

**OFFICE OF DEAN OF UNIVERSITY INSTRUCTIONS**  
**PANJAB UNIVERSITY, CHANDIGARH**

Dated : 03.11.2020

**Instructions to be followed while sending the Admission list for approval**

1. The merit lists be prepared in accordance with the rules and regulations as incorporated in the Handbook of Information 2020.
2. The merit list is to be prepared category-wise after following the reservation rules as incorporated in the Handbook of Information 2020.
3. In case the department makes any change in the applicant Academic qualification in the portal, one must click the "**Generate Merit**" button for reviewing the change.
4. The merit list alongwith the following documents be sent to the office of DUI for approval :
  - a) Print out of final merit list, after making changes if any, to be generated from the portal.
  - b) Recommendations of BOC / Admission committee that the list is prepared in accordance with the merit and rules / regulations.
  - c) The reserved category candidates who have availed relaxation in eligibility marks shall not be included in the Provisional Admission list under General Category.
  - d) The Provisional admission list (***in triplicate***) comprising of following columns alongwith the names of waitlisted candidates (category-wise):-

Sr. No.	Application No.	Name	Father's Name	Overall marks
1.				
2.				

- e) After the approval of Provisional admission list, the department must ensure that one single file comprising of admitted candidates alongwith waitlisted candidates list be uploaded in the online notice board and the copy of the same be sent to [admissions@pu.ac.in](mailto:admissions@pu.ac.in) for uploading at <https://onlinedmissions.puchd.ac.in>
- f) The admission list must include the following details on the front page of the admission list :-
  - a) **Link to the fee portal** : <https://payonline.puchd.ac.in/>
  - b) **Fee Code** : (to be provided by the Department concerned)
  - c) **Fees to be submitted by the candidate** : (to be provided by the Department concerned)

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Dean of University Instruction