligibility Fees = 75/- (To be paid by those candidates who have passed the lower examination from the University/Board other than Panjab University).
- (iv) Migration Fees = 1050/- P.A. (To be paid by those candidates who have lower examination from other University and Boards except CBSE, ICSE, PANJAB, HARYANA & HIMACHAL BOARD).
- (v) Special Fees =275/- (to be paid only by those candidates who apply for admission from a place outside the jurisdiction of PU (i.e. Distt. Ludhiana, Hoshiarpur, Moga, Muktsar, Tehsil of Faridkot, Ferozepur, Chandigarh are in jurisdiction of Panjab University).

MBA. IST SEMESTER SC PUNJAB FEE (ANNUAL INCOME UPTO 2,50,000/-)

Fees: Rs. 12,293/-

Table- III

List of Forms for SC Candidate for Punjab for Scholarship

1. Free ship card (available on site
<https://scholarships.punjab.gov.in/Public/ApplicantRegistration.aspx>)
2. Dr. Ambedkar online scholarship form
<https://scholarships.punjab.gov.in/Public/ApplicantRegistration.aspx>) along with the passport size photo
3. Original income certificate of Father
4. Copy of Punjab Residence of Student
5. Copy of Caste Certificate of Student
6. Copy of last passed DMC
7. Copy of bank account of Student
8. Copy of Aadhar card of Student
9. Punjabi Undertaking (available on site scholarship.punjab.gov.in)
10. Gap Affidavit (if more than 3 years)
11. Affidavit/Under taking (Available in CDOE Prospectus 2024-25)
12. Copy of Matric Certificate.