

GURU NANAK DEV ENGINEERING COLLEGE, LUDHIANA
APPLICATION FORM FOR BACHELOR OF BUSINESS ADMINISTRATION (BBA) (1st year)

ADMISSIONS-2022

BBA-2022

DIRECT COUNSELLING FORM
(FILL ALL THE FIELDS IN BLOCK LETTERS ONLY)

Note:- Admission will be based on merit

Paste Recent
Passport Size
Photograph

- GNDEC registration number (if Registered) : _____
- 10+2 Roll No. _____ 10th Roll No. _____
- Candidate Name _____
- Father's Name _____ Mother's Name _____
- Permanent Address _____
 District _____, City _____, State _____, PIN Code _____, Email ID _____
- Mobile Nos. (Candidate) _____, (Father's) _____, (Mother's) _____
- Aadhar Nos. (Candidate) _____, (Father's) _____, (Mother's) _____
- Category* _____ Sub. Category _____ Priority _____
- Gender (Male/Female) _____, Date of Birth **(DD / MM / YYYY)**, Blood Group _____
- Seat Type (Please tick appropriate) (Punjab State 85% _____), (Other State 15% _____)

11. Qualification Details: - (Note: In case of CGPA convert obtained CGPA into percentage as per board rule)

Qualification	Year of Passing	CGPA	Obtained Marks	Max. Marks	Marks % age	Final DMC Sr. No.	School/College Name (In full) / School/College Address / School Code (if any)	Board/ University
10 th								
*12 th								
Diploma	Semester / Month	Year of Passing	Obtained Marks (as per DMC)	Max. Marks (as per DMC)	Final DMC Sr. No.	School/College Name (In full) / School/College Address / School Code (if any)	Board/ University	

Note: Weightage of 5% in the marks obtained in qualifying examination shall be awarded to those candidates who have studied for at least three years or have passed their +1 and +2 examination from the schools located in Rural Area.

*** In case 10+2 result is not declared, the candidate may submit his 10+2 result after the declaration of the same but before the start of physical/offline counselling.**

I declare that entries made by me in application form are true in all respect and in case, any entry or information is found to be false, this shall entail automatic cancellation of my candidature of my admission besides rendering me liable to such action as the Institute may deem fit.

Signature of Candidate

DECLARATION BY PARENTS/GUARDIAN

I certify that data filled in the application form by my ward is correct, if the above said information is found to be false at any time, the candidature of my ward will stand cancelled.

Signature of Father/Mother/Guardian

Note: a) One-time non-refundable counselling processing fee Rs.1000/- (to be paid while submitting the form)

b) Candidate has to pay applicable admission fee on the day of counselling.

Office use only

(Documents Verification Officer/s)

1) Full Signature _____

2) Full Signature _____

Provisionally Admitted /Not Admitted

(Seat Allotment Officer/s)

Allotment Date _____

1) Full Signature _____

2) Full Signature _____

3) Full Signature _____

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Eligibility for admission in 1st year of BBA

All those candidates who have passed the 10+2 or its equivalent examination in any stream conducted by a recognized Board / University / Council

OR

Those candidates who have passed their matriculation examination **and** have also passed three-year Diploma in any trade from Punjab State Board of Technical Education & Industrial Training, Chandigarh or such examination from any other recognized State Board of Technical Education, or Sant Longowal Institute of Engineering & Technology, Longowal.

FEE STRUCTURE (2022-23)

			Hostel Fee		Post Matric Scholarship (PMS*)			Tuition Fee Waiver (TFW**)			General Fee		
Sr. No.	Name of Course (UGC)	Semester	Hostel Fee Boys	Hostel Fee Girls	Total Semester Fee	Total Fee Hostler Boys	Total Fee Hostler Girls	Total Semester Fee	Total Fee Hostler Boys	Total Fee Hostler Girls	Total Semester Fee	Total Fee Hostler Boys	Total Fee Hostler Girls
1	BBA (Bachelor in Business Administration)	1 st											
		2 nd											

Note :-

- Amount in Rs.
- BBA Courses fee includes Rs. 2000/- Security (Refundable), payable at the time of admission
- College Information Brochure Fee Rs. 500/- is included in the 1st semester fee and 3rd sem. of Lateral Entry Candidates
- Hostel Fee includes Rs.2000/- Security (Refundable), payable at the time of admission
- * SC (Scheduled Castes) candidates eligible for Post-Matric Scholarship (PMS)
- ** TFW stands for Tuition Fee Waiver Scheme
- Allocation of TFW seat is subject to the approved Intake sanctioned by IKGPTU

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CHECKLIST

Applicable documents should be self-attested & attached in the order given below
(Tick for appropriate document)

1. D.M.C. of 10th
2. D.M.C. of 10+2
3. D.M.Cs. of 3 years Diploma (For BCA-Lateral Entry Candidates only)
4. Migration Certificate (related to last attended Institute)
5. Category Certificate issued by competent authority (if any)
6. Residence Proof (For Punjab residents only - Education Certificate from Head of last passed Institute as per specimen attached on Institute letter head containing issuing date and number) **(Annexure-I)**
7. Aadhar Cards (Candidate, Father/Guardian & Mother/Guardian)
8. Character Certificate (related to last attended Institute)
9. Gap Certificate duly signed by Notary Public or Executive Magistrate (if any) **(Annexure-II)**
10. Proof of previous admission at Guru Nanak Dev Engineering College, Ludhiana (if any)
11. Parents/Guardians total income (from all sources) certificate issued by revenue office not below the rank of Tehsildar. Employed Parents/Guardians are required to obtain Income Certificate from their employer and also obtain consolidated certificate from Revenue Officer for any additional source of income. – for Assessment year 2022-23. **(For *PMS-SC Scheme eligible Punjab resident candidates only)**
12. Affidavit stating Parents/Guardians total income (from all sources) duly attested by Executive Magistrate. – for Assessment year 2022-23. **(For PMS-SC eligible Punjab resident candidates only) (Two copies in original as per prescribed format)**
13. Income certificate from the Head of Department / Employer in case of serving Parent's/Income Tax Return in case of Businessman / DC's Certificate based on Income from Landed Property – for Assessment year 2022-23. **(For PMS-SC eligible Punjab resident candidates only)**
14. Rural Area Education certificate (as per prescribed format)
15. Rural Area Residence certificate (as per prescribed format)
16. Latest passport size colour photographs [Candidate-(03), Father/Guardian-(02), Mother/ Guardian-(02)]

Note: *PMS-SC stands for Post Matric Scholarship – Scheduled Castes

Signature of Candidate

(Annexure-I)

CERTIFICATE TO BE ISSUED BY THE PRINCIPAL OF SCHOOL/COLLEGE
(On Institute Letter Head)

Sr. No. _____

Date: _____

It is certified that Miss / Mr. D/o, S/o Sh..... has been a student of this School / College (which is located in the State of Punjab) for a period of years, fromto He/She left the School/College on.....

Signature of Principal
of the School/College (with seal)

(Annexure-II)

SPECIMEN OF GAP CERTIFICATE

(Attested by a Notary Public or Executive Magistrate)

UNDERTAKING

I, _____ S/D/o Sh. _____ R/o _____ do hereby solemnly affirm and declare as under:-

1. That I discontinued my study from _____ to _____
2. That during the above period I was not involved in any offence or in any illegal activity and
3. That no criminal case is pending against me in any court.

Deponent

Verification

Verified that the above said contents are correct and true to the best of my knowledge and belief and nothing has been concealed therein.

Deponent

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*** Category**

Description of Reserved Category		Main Category	Sub Category	Priority List
Scheduled Castes / Scheduled Tribes		SC	-	
Backward Classes		BC	-	
Border Areas		BR	-	
Backward Areas		BA	-	
Sportspersons		SP	-	
1	Grade – A	"	S1	
2	Grade – B	"	S2	
3	Grade – C	"	S3	
4	Grade – D	"	S4	
Children / Grand Children of Freedom Fighters		FF	-	
Disabled Persons		DP		
1	Blind	"	D1	
2	Deaf & Dumb	"	D2	
3	Other handicapped	"	D3	
Children / Widows of Defense Personnel / Ex-servicemen etc.		DF		
1	Posthumous Awardees		DF1	
2	Other Awardees		DF2	
3	Children/ Wards of the Defense Personnel killed or disabled to the extent of 50% or more		DF3	
4	Serving Defense Personnel / Ex-servicemen		DF4	
Children/Widows of Para-military forces/Punjab Police, PAP andPunjab Home Guards		PM		
1	Winners of President's Police Medal for Gallantry, including posthumous awardees	"	P1	
2	Winners of the Police Medal for Gallantry, conferred by the President of India, including posthumous awardees	"	P2	
3	Killed or disabled to the extent of 50% or more "In action" including cases of Home Guards	"	P3	
4	Serving para-military personnel and ex-para-military personnel	"	P4	
5	Remaining categories	"	P5	
Riot affected/ Terrorist affected families		RT		
1	Persons killed in 1984 riots / killed as a result of terrorist violence or killed by the security forces acting in aid of civil authority, including innocent civilians and Army Deserters as well as those of these categories who have been disabled physically to the extent of 100% in accordance with the policy already in place		T1	
2	Persons of the above categories who were disabled to an extent less than 100%	"	T2	
3	All other categories mentioned in the existing policy under this head.	"	T3	
Tsunami victims OR Cancer / AIDS / Thalassemia		TS		
Single Girl Child		SGC		

Children / Wards of the posthumous awardees would get preference over the children / wards of the normal awardees of the same category.

► **ESM priority in case of Sports persons and Serving Defense Personnel / Ex-servicemen is as under:**

Priority (Sub-Sub-Category) for Sports Persons

Priority Code	Description	Priority Code	Serving Defense Personnel / Ex-servicemen (DF4)
1	Gold Medal –Senior	F1	Param Vir Chakra (PVC) winners
2	Gold Medal – Junior	F2	Ashok Chakra (AC) winners
3	Gold Medal – 19 Years	F3	Sarvottam Yudh Seva Medal (SYSM) winner
4	Gold Medal – 17 Years	F4	Maha Vir Chakra (MVC) winner
5	Silver Medal – Senior	F5	Kirit Chakra (KC) winner
6	Silver Medal – Junior	F6	Uttam Yudh Seva Medal (UYSM) winner
7	Silver Medal – 19 Years	F7	Vir Chakra (VrC) winner
8	Silver Medal – 17 Years	F8	Shaurya Chakra (SC) winner
9	Bronze Medal – Senior	F9	YudhSeva Medal (YSM)
10	Bronze Medal – Junior	F10	Sena / Nau Sena / Vayu Sena Medal (gallantry only)
11	Bronze Medal – 19 Years	F11	Mention-in Despatches
12	Bronze Medal – 17 Years	F12	Defense Personnel killed or disabled to the extent of 50% or more "in action" including cases of Home Guards
13	Gradation, No medal (only participation)	F13	PVSM awardees of Serving Defense personal / ex-servicemen
Sub Categories of Riot affected / Terrorist affected families will be as per following priority order		F14	AVSM awardees of Serving Defense personal / ex-servicemen
01	Persons killed in 1984 riots/killed as result of terrorist violence	F15	VSM awardees of Serving Defense personal / ex-servicemen
02	Person who were disabled to an extent less than 100%	F16	Sena Medal / Nau Sena Medal and Vayu Sena Medal (Distinguished service) awardees of Serving Defense personal / ex-servicemen
03	All other categories mentioned in the existing policy under this head		

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Additional weightage for Rural Area in admission for BBA/BCA

Weightage of 5% in the marks obtained in qualifying examination shall be awarded to those candidates who have studied for at least three years or have passed their +1 and +2 examination from the schools located in Rural Area.

Note: Candidate has to furnish Rural Education Certificate and Rural Area Certificate for BBA/BCA courses as per format given below.

RURAL EDUCATION CERTIFICATE FOR BBA/BCA

This is to certify that _____ son / daughter of _____
has studied in (Name of School/College) _____
from (date) _____ to _____ and has passed his / her three years of schooling or +1 and +2
examination(s) from this School / College and this School / College is recognized and is located in the Rural
Area. His / Her School / College Registration No. is _____.

Dated : _____

Signature of Headmaster / Principal
Office
Stamp

RURAL AREA CERTIFICATE FOR BBA/BCA

Paste Passport
size
photograph
with gum

This is to certify that _____ son / daughter of _____
is a bonafide resident of village _____, P.O. _____,
Tehsil _____ and District _____. This village does not
lie within limits of any Municipal Corporation/Municipal Committee/Small Town/Notified Area. He/ She is thus
resident of Rural Area, as stated by the Tehsildar _____.

Place: _____

Date: _____

Tehsildar/SDM/Distt. Admin. Officer
Office Stamp

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Post Matric Scholarship (PMS) – (For Punjab resident candidates only)

Post Matric Scholarship Scheme is available for those Scheduled Caste candidates whose parents income does not exceed **Rs. 2,50,000/- per annum.**

Documents required for Post Matric Scholarship Eligible SC candidates

- Income Tax Returns for the Assessment Year 2022-23 - of earning Parents/Guardians.
- Affidavit stating Parents/Guardians total income (from all sources) duly attested by Executive Magistrate. – for Assessment year 2022-23. **(Two copies in original as per prescribed format)**
- Parents/Guardian total income (from all sources) certificate issued by Revenue Officer not below the rank of Tehsildar. Employed Parents/Guardians are required to obtain Income Certificate from their employer and also obtain consolidated certificate from Revenue Officer for any additional source of income for Assessment year 2022-23. **(For PMS-SC eligible Punjab resident candidates only)**

Note: If any candidate fails to submit the required documents as stated above at the time of admission/document verification, the full fee will be charged.

Important Instructions

As per Govt. guidelines, PMS-SC eligible students will have to submit their scholarship form for the academic year timely for processing of scholarship every year.

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Affidavit for Tuition Fee Waiver (TFW) Scheme Eligible Candidates :

AFFIDAVIT

(On Non-Judicial Stamp paper of Rs. 50/- attested by an Executive Magistrate)

I _____ S/o _____, R/o _____

_____ do hereby solemnly affirm and
declare as under:

1. My son/daughter named _____ is a candidate for admission to _____ Program at Guru Nanak Dev Engineering College, Ludhiana, under Tuition Fee Waiver Scheme of Punjab Govt.
2. That my occupation is _____.
3. That my and my spouse's total income from all sources during the year 01.04.2021 to 31.03.2022 (**Assessment Year 2022-23**) is Rs. _____, which is does not exceed **Rs. 8,00,000/- (Eight Lakh)**.
4. I am a widow and copy of the Death certificate of my husband is enclosed herewith. (In case of widow)

Deponent

It is certified that the above statement is true and correct to the best of my knowledge and belief. In case, any information provided by me is found contradictory to the above statements made by me at any time, the admission of my ward may be cancelled and in that case legal action may be initiated against me.

Deponent

The above information is required to be attested by the Executive Magistrate.

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Affidavit for PMS-SC Eligible Candidates :

ਹਲਫੀਆ ਬਿਆਨ

(On Non-Judicial Stamp paper of Rs. 50/- attested by an Executive Magistrate)

1. ਮੈਂ(ਵਿਦਿ:ਦੇ ਪਿਤਾ ਦਾ ਨਾਂ)_____ ਸਪੁੱਤਰ
ਸ੍ਰੀ_____ ਵਾਸੀ (ਘਰ ਦਾ
ਪਤਾ)_____
_____ ਦਾ ਰਹਿਣ ਵਾਲਾ ਹਾਂ ਅਤੇ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਹਲਫੀਆ ਬਿਆਨ ਕਰਦਾ ਹਾਂ:-
2. ਇਹ ਕਿ ਮੇਰਾ / ਮੇਰੀ ਲੜਕਾ / ਲੜਕੀ (ਵਿਦਿ: ਦਾ ਨਾਂ)_____ ਗੁਰੂ
ਨਾਨਕ ਦੇਵ ਇੰਜੀਨੀਅਰਿੰਗ ਕਾਲਜ , ਲੁਧਿਆਣਾ ਵਿਖੇ (ਕਲਾਸ ਦਾ ਨਾਮ)_____ ਕਲਾਸ ਵਿਚ
ਦਾਖਲਾ ਨੈ ਰਿਹਾ ਹੈ / ਰਹੀ ਹੈ / ਪੜ੍ਹਦਾ/ਪੜ੍ਹਦੀ ਹੈ।
3. ਇਹ ਕਿ ਮੈਂ ਅਨੁਸੂਚਿਤ ਜਾਤੀ (ਜਾਤੀ ਦਾ ਨਾਮ)_____ ਨਾਲ ਸਬੰਧ ਰੱਖਦਾ ਹਾਂ।
4. ਇਹ ਕਿ ਮੇਰੀ ਅਤੇ (ਪਤੀ/ਪਤਨੀ) ਦੀ ਸਾਰੇ ਸਾਧਨਾਂ ਤੋਂ ਸਾਲਾਨਾ ਆਮਦਨ (such as salary, pension, agriculture, rents, dividends,
interest business, profession etc. including the total income of my spouse in the preceding year i.e. from
01.04.2021 to 31.03.2022) _____ ਰੁਪਏ ਹੈ, ਜੋ ਕਿ 2,50,000/-ਰੁਪਏ ਤੋਂ ਵੱਧ ਨਹੀਂ ਹੈ।
5. ਇਹ ਕਿ ਮੇਰਾ ਕਿੱਤਾ _____ ਹੈ।
6. ਇਹ ਮੇਰਾ ਅਧਾਰ ਕਾਰਡ ਨੰਬਰ _____ ਹੈ।
7. ਇਹ ਮੇਰੀ ਪਤਨੀ ਦਾ ਅਧਾਰ ਕਾਰਡ ਨੰਬਰ _____ ਹੈ।
8. ਇਹ ਮੇਰੇ ਲੜਕਾ / ਲੜਕੀ ਦਾ ਅਧਾਰ ਕਾਰਡ ਨੰਬਰ _____ ਹੈ।
9. ਇਹ ਕਿ ਇਸ ਤੋਂ ਇਲਾਵਾ ਮੇਰਾ /ਮੇਰੀ ਲੜਕਾ / ਲੜਕੀ ਨੇ ਕਿਸੇ ਵੀ ਭਲਾਈ ਸੰਸਥਾ / ਟਰੱਸਟ ਤੋਂ ਫੀਸ ਮੁਆਫੀ / ਫਰੀਸ਼ਿਪ ਆਦਿ ਦਾ ਕੋਈ ਕਲੇਮ
ਨਹੀਂ ਕੀਤਾ ਹੈ ਅਤੇ ਨਾ ਹੀ ਕੋਈ ਹੋਰ ਕਲੇਮ ਕਰੇਗਾ / ਕਰੇਗੀ।
10. ਇਹ ਕਿ ਜੇਕਰ ਮੇਰਾ / ਮੇਰੀ ਲੜਕਾ / ਲੜਕੀ ਆਪਣੀ ਪੜ੍ਹਾਈ ਅੱਧ ਵਿਚਕਾਰ ਛੱਡੇਗਾ/ ਛੱਡੇਗੀ ਤਾਂ ਮੈਂ ਉਸਦਾ ਪਿਛਲੇ ਸਾਲਾਂ ਦਾ ਸਾਰਾ ਖਰਚਾ ਜੋ ਵੀ
ਹੋਵੇਗਾ ਵਾਪਿਸ ਕਰਨ ਦਾ ਪਾਬੰਧ ਹੋਵੇਗਾ।
11. ਇਹ ਕਿ ਜੇਕਰ ਮੇਰਾ / ਮੇਰੀ ਲੜਕਾ / ਲੜਕੀ ਦਾ ਬੈਂਕ ਅਕਾਊਂਟ ਵਿਚ ਸਰਕਾਰ ਵਲੋਂ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਇੰਜੀਨੀਅਰਿੰਗ ਕਾਲਜ , ਲੁਧਿਆਣਾ ਨਾਲ
ਸਬੰਧਿਤ ਟਿਊਸ਼ਨ ਫੀਸ, ਡਿਵੈਲਪਮੈਂਟ ਫੰਡ, ਸਟੂਡੈਂਟ ਐਕਟੀਵਿਟੀ ਫੰਡ, ਆਦਿ ਦੀ ਰਕਮ ਪਾਈ ਜਾਂਦੀ ਹੈ ਤਾਂ ਮੈਂ ਇਹ ਰਕਮ ਕਾਲਜ ਨੂੰ ਵਾਪਿਸ ਕਰਨ
ਦਾ ਪਾਬੰਧ ਹੋਵੇਗਾ।
12. ਜੇਕਰ ਮੇਰਾ/ਮੇਰੀ ਲੜਕਾ / ਲੜਕੀ ਦੀ ਫੀਸ ਸਰਕਾਰ ਵਲੋਂ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਇੰਜੀਨੀਅਰਿੰਗ ਕਾਲਜ , ਲੁਧਿਆਣਾ ਦੇ ਖਾਤੇ ਵਿਚ ਜਮਾ ਨਹੀਂ ਹੁੰਦੀ ਤਾਂ
ਮੈਂ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਇੰਜੀਨੀਅਰਿੰਗ ਕਾਲਜ , ਲੁਧਿਆਣਾ ਦੀ ਸਾਰੀ ਫੀਸ ਜਮਾ ਕਰਵਾਉਣ ਦਾ ਪਾਬੰਧ ਹੋਵੇਗਾ ਅਤੇ ਮੇਰੇ ਲੜਕਾ / ਲੜਕੀ ਦੀ ਡਿਗਰੀ
ਪੂਰੀ ਫੀਸ ਦੇਣ ਤੋਂ ਬਾਅਦ ਹੀ ਦਿੱਤੀ ਜਾਵੇਗੀ।

ਬਿਆਨਕਰਤਾ

ਤਸਦੀਕ :-

ਤਸਦੀਕ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਉਪਰੋਕਤ ਦਿੱਤਾ ਹਲਫੀਆ ਬਿਆਨ ਸਹੀ ਵਾ-ਦਰੁਸਤ ਹੈ ਇਸ ਵਿਚ ਕੋਈ ਵੀ ਗੱਲ ਛੁਪਾਈ ਨਹੀਂ ਹੈ।

ਮਿਤੀ :

ਬਿਆਨਕਰਤਾ