



IMPORTANT DEADLINES

EVENT	OPENING DATE	CLOSING DATE
Registration and Form Filling	01-June-2017	As per university
	ALL DEADLINES AND GENERAL ADMISSION RELATED INSTRUCTIONS WILL BE AS PER THE WEBSITE WWW.PUNJABCOLLEGEADMISSIONS.ORG (THE SITE IS SETUP BY GOVT. OF PUNJAB AND GURU NANAK DEV UNIVERSITY, AMRITSAR AS PER THE LATEST GUIDELINES)	

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Admission In Saroop Rani College For Women, Amritsar : An Overview

Update or modification regarding any section of this document may be made online. Candidates are advised to visit college website for latest updates.

The college will take admissions in accordance with **centralized online admissions as set up by Guru Nanak Dev University, Amritsar and Govt. Of Punjab** for session 2017-18.

Online Form can be filled on

www.punjabcollegeadmissions.org

or

by visiting the college campus

HOW DO I GET ADMISSION IN SAROOP RANI GOVT. COLLEGE FOR WOMEN, AMRITSAR?

- Visit college campus to register on www.punjabcollegeadmissions.org or register yourself from home.
- Select college name and course you want to apply and submit the form online.
- Report in college campus with
 - Original Documents (List is given in college prospectus, downloadable from college website <http://srgcwamritsar.org/Admissions/>)
 - Photocopy of original documents x 1 set
 - Fee as per college prospectus (this file)
- After document verification in college campus, pay fees.



Before coming to the college campus for document verification

- a. **Read College Prospectus (this file) and other help material before admission opens and understand college rules.**
 - b. All information related to college and admission process is available on college website www.srgcwamritsar.org
 - c. Take print out or note down any important instructions as required.
 - d. Arrange for documents and verify that they are issued by the appropriate authority.
 - e. List of documents and List of competent authorities is included in prospectus(this file).
 - f. Contact numbers are “*most important*” for all future communications before and after admission, for the total duration of the course.
 - i. You will need to provide minimum two (2) contact numbers for admissions
 1. Candidates’ mobile contact. (should be valid for 3 years)
 2. Parents’ mobile contact. (should be valid for 3 years)
 - ii. Identify/Decide these numbers for college use when filling the form later.
 - iii. College will use these numbers from time to time to send important information, updates and OTPs (One Time Passwords) for verification if any.
 - iv. Both contact numbers (above) cannot be same.
 - v. Failure to access these numbers will hamper admission process or may lead to no admission.
 - g. **Mobile numbers of internet shops/cyber cafes/short term connections are not valid.**
 - h. Admission is liable to be cancelled if information furnished in online forms or any college forms is found to be incorrect.
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- ★ List of fake universities is available on website of University Grants Commission www.ugc.ac.in
 - ★ Eligibility for opting Physical Education , Basic Punjabi is as per University norms for the session.
 - ★ *Principal reserves the right to continue or discontinue any course.*



Important Rules and Guidelines

1. Candidate/Student and Parents should read the prospectus thoroughly.
2. It is the duty of the parents/guardians to remain in touch with college administration to keep themselves informed about punctuality, regularity and academic status of the student. The college will not be responsible for laxity on part of the parent/guardian in this regard.
3. Any student found guilty of furnishing false information/documents at the time of admission will be penalized and rusticated from the college. Student will be personally responsible for cancellation of admission.
4. It will be responsibility of the student and the parents/guardians to deposit the fee and other dues in time.

AFTER ADMISSION

5. It is mandatory to appear in class tests/house examination as and when college holds them.
6. Each student has to attend 75% lectures in each subject, failing which student shall be detained.
7. Strict action will be taken against students who remain absent for three consecutive tutorial group meetings and during Sports Meet in the college and those who go against the college discipline in any form.
8. It is the prime duty of every student to protect college campus and property.
9. Students coming to the college on cycles/scooters must obtain tokens for the same from designated college authorities.
10. Student must compulsorily read the college notice board for any day-to-day college information/updates.

- ★ **First aid will be provided to the students during college hours in case of medical emergency.**
- ★ **Mobiles are not allowed in college premises. Strict disciplinary action will be taken against the offenders.**

Ragging is STRICTLY prohibited and erring students will be punished as per Supreme Court verdict by rusticating them from the institution and debarring them from admission to any other college in India.



Range Of Programmes Offered and Fee Structure

Programmes in **Bold** are being run under Higher Education Society.

Fees given are maximum approximate rounded amount **to be paid at time of admission.**

Refer to college website srgcwamritsar.org for career prospects of each course.

1. UNDER GRADUATE COURSES

a. Degree Courses

- | | | |
|-----|------------------------------------|------------|
| i. | B.A (With Non-Vocational Subjects) | (Rs.6,500) |
| ii. | B.A. (With Vocational Subjects) | |

Can be opted with 2 non-vocational subjects of B.A.

- | | | |
|------------|--|-------------|
| | 1. Functional English | (Rs.7,400) |
| | 2. Functional Hindi | (Rs.8,000) |
| | 3. Hindi Patrakarita | (Rs.8,000) |
| iii. | B.Com. | (Rs.6,500) |
| iv. | B.B.A. | (Rs.16,100) |
| v. | B.Sc. | |
| | 1. Medical | |
| | a. With Botany | (Rs.7,400) |
| | b. With Clinical Nutrition & Dietetics | (Rs.8,300) |
| | 2. Non-Medical | (Rs.7,300) |
| | 3. Computer Sc. | (Rs.14,100) |
| | 4. Home Sc. | (Rs.14,100) |
| vi. | B.C.A. | (Rs.14,100) |

2. POST GRADUATE COURSES

a. Degree

- | | | |
|-----------|--------------------|-------------|
| i. | Music Vocal | (Rs.7,000) |
| ii. | Music Instrumental | (Rs.7,000) |
| iii. | Geography | (Rs.7,000) |
| iv. | English | (Rs.6,400) |
| v. | Dance | (Rs.16,000) |

3. DIPLOMAS

- | | | |
|-----------|---|-------------|
| a. | U.G. Diploma in Food Production | (Rs.10,700) |
| b. | U.G. Diploma in Front Office Operations | (Rs.10,700) |
| c. | U.G. Diploma in Food & Beverages | (Rs.10,700) |
| d. | P.G. Diploma in Garment Construction & Fashion Designing | (Rs.13,900) |
| e. | P.G. Diploma In Computer Application | (Rs.13,900) |

All non P.S.E.B. candidates to submit original documents to dealing clerk within 3 days of admission. They will additionally pay Rs.1300 (Univ. Migration/Verification Fee) +Rs.400 (Univ. Eligibility Fee)

Note - Fees mentioned above is for reference purpose only. Fees can be increased or decreased during the admission process or after the admission as per guidelines received from Punjab Government/Guru Nanak Dev University. Student shall be liable to pay the difference of fee if any.



Eligibility For Various Courses

Sno.	Course Name	Eligibility
1	B.A.	+2 Pass with 40% marks in aggregate or equivalent examination.
2	B.A. With Vocational Subjects 1. Functional English	a) +2 Arts, Science and Commerce, Student should have passed +2 with 60% marks in General English subject. Student should have minimum 60% marks in aggregate. b) Proficiency Test. (If a candidate does not clear proficiency test she cannot claim admission in Functional English.)
	2. Functional Hindi	Matric with 60% marks in Hindi or +2 with 50% marks in Elective Hindi.
	3. Hindi Patrakarita	+2 in any stream with 50% marks.
3	B.Com.	+2 Pass with 40% marks in aggregate or equivalent examination.
4	B.B.A.	+2 Pass with 40% marks in aggregate or equivalent examination.
5	B.Sc. Med. With Botany	+2 Pass with 40% aggregate marks in concerned science group or equivalent examination.
6	B.Sc. Med. With CND	+2 Pass with 40% aggregate marks in concerned science group or equivalent examination.
7	B.Sc. N.M.	+2 Pass with 40% aggregate marks in concerned science group or equivalent examination.
8	B.Sc. C.Sc.	+2 Pass with 40% aggregate marks in concerned science group or equivalent examination.
9	B.Sc. H.Sc.	+2 Pass with 40% aggregate marks in concerned science group or equivalent examination.



10	B.C.A.	+2 Pass with 40% aggregate marks in concerned science group or equivalent examination.
11	M.A. Music Vocal	Bachelor degree with Music Vocal as an elective subject with 45% marks or 50% in aggregate.
12	M.A. Music Instrumental	Bachelor degree with Music Instrumental as an elective subject with 45% marks or 50% in aggregate.
13	M.A. Geography	B.A./B.Sc. with Geography as subject securing minimum 45% marks. P.G. Diploma in cartography securing minimum 50%.
14	M.A. English	Bachelor degree in any faculty with 50% marks in aggregate or 45% marks in Elective English or Masters degree from recognized university in any faculty. A person who has passed B.A. Honors School in English is also eligible.
15	M.A. Dance	Bachelor degree with Dance as an elective subject with 45% marks or 50% in aggregate.
16	U.G. Diploma in F.Prod	+2 in any stream.
17	P.G. Diploma in G.C.F.Design	Graduation in any stream with 45% marks in aggregate or equivalent examination.
18	P.G. Diploma in Comp. App.	Graduation in any stream with 45% marks in aggregate or equivalent examination.

Students opting for Physical Education as a subject for admission in B.A. has to undergo physical fitness test. HOD, Dept. Of Physical Education will personally verify the physical fitness if the candidate before admission.



Subject Combinations For B.A.

- **SUBJECT COMBINATION FOR B.A. WILL BE ALLOTTED PURELY ON AVAILABILITY BASIS, AT THE TIME OF DOCUMENT VERIFICATION IN COLLEGE CAMPUS.**
- Candidate cannot opt for any other practical subject along with Home Sc./Physical Education
- In all other cases candidate cannot opt for more than two practical subjects (shown as underlined)
- Vocational subjects are shown in CAPITAL LETTERS.

		SUBJECT SELECTION SCHEME		
<i>Compulsory Subjects</i>		Subject 1: General English Subject 2: General Punjabi (If studied Punjabi till 10 th) Basic Punjabi (as per University Norms)		
<i>Optional Subjects</i>		<ul style="list-style-type: none"> ● From the table below, a set of 3 subjects can be opted. ● Admission will be offered only if seats in all subjects within a set are available on merit. ● If seats in any subject are no longer available as per allocation by merit then the student will be offered other subjects as per availability. Candidate will have a chance to change subject combination at the time of document verification. 		
		Group No.	Subjects Available	
	<i>Only One Subject Can Be Selected Per Group (★)</i>	1	English Elective/ Punjabi Elective/ Hindi Elective/ Sanskrit/ FUNCTIONAL ENGLISH/ FUNCTIONAL HINDI/ HINDI JOURNALISM	
		2	Philosophy/ <u>Geography/ Music Vocal/ Music Instrumental/ Home Science/ Computer Science</u>	
		3	Economics/ Sociology/ <u>Fine Arts/ Physical Education</u>	
		4	History/ Maths/ <u>Psychology</u>	
5		Political Science/ <u>Classical Dance/ Statistics</u>		

★ EXCEPTION TO RULE :

CANDIDATE MAY OPT FOR BOTH MUSIC INSTRUMENTAL AND MUSIC VOCAL



Seat Availability In B.A. Per Subject

S.no.	Subject Name	No. Of Seats
1	Functional Hindi	40
2	Elective Hindi	160
3	Functional English	40
4	Elective English	80
5	Elective Punjabi	160
6	Sanskrit	40
7	Economics	160
8	Home Science	40
9	Sociology	160
10	Fine Arts	40
11	Physical Education	60
12	Political Science	240
13	Dance	40
14	Statistics	40
15	Philosophy	160
16	Geography	40
17	Music Vocal	40
18	Music Instrumental	60
19	History	240
20	Maths	80
21	Psychology	50
22	Computer Sc.	40
23	Hindi Journalism	40



Category Wise Breakup of Total Seats Available Per Course

Index For Category Column Nos.

1. General
2. Schedule Castes
3. Backward Castes
4. Defence
5. Sports
6. Terrorist or Riot Affected
7. Punjab Police/Para Military Force/ Punjab Home Guard/PAP Personnel Killed in action and Punjab Policemen decorated with Gallantry Medals
8. Handicapped
9. Freedom Fighters

Sno.	Course	Total Seats	CATEGORIES AS PER ABOVE LIST								
			1	2	3	4	5	6	7	8	9
1	B.A.	640	339	160	64	13	13	13	13	19	6
2	B.Com.	75	37	19	8	2	2	2	2	2	1
3	B.B.A.	60	32	15	6	1	1	1	1	2	1
4	B.Sc. Med.	100	53	25	10	2	2	2	2	3	1
5	B.Sc. Med. With CND	30	14	8	3	1	1	1	1	1	0
6	B.Sc. N.M.	100	53	25	10	2	2	2	2	3	1
7	B.Sc. C.Sc.	60	32	15	6	1	1	1	1	2	1
8	B.Sc. H.Sc.	40	21	10	4	1	1	1	1	1	0
9	B.C.A.	60	32	15	6	1	1	1	1	2	1
10	M.A. Music Vocal	15	9	4	2	0	0	0	0	0	0
11	M.A. Music Instrumental	10	6	3	1	0	0	0	0	0	0
12	M.A. Geography	30	14	8	3	1	1	1	1	1	0
13	M.A. English	60	32	15	6	1	1	1	1	2	1



14	M.A. Dance	10	6	3	1	0	0	0	0	0	0
15	U.G. Diploma in Food Prod	40	21	10	4	1	1	1	1	1	0
16	U.G. Diploma in Front Office	40	21	10	4	1	1	1	1	1	0
17	U.G. Diploma in F & B	40	21	10	4	1	1	1	1	1	0
18	P.G. Diploma in G.C.F.Design	20	12	5	2	0	0	0	0	1	0
19	P.G. Diploma in Comp. App.	40	21	10	4	1	1	1	1	1	0

Only two seats for Jammu and Kashmir students in any course.

Full Course Names :

1. Bachelor Of Arts
2. Bachelor Of Commerce
3. Bachelor Of Business Administration.
4. Bachelor Of Sciences-Medical With Botany
5. Bachelor Of Sciences-Medical With Clinical Nutrition and Dietetics
6. Bachelor Of Sciences-Non Medical
7. Bachelor Of Sciences- Computer Science
8. Bachelor Of Sciences- Home Science
9. Bachelor Of Computer Science
10. Master Of Arts (Music Vocal)
11. Master Of Arts (Music Instrumental)
12. Master Of Arts (Geography)
13. Master Of Arts (English)
14. Master Of Arts (Dance)
15. Under Graduate Diploma in Food Production
16. Under Graduate Diploma in Front Office
17. Under Graduate Diploma in Food and Beverages
18. Post Graduate Diploma in Garment Construction and Fashion Design
19. Post Graduate Diploma in Computer Applications



Refer to "List of Competent Authorities for Issuing Certificates" given below

1. For All Applicants

1. 10th DMC (with date of birth proof)
2. +2 Pass Certificate, DMC
3. Character Certificate (Last attended institution)
4. Medical Fitness Certificate – From any M.B.B.S. Doctor
5. Blood Group Certificate
6. One Passport size photo
7. Aadhar Card Copy
8. Photocopy of Bank Passbook in candidates' name

2. For Reserved Category Applicants

- All above certificates (1 to 8) +
- Category Proof
- Income Proof (For SC with income < 2.5 Lakh, For BC < 1 Lakh)

3. For Gap Year Applicants

- All above certificates (1 to 8)
- Self declaration by student ★
- Character certificate from area counselor

4. For Applicants From Other than P.S.E.B./G.N.D.University

- All above certificates (1 to 8) and
- Migration certificate

5. For Applicants From Other Countries

- All above certificates (1 to 8) +
- Valid Student visa from Indian Govt.

**** Self declaration available at college website's online registration page>downloads section.**

For category candidates

- Certificate of parents is required in case the candidate is minor (below 18).
- For major (above 18) candidates, personal certificate (in name of candidate herself) is required.

Document Checklist

What documents should I bring when coming to college for document verification?

- As per list below, attach the attested photocopies of the following documents before coming to college campus.
- Bring the original documents too.



List of Competent Authorities for Issuing Certificates

Sr. No.	CATEGORY	CERTIFICATE NAME	ISSUING AUTHORITY
1.	BC	BACKWARD CLASS CERTIFICATE	DC/ADC/SDM/EXECUTIVE MAGISTRATE/TEHSILDAR
2.	SC	SCHEDULE CLASS CERTIFICATE	DC/ADC/SDM/EXECUTIVE MAGISTRATE/TEHSILDAR
3.	SC/BC	INCOME CERTIFICATE FOR SC/BC	SALARY SLIP / AFFIDAVIT ISSUE FROM SUVIDHA CENTER
4.	Other State	DOMICILE CERTIFICATE /RESIDENCE CERTIFICATE	DC/ADC/SDM/EXECUTIVE MAGISTRATE/TEHSILDAR
5.	Defence	DEFENCE ID CARD / DISCHARGE BOOK	COMMANDING OFFICER OF UNIT
6.	All Categories	MIGRATION CERTIFICATE(CBSE/ICSE)	CONCERNED BOARD/UNIVERSITY
7.	All Categories	CHARACTER CERTIFICATE	LAST ATTENDED SCHOOL/UNIV
8.	All Categories	MEDICAL CERTIFICATE WITH BLOOD GROUP	REGISTERED MBBS/MD DOCTORS
9.	PP, PAP, PHG, PMF	COPY OF ID CARD/DISCHARGE BOOK	COMMANDING OFFICER OF UNIT
10.	TERRORIST/ RIOT AFFECTED	CERTIFICATE/CARD HOLDER	DC
11.	FREEDOM FIGHTERS	CERTIFICATE	DC
12.	Gap Year	SELF DECLARATION	Self Attested



Special Instructions For SC/BC Scholarship Candidates

(Under Post Matric Scholarship Scheme)

Eligibility

Applicant should be regular student of college.

Maximum income from all sources SC – 2.50 Lakh

OBC – 1.00 Lakh

Compulsory Documents to be submitted at time of admission

1. Caste Certificate in the name of applicant.
2. Income certificate. (Attested Copies)
 - a. If Father is Salaried/Employed then only salary slip of Father will be accepted as income certificate.
 - b. If Father is Pensioner then proof of last pension drawn of Father will be accepted as income certificate.
 - c. If Father is self employed Income Certificate issued by SDM/Revenue Officer/Suvidha Center will be accepted.
 - d. In case of death of Father, Income certificate of Mother will be accepted. Copy of death certificate should be attached along with.
 - e. Aadhar No of Father should be attached.
3. Mobile Number of applicant (Should not be changed for at least 3 years)
4. Email Id of applicant (Should not be changed for at least 3 years)
5. Aadhar No of applicant
6. Bank Account in the name of applicant (Name on Aadhar & Bank Account should be same)

Important Note: If any student applies for more than one scheme, or fill two forms then legal action will be initiated as per Govt. Instructions.



Admission Dates and Rules About Payment of Fees

1. Entire course fee will have to be deposited in Bank at the time of admission.
2. University Examination will be charged as per University norms.
 - a. Schedule Of Payment
 - i. Odd Semester - At time of admission
 - ii. Even Semester - In month of October
3. It is the responsibility of the candidate to demand and maintain a copy of payment receipt for future reference.

Important information regarding fee and funds to be deposited at the time of admission

4. At the time of admission, the candidate shall be charged fee and funds as per the prescribed rates of the Pb. Govt./Guru Nanak Dev University.
5. Fee can be altered on the directions of Punjab Govt./University. In event of such alteration the remaining or additional fee can be charged or refunded as the case may be.
6. Fee deposit by SC candidates will be/will not be charged in accordance with latest government instructions of the time. Only refundable fee will be charged from S.C. students.



Post Admission Instructions

1. If a student falls short of attendance in maximum of two subjects, she will only be permitted to appear in examination for the subjects in which there is no lecture shortage.
2. In case a student is not able to pass all papers within a period of four semesters, she shall be given four more consecutive semesters to pass.
3. There shall be no condition of promoting a student from Semester 1 to Semester 2 except lecture shortage. However, a student shall be promoted to Semester 3 only if she has passed at least 50% examinations of the first two semesters i.e. 5 out of 10 papers.
4. A student shall be promoted to Semester 5 only if she has passed at least 50% examinations of the first four semesters.
5. A student shall be promoted to the sixth semester only if she has passed all the papers of Semester 1. After six semesters, the student will be given a period of two consecutive years to pass.
6. Students participating in NCC/NSS/Sports camps or representing college at cultural events or those suffering from serious illness/accidents during date-sheet can request for special test in lieu of house exams by writing an application addressed to the Principal, along with medical certificate (if relevant). This has to be done prior to commencement of exams.
7. **Dress Code** : The college uniform is white shirt, white salwar with pink dupatta in summers and white shirt, white salwar, pink dupatta with black cardigan in winters. It is mandatory to wear the prescribed uniform on Wednesdays and on all college functions.
8. **Identity Card** : No entry is allowed in college without I-Card. Loss of I-Card must be reported to the librarian within 10 days for getting a duplicate card issued.
9. **Hostel Rules** : Candidates willing to apply for hostel will do so by selecting “Do you wish to apply for Hostel ?” option as “Yes” at the time of filling online application form. Parents will ensure that rules of hostel are properly read and any violation on part of student will result in cancellation of admission. Allocation of hostel is done on following rules:
 - a. 60% seats purely on academic merit.
 - b. 40% seats on merit, distance of residence from college, financial status of parents and discretion of the principal.

If any hostelier leaves the hostel without completing the academic session, she will have to pay the penalty in form of hostel fee.



Admission Help Desk

HELP DESK INFORMATION		
Help Desk will continue operations till closure of online form filling, only on working days.		
Help Type	Contact	Timing
Phone Help Desk	82641-44502 82641-44503	09:30 A.M. to 02:00 P.M.
email Help Desk	gcwadmissions@gmail.com	Will be replied within one working day
whatsapp Help Desk	82641-44503	Will be replied within one working day