



PUNJAB ENGINEERING COLLEGE
(Deemed to be University)
CHANDIGARH



Admission Brochure
2024-25

Online registration is mandatory for participating in the admissions process

Registration Fee (Non-refundable)
(Rs 1000 for GEN/EWS, Rs. 500 for SC/ST/PwD)

For Admission to Master of Business Administration
MBA (Business and Data Analytics)
MBA (BDA)Program

IMPORTANT POINTS OF ADMISSION PROCEDURE

1. Online applications are invited for admission in the MBA(BDA) program against seats in all categories.
2. **Admission to the MBA(BDA) program is based on the scores of Graduation and National Eligibility Tests, Group Discussion (GD), and Personal Interview (PI).**
3. Candidates are advised to read the admission brochure carefully before applying for admission.
4. Any clause contained in this brochure is subject to alteration(s) and modification(s) without prior notice.
5. **Online registration can be done from 23 Apr 2024 to 18 June 2024 (till 05.00 p.m.).**
6. All the candidates desirous of taking admission in the MBA (BDA) program are required to register online on website <https://pec.ac.in/admissions/mba>.
7. There is a registration fee of Rs. 1000 per applicant for GEN/EWS and Rs. 500 for SC/ST/PwD categories. **The registration fee will be non-refundable.**
8. **The admitted candidates are required to deposit the fee online as per the details given in Table-3. Please refer to the Bank details mentioned in the Important Guidelines section.**
9. **The candidates are required to produce all the originals certificates, one set of self-attested photocopies of certificates, four passport-size latest photograph and proof of fee at the time of physical reporting.**
10. The admission to the MBA (BDA) program shall be provisional and subject to approval by the Chairman Senate of Punjab Engineering College (Deemed to be University), Chandigarh.
11. Only those candidates who have passed their pre-final year or cleared all subjects up to pre-final semester exam and appeared / passed in their qualifying exam (final semester) should apply for admission. In case the result is awaited, they should furnish an undertaking as per **Annexure-A** given in this brochure at the time of registration.
12. The schedule may change without prior notice. The candidates are therefore advised to visit the institute website <https://pec.ac.in/admissions/mba> regularly for any change in the schedule.

I. Availability of Seats

1. The MBA (BDA) program has thirty seats.

II. Seat Matrix

Department/ Centre	Program	OPEN	OPEN-PwD	EWS	EWS-PwD	SC	SC-PwD	ST	ST-PwD	Total
Centre of Management and Humanities	MBA (Business and Data Analytics)	20	1	3	0	4	0	2	0	30

NOTE:

1. Visit our website regularly for the latest updates on the admissions.
2. The minimum number of students to start an MBA (BDA) program will be fifty percent of the total seats.

III. ELIGIBILITY CRITERION FOR ADMISSION:

1. 12th class or higher level with Mathematics. Score in Mathematics subject should be $\geq 60\%$.
2. Candidate must have possessed Bachelor's Degree (Approved by UGC/AICTE) of a minimum 3 years with at least 60% marks (55% marks in case of candidates belonging to SC/ST/PwD/EWS categories as per reserved category norms).
3. Candidate must have valid scores of the Common Admission Test (CAT)/Management Aptitude Test (MAT)/ Common Management Admission Test (CMAT).

For Graduation (or equivalent) examination

Bachelor's Degree (Approved by UGC/AICTE) of a minimum of 3 years with at least 60% marks (55% marks for SC/ST/PwD/EWS category).

- The admissions made based on **pre-final semester** results will be purely provisional. Such candidates will be required to give an undertaking that they will be submitting the original degree and detailed marks certificates latest (on or before) by **29th September 2024** failing which their admission will be cancelled. If the candidate fails to produce/ submit the certificate latest by (on or before) 29th September 2024 **or the qualifying criteria are not met**, his/her seat stands cancelled and the fee submitted shall be forfeited except the security/caution money as per the institute norms.
- The percentage marks awarded by the respective university from which the candidate has graduated will be considered. In the case of universities awarding CGPA, the percentage marks would be determined as per the formula specified by the university on its mark sheet.
- For candidates with a gap year, please fill **Annexure-B**

General Conditions

For admission to the courses, each candidate must

- (a) bear a good moral character and should not have been debarred from any institution/university,
- (b) be an Indian National
- (c) produce medical fitness certificate (in specified Format available as **Annexure-C**)

IV. Procedure for online Registration

Online Submission of application for Registration on <http://pec.ac.in/admissions/mba>

Please read the 'Important Guidelines' carefully before starting the registration process.

The process of online registration consists of three steps. All the eligible candidates are required to fill online Registration Form.

Payment of Fee

There is a registration fee (non-refundable) of Rs. 1000 per applicant for GEN/EWS and Rs. 500 for SC/ST/PwD categories. The candidates can pay the fee online as per the details

mentioned in the section of Important Guidelines, failing which admission will not be granted.

1. Step 1:

- 1.1. Enter a valid email address and other personal details.
- 1.2. On submission, a system generated username & password will be displayed on the screen. Note down this username and password for future reference.

2. Step 2:

- 2.1. Enter the academic qualifications.
- 2.2. The candidate then has to upload the scanned images of Photograph and Signature.
- 2.3. All Scanned images should be jpg/jpeg format only.
- 2.4. Size of the photograph image must be greater than 4kb and less than 200kb. The photograph should preferably have the frontal face with a light background.
- 2.5. Size of the signature image must be greater than 4kb and less than 100 kb.
- 2.6. Dimension of photograph image should be 200x150(height x width) pixels only.
- 2.7. Dimension of signature image should be 100 x 200 (height x width) pixels only.

3. Step 3:

- 3.1. The details of the Qualifying degree are to be entered and applicable annexures should be uploaded.
- 3.2. The registration fees as per the category applicable should be paid online and the transaction ID uploaded with the date of the transaction.
- 3.3. After successful completion the registration form and a confirmation page will be generated.

V. Procedure for Filling Up of Reserved Category Seats

1. Person with Disability (PwD) category

Applicants will be considered in this category only if the minimum loss of earning capacity due to handicap is 40% according to the criteria laid down in the standards of E.S.I. Corporation of India. The candidate should bring a Medical Certificate of handicap, in the prescribed proforma **(Annexure - D)**, from a Government Gazetted Medical Officer, for preliminary screening during the Physical reporting. If this certificate is not

produced, the admission of the candidate under this category will be immediately cancelled.

After provisional admission, the candidate will have to appear before the Medical Board constituted by the Principal Medical Officer, Govt. Multi-Specialty Hospital, Sector 16, Chandigarh, for determination of the percentage loss of earning capacity through handicap/disability and for getting a certificate to this effect. This certificate will also indicate the name of the disease causing the handicap; whether the handicap is progressive or non-progressive; and whether the candidate will be able to carry on the studies and perform the duties of an engineer. The final admission will be based on this certificate issued by the Medical Board. In case any candidate does not present himself/ herself before the Medical Board on the date intimated to him/ her, his /her candidature against this category will be rejected and no subsequent opportunity will be given to him/her.

An applicant having a temporary or progressive handicap will not be considered for admission against the seats reserved for this category.

If the requisite number of eligible PwD candidates are not available, the unfilled seats belonging to this category will be treated as unreserved and will be filled up from amongst the candidates belonging to their respective category in the last round.

2. **Scheduled Castes / Scheduled Tribes (S.C./S.T.) category**

An applicant seeking admission under these reserved categories has to submit his/her caste certificate (**Annexure - E**) from the competent authority at the time of physical reporting. The admission of S.C./S.T. candidates will be subject to subsequent verification of their caste /tribe certificate by the issuing authority.

3. **EWS category**

An applicant seeking admission under EWS category has to submit his/her certificate (**Annexure - F**) from the competent authority at the time of physical reporting and the certificate must be issued on or after April 01, 2024.

IX. PROCEDURE FOR ADMISSION

The **admission process** will be as under:



Academic Eligibility: Basis

- Valid Bachelor's Degree
- Valid Entrance Test Score(s) of CAT/MAT/CMAT
- Category certificates (If applicable) - These are **mandatory** to be provided for eligibility of **candidates belonging to SC/ST/PwD/EWS** categories.

The **total score for admission** will be calculated as shown in Table-1 below:

Table 1. Total Score for Admission

S.No.	Degree	Weightage (%)
1.	Bachelor's Degree Score	20*
2.	Entrance Test score	60**
3.	Group Discussion (GD) Score	10
4.	Personal Interview (PI) Score	10
5.	Total Score	100

- *20% of the score in the bachelor's degree will be considered
- ** The Entrance test score is of 60% of the percentile secured in the Common Admission Test (CAT)/Management Aptitude Test (MAT)/ Common Management Admission Test (CMAT).
- Once the above admission process is completed, the list of candidates will be displayed on the website based on the total score by 21 June 2024 (First round).
- The shortlisted candidates will be required to **pay the requisite fees in full** as per schedule.

VI. INTER-SE MERIT FOR ADMISSION

1. The merit for candidates will be based on the total score for admission calculated as per Table - 1, mentioned in the section of process of admission above. In case of any tie, their qualifying degree (graduation) merit will be the deciding factor. In case the qualifying degree marks are not

available, pre-final semester marks / marks at the last common level will be the deciding factor for the inter-se merit. In case of tie in the qualifying degree, the marks of 12th class will be the deciding factor.

X. FEES AND EXPENSES

The program fees include the following:

Table 2. Program Fee

a	Institute Fee (1 st Year)	Rs. 1,16,000
b	Institute Fee (2 nd Year)	Rs. 97,000
Total Institute Fees (2 yrs.) (a+b)		Rs. 2,13,000

The detailed break-up is as under:

Table 3. Institute Fee

One Time (At the time of Admission Only)	
Admission fee	Rs. 5,000
One-time student service fee	Rs. 6,000
Security deposit (Refundable)	Rs. 8,000
Semester Fee	
Academic	Rs. 42,500
Other facilities & services	Rs. 6,000
Total payable at the time of admission (for day scholar) ₹67,500/-	

Table 4. Hostel Fee - Annual Hostel Fee (Additional) Admitting Session 2024-25

Refundable security (One Time Only)	Rs. 6,000
Hostel Fee & Mess Establishment charges	Rs. 62,000
Mess Advance	Rs. 3500
Maintenance Charges	Rs. 10,000
Total additional sum payable for hostel facilities ₹ 81,500/-	

Note:

1. Revision in the fees, if any, will be notified on the website <https://pec.ac.in>. Candidates are requested to check the fee structure for any changes.
2. **Hostel facilities are available for the MBA (BDA) students from outside Chandigarh.**
8. Please refer to the **Bank account details** mentioned in the Important Guidelines section (point no. 2) for online fee payment.

XI. REFUND RULES

If a candidate cancels his/her admission by submitting a written request for withdrawal, the following refund rules will apply:

1. The admission fee is non-refundable.
2. If a student after being granted admission pays the full fee but **does not register** with the institute on the prescribed date, withdraws his/her admission and applies for refund, the entire fee be paid by him/her shall be refunded as per institute norms.
3. If a student after being granted admission pays the fee and registers with the institute on the prescribed date but withdraws his/her admission later and applies for refund **before the date of last round** for admission for the particular year, his/her admission fee paid will be forfeited. The other fees paid by him/her will be refunded as per Institute norms.
4. A student who withdraws his/her seat after the admissions for that year has taken place, he/she will not be entitled to refund of any fee paid by him/her except for the refundable deposits.
5. Subsequent round of admissions will be held subject to the availability of vacant seats if any under any category.

General Notes:

1. Fees will also be charged for the additional period which a student may have to spend beyond the normal duration of the program.
2. For obtaining refund of relevant component of fee deposit, the concerned student should obtain clearance certificate from various Departments/ Office concerned before leaving the institute and also intimate the latest address on which the amount of security is to be remitted. However, a clearance certificate is not required if a student has not attended any class till the date of his/ her surrendering the seat and produces a certificate to that effect from the Head of the respective Department.
3. Any student who fails to pay the dues by the prescribed date may be fined, suspended or ultimately removed from the institute rolls.
4. Registration in every semester is mandatory.

XII. SCHEDULE FOR ONLINE REGISTRATION

Table 5. Online Registration Schedule for MBA (BDA) Admissions (2024-25)

Online Registration	23 rd April 2024
Last date for online registration	18 th June 2024

Note: The schedule may change without prior notice. The candidates are advised to visit the institute website <https://pec.ac.in/admissions/mba> regularly for any change in the schedule.

Important Guidelines

1. Document verification is mandatory for all candidates selected for admission during physical verification/reporting.
2. The Registration/Institute Fee is to be deposited through online payment in the following account: -

Bank Details

NAME OF ACCOUNT HOLDER	Punjab Engineering College- Admissions
INSTITUTE'S BANK NAME	State Bank of India
BRANCH NAME WITH COMPLETE ADDRESS	PEC Branch, Sector 12, Chandigarh 160012.
IFSC CODE OF THE BRANCH	SBIN002452
MICR CODE	16002008
BANK ACCOUNT NUMBER (SAVING ACCOUNT)	37646936859

3. All the certificates/affidavits claiming reservation under various categories must have been issued on or before the last date of online registration.
4. The candidate must be present at the time of physical verification/ reporting.
5. Candidates are required to bring **All Original documents/certificates along with one set of self-attested photocopies** of all supporting documents/certificates **at the time of physical reporting.**
6. A candidate claiming reservation for more than one category, would be required to present himself/herself only once along with all the supporting documents. Failure to bring the original supporting document(s) of a particular category will debar the candidate for that particular category.
7. A candidate, who has taken provisional admission and wants to cancel his/her allotment, he/she will have to submit a written request to Chairman Admissions. The fees paid by him/ her will be refunded as per the refund rules of the institute.
8. In case, a candidate has previously secured admission in any other institute and deposited his/ her original certificate and because of this reason, is unable to produce his/her original certificates at the time of reporting, he/she may be allowed provisional admission, provided he/she submits copies of his/her certificates attested by a Group A gazetted officer and produces a certificate, from the competent authority on the authorized letter head of the institution where he/she has taken admission, mentioning that all his/her original certificates are lying with that institution. **He/she will be required to produce his/her original certificates within 05 working days of getting provisional admission, otherwise his/her admission shall automatically stand cancelled.**
9. If a candidate fails to deposit institute fee within the stipulated time, his/ her candidature will be automatically cancelled and **he/ she will not be allowed to**

participate in the subsequent rounds of seat allotment.

10. Candidates shall participate in the GD, PI, and physical reporting for admission at their own expenses.
11. All admissions to MBA (BDA) program shall be **PROVISIONAL** and subject to approval by the competent authority.
12. In case of any dispute regarding admissions to MBA (BDA) program, the decision of the Chairman Admissions shall be final. The Honorable High Court of Punjab and Haryana alone will have the jurisdiction to settle and decide all matters and disputes.

IMPORTANT DATES

Sr. No.	Activities	Date and Time
1.	Online Registration starts	23 rd Apr 2024
2.	Last date for online registration	18 th June 2024 (till 5:00 pm)
3.	Display (Online) of Eligible List and First Round of GD, PI slots	21 st June 2024
4.	Conduction of GD, PI (offline at the institute)	25 th - 26 th June 2024
5.	Display of Final Merit List for seat allotment for 1st round on the PEC website (Online)	01 st July 2024
6.	Payment of Institute Fee	01 st – 06 th July 2024
7.	Display of seat allotment list for the Second Round on the PEC website (Online) (In case of any seat vacancy)	10 th July 2024
8.	Payment of Institute Fee by candidates with Fresh Allotment (in Second round)	10 th - 16 th July 2024
9.	Last date of withdrawal of Seat	18 th July 2024
10.	Display of seat allotment list for Third round (Last Round) on the PEC website (Online) (In case of any seat vacancy)	23 rd July 2024
11.	Payment of Institute Fee by candidates with Fresh Allotment (in Last round)	23 rd - 27 th July 2024
12.	Reporting of admitted candidates in the institute	01 st August 2024

INSTRUCTIONS FOR DOCUMENT VERIFICATION

Original Documents along with one set of self-attested copies required during Physical Reporting/Document Verification

1. Print Registration form from PEC portal.
2. Proof of registration fee payment.
3. Result Card of Common Admission Test (CAT) 2023/ Management Aptitude Test (MAT) 2023, 2024 (February, May) / Common Management Admission Test (CMAT) 2023, 2024.
4. Detailed Marks Sheet of class 12th.
5. Class X Certificate.
6. Character Certificate from the last attended institute (**Annexure G**).
7. Migration or Transfer Certificate
8. Gap Year Affidavit: This affidavit is required from the candidates who have appeared for their graduation exam earlier than the year 2024 and have a gap

of one or two years (not more than two years) after passing class the graduation. **(Annexure B).**

9. Certificate from institute where candidate has already taken admission (Original Certificate): In case the original certificates have been submitted in some other institute, the candidate has to submit a certificate from the Head of that institution where those certificates have been submitted, certifying the same.
10. Four recent passport size (5 cm x 4 cm) photographs.
11. Any category proof as applicable.

Annexure A

CERTIFICATE FOR NON-DECLARATION OF RESULT

(Required during registration from candidates whose result of the qualifying examination has not been declared)

I hereby certify that Mr./Ms. _____ has appeared in the final semester examination including theory, practical and project examination for graduation (Approved by UGC/AICTE and of a minimum 3 years) _____ degree (strike out the non-applicable ones and write in the blank space if the degree is not mentioned) and the result is likely to be announced by _____ 2024. The percentage of aggregate marks/CGPA obtained by him/her in the pre-final year examination is _____. His/her conduct and character during his/her stay at the Institute/University/College was "GOOD".

Place: _____
Date: _____

Signature of the Principal/Dean/Registrar/
Dy. Registrar/Proctor/Administrative Officer/
Asstt. Registrar of the institute last attended
with seal

Annexure B

GAP YEAR AFFIDAVIT

(To be submitted on non-judicial stamp paper of the value of ₹10/- or above, duly attested by Notary Public)

AFFIDAVIT

I _____ son/daughter of _____

Resident of _____

do hereby declare asunder-

- i) That I am seeking admission in Punjab Engineering College (Deemed to be University), Chandigarh.
- ii) That I was engaged in _____ during the gap year i.e. _____.
- iii) That I was not involved in any offence/unlawful activities during the gap year _____.

DATE:

PLACE:

DEPONENT

VERIFICATION

I solemnly declare that the above statement is correct to the best of my knowledge and belief and that nothing has been concealed therein.

DATE:

PLACE:

DEPONENT

Annexure C

MEDICAL CERTIFICATE (to be issued by a Registered Medical Practitioner)					
<u>GENERALEXPECTATIONS</u>					
Candidates should have good general physique. In particular,					
<ul style="list-style-type: none"> • Chest measurement should not be less than 70 cm, with satisfactory limits of expansion and contraction. • Vision should be normal. In case of defective vision, it should be corrected to 6/9 in both eyes or 6/6 in the better eye. Colour blind and unocular (having vision in only one eye) persons are restricted from admission to certain courses. • Hearing should be normal. Defective hearing should be corrected. • Heart and lungs should not have any abnormality and there should be no history of mental illness and epileptic fits. 					
1	Name of the candidate:				
2	Identification Mark (a mole, scar or birthmark),if any				
3	Major illness/operation, if any (specify nature of illness/operation)				
4	Height in cm:	Weight in kg:	Blood Group:		
5	Past History	(a) Mental illness (b) Epileptic Fit			
6	Chest(a)Inspiration in cm		(b)Expiration in cm		
7	Hearing				
8	Vision with or without glasses:	Right Eye	Left Eye	Colour Blindness	Unocular vision (having vision in only one eye)
9	Respiratory System				
10	Nervous System				
11	Heart	(a)Sounds		(b)Murmur	
12	Abdomen (a) Liver (b) Spleen	Hernia		Hydrocele	
13	Any other defects:				

Certificate of Medical Fitness

- The candidate fulfils the prescribed standard physical fitness, medical fitness and is FIT for admission to Engineering Courses
- The candidate does not fulfil the prescribed standard of physical fitness/medical fitness and is unfit/temporarily unfit for admission due to following defects:

Name of the
Doctor

Signature

Registration
number

Seal

Annexure-D

CERTIFICATE FOR PERSON WITH DISABILITY (PwD)

to be issued by

MEDICAL BOARD, GENERAL HOSPITAL, SECTOR 16, CHANDIGARH

1. Name of the candidate: Mr./Ms. _____

2. Father's Name: _____

3. Permanent Address: _____

4. Percentage loss of earning capacity (*in words*):

5. Whether the candidate is otherwise able to carry on the studies and perform the duties of an engineer/architect satisfactorily: _____

6. Name of the disease causing handicap: _____

7. Whether handicap is temporary or permanent: _____

8. Whether handicap is progressive or non-progressive: _____

9. The candidate is FIT / UNFIT to pursue the engineering studies.
(*Strike out whichever is not applicable*)

Affix recent
passport size
photograph duly
attested by the
P.M.O.

Member
(Orthopaedic Specialist)

Member

Principal Medical Officer
General Hospital, Sector
16,
Chandigarh

Date:

Seal of Office

NOTE:

1. The medical board must have one orthopaedic specialist as its member.
2. Candidate having temporary or progressive handicap will not be considered against these seats.

Annexure-E

CERTIFICATE OF CASTE

(to be submitted by Scheduled Castes/Scheduled Tribes candidates only)

(This certificate MUST have been issued on or after 1st April 2024)

Certified that Mr./Ms. _____, son/daughter of Shri _____, resident of _____, District _____, State _____ is a member of the Scheduled Castes/Tribes and belongs to _____ caste/tribe which has been recognized as a Scheduled Caste/Tribe vide notification No. _____ dated _____ issued by Government of _____ (State).

Name of the Certifying Officer
Rank Designation _____

Signature of the Revenue Officer
of the District concerned, not below the
rank of Tehsildar

Date

Seal

Note: Certificate, if issued by other than authority mentioned, notification of Government must be included.

Annexure-F

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER

SECTIONS Government of

(Name & Address of the authority issuing the certificate)

[This certificate **MUST** have been issued on or after 1st April 2024]

Certificate No. _____ Date: _____

VALID FOR THE YEAR _____

Affix recent passport size photograph duly attested by the P.M.O.

1. This is to certify that **Shri/Smt./Kumari** _____,
son/daughter/wife of

permanent resident **of** _____, Village/Street

Post _____ District in the State/Union Territory

Office Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below Rs. 8 lakhs (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets***:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. This is to certify that **Shri/Smt./Kumari** _____,
son/daughter/wife of

permanent resident **of** _____, Village/Street

Post _____ District in the State/Union Territory

Office Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below Rs. 8 lakhs (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets***:

- V. 5 acres of agricultural land and above;
- VI. Residential flat of 1000 sq. ft. and above;
- VII. Residential plot of 100 sq. yards and above in notified municipalities;
- VIII. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. **Shri/Smt./Kumari** _____ belongs to the
caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of

Office Name

_____ Designation

The income and assets of the families as mentioned would be required to be certified by an officer not below the rank of Tehsildar in the States/UTs.

Note:

* Income covered all sources i.e. salary, agriculture, business, profession, etc.

** The term 'Family' for this purpose includes the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years. *** The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

Annexure- G

**Certificate of Educational Qualifications and Character
(to be submitted by all candidates)**

(The certificate must be signed by the Head of the Institution where the candidate has studied for Graduation Degree, or the Institution last attended)

Certified that Mr./Ms.

son/daughter of Shri _____

passed his/her graduation degree from this college/school as a regular student in the year_____. He/ She bears a good moral character and has not been disqualified by any Board/University or convicted on any account.

Date

Seal

**Signature of
Principal/Director**
