



## ADMISSION PROCEDURE FOR ACADEMIC YEAR 2017-18

### CHITKARA SCHOOL OF ENGINEERING & TECHNOLOGY (HIMACHAL PRADESH)

PROGRAMS	COURSE DURATION	FEES PER SEMESTER	**CAUTION FEE
<b>B.E. Programs (CSE/ECSE/CE)</b> 4 Years XII passed with a minimum aggregate of 60% or secures 60% in Physics, Chemistry and Mathematics in Class XII, JEE-Mains 2017 mandatory.		70,000*	10,000

\*SUBJECT TO APPROVAL FROM THE GOVERNMENT OF HIMACHAL PRADESH

\*\*ONLY AT THE TIME OF ADMISSION

Rs. 2500/- COUNSELING FEE ONLY AT THE TIME OF ALLOCATION FOR B.E PROGRAMS (NON REFUNDABLE)

### ADMISSION PROCEDURE

For B.E. programs the seats shall be allocated based on merit ranking of the student in the JEE-MAINS 2017. 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%.

- Only candidates born on or after October 01, 1995 can apply. (Date of Birth as recorded in the High School/ Secondary School Education Board only will be taken as authentic)
- Only those candidates are eligible to apply who have passed 10+2 or equivalent examination in 2016 or later including those who are appearing in it in 2017. It is mandatory for all candidates to produce proof for having passed the qualifying examination (10 + 2) and valid JEE-Mains 2017 score card at the time of counseling, failing which their candidature for admission will stand cancelled.
- The counseling schedule will be displayed after the declaration of JEE-Mains 2017 result. It is mandatory for the candidates who apply in the prescribed form for admission to the undergraduate program in Engineering to visit the website [www.chitkarauniversity.edu.in](http://www.chitkarauniversity.edu.in) regularly to check the counseling schedule. No separate intimation shall be sent to the candidates regarding the counseling schedule.
- Seats in the above programs shall be allotted on the basis of preferences indicated at the time of counseling and in the order of merit obtained in JEE-Mains 2017 ranking subject to availability of seat.
- All candidates granted admission to Bachelor of Engineering (B.E.) 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.

Counseling venue and counseling Schedule will be given on website

For all important instructions please visit Admissions micro site at [www.chitkarauniversity.edu.in](http://www.chitkarauniversity.edu.in)

## GENERAL INFORMATION

### Counseling Process

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.

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).

**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).

### 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.

### Reservation

- 25% of the seats are reserved for bonafide candidates of Himachal Pradesh in Chitkara University Himachal Pradesh.
- The allocation of seats for the reserved categories (SC/ ST/ OBC/ Physically Handicapped/Others) shall be as per the policy of the State Government.

### Payment of Fees and Confirmation of Seat

Students will be admitted only after receipt of full fee at the time of counseling.

- 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.
- All enrolled students have to pay their fee twice a year in the months notified by the university.
- Delayed payment of fee will attract a fine as per the rules and regulations of the University.

### 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.

### Fee Refund Rules

Fees once paid will be refunded in full subject to a deduction of Rs.1000/- towards processing charges and Rs.2500/- towards counseling fee if application of withdrawal is made on or before commencement of the session.

In case withdrawal application is made after the commencement of the session fees will be refunded after a pro rata deduction along with deduction of Rs.1000/- towards processing charges and Rs.2500/- towards counseling fee.

**The fees shall be refunded within 120 days of the commencement of the academic session if the refund application is submitted before the start of the session**

For other important instructions please visit [www.chitkarauniversity.edu.in](http://www.chitkarauniversity.edu.in) regularly.

## IMPORTANT INSTRUCTIONS

### 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 (where ever 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. Incomplete Admission forms will not be accepted.
3. 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.
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.  
All admissions will be subject to verification of facts from the original certificates/documents of the candidate.
9. All disputes will be subject to jurisdiction of the Courts at Chandigarh City only.
10. Last date of receipt of application form shall be notified on [www.chitkarauniversity.edu.in](http://www.chitkarauniversity.edu.in).
11. Candidates are advised to visit the University website [www.chitkarauniversity.edu.in](http://www.chitkarauniversity.edu.in) regularly for the updates.
12. Kindly submit the application form along with relevant documents in the enclosed self-addressed envelope. Students applying for the B.E. program should also submit the OMR sheet along with the application form. OMR sheet should not be stapled or folded.

### 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.