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 within the due date.

Counseling 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 B.E. programs the seats shall be allocated based on merit ranking of the student in the JEE-MAINS 2014. The eligibility criteria for admission to any one of the programs in Engineering is a minimum aggregate of 60% or secures 60% in Physics, Chemistry and Maths in class XII. A candidate must have passed his/her 10+2 with Physics, Chemistry and Mathematics as compulsory subjects. It is mandatory for the candidate to have Pass grade in each subject of qualifying examination. The marks will not be rounded off to determine the eligibility criteria e.g. 59.99% will not be considered equivalent to 60.00%.

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. The counselling date for B. Arch will be notified on the website a week after the declaration of the JEE-Mains 2014 results. Please ensure that you visit www.chitkara.edu.in for regular updates.

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 www.chitkara.edu.in regularly.
Registration
The candidate must get registered for a program 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.

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 (B.E.) 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 counseling.
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.

Fee Refund Rules
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, before the last date, the fees deposited by the student shall be refunded after deducting Rs. 1000/-.

2500/- counseling fee for Engineering Program is non-refundable.
The last date for the refund application to surrender the seat will be informed at the time of counseling.

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. The admission of candidate, whose eligibility after verification is not as per norms, also stands cancelled.

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.
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 & Class XII.
   - Certificate and Mark Sheet of graduation (only for post graduate programs).
   - Migration certificate from the Board/University last attended.
   - Rank card of qualifying examination, if result is not declared then attach Admit Card (wherever 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 program as laid down by the University.

7. Since no mid-course admissions can be made by the University to fill a vacancy caused by mid course withdrawal. No objection certificate or Migration/Transfer Certificate for a mid course withdrawal to a student of any category including child/ward of NRI/International students shall only be given by the University to a student after he/she has deposited the balance years fees and any other dues outstanding to the University.

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.

9. All admissions will be subject to verification of facts from the original certificates/documents of the candidate.

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

11. Last date of receipt of application form shall be notified on www.chitkara.edu.in.

12. Candidates are advised to visit the University website www.chitkara.edu.in regularly for the updates.

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

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