

ADMISSION POLICY

- Admission to all the courses in the college is given strictly on the basis of merit and as per the rules / instructions of Punjabi University, Patiala / Punjab Govt. / College Management / UGC, New Delhi.
- Reservation of seats will be as per the Reservation Policy of Punjab Government.**
- Principal has the right to cancel/refuse admission to any student without giving any reason.
- Each candidate must submit the completed admission form online at college website (www.sgtbcollege.org.in). The form will be considered complete only after the online payment of college fees/dues.**
- The following students will be required to submit their original **Migration Certificate in the college office:**
 - Those, who have passed their 10+2 from HP Board of School Education / Haryana Board of School Education or any other Board, except Punjab School Education Board.
 - The students who have not done their graduation/last degree from Punjabi University, Patiala.
However, Migration Certificate can be submitted within one month of admission.
- The Reservation of seats will be as per the rules of Punjabi University, Patiala/Government of Punjab /UGC.
- Candidates belonging to the following category shall be allowed relaxation of 5% in the aggregate percentage:
 - Scheduled Castes and Scheduled Tribes
 - Physically Handicapped, provided that they produce a medical certificate that they have at least 40% physical disability.
- Admission obtained on the basis of wrong information or fake documents or any concealment of facts can lead to cancellation of admission from the college and the deposited fees etc. will be forfeited.
- The candidate who has been placed under re-appear/compartament in one subject only with at least 20% marks (Theory and Practical taken together) in the +2 examination conducted by Punjab School Education Board or any other Board/Institution recognized by the State / Central Board of Education in India shall be eligible to seek admission to the 1st semester of all courses. The admission will be subject to the availability of the seats in the concerned course in the College.
- The candidate who appeared under semester system for undergraduate courses should be allowed to take admission under semester system in M.A./M.Sc./M.Com./PGDCA if he/she has two re-appears in 1st to VIth semesters, provided he/she must have passed the subject in under-graduate course in which he/she seeks admission in post-graduate course. The admission will be subject to the availability of the seats in the concerned course in the College.
- The students, who have been placed under re-appear/compartament in +2, provisional admission shall be given in the 1st year of the course. However, the student must clear his/her re-appear exam before the declaration of the result of 1st year of the course. If he/she could not submit the relevant papers/documents on or before the date of declaration of result then his/her admission will be automatically cancelled
- Admission to III semester of undergraduate and postgraduate courses will be given to those students who have cleared 50% of the papers of I and II semesters of their course taken together. Similarly, admission to V and VII semesters will be given to those students who have cleared 50% of the total papers of their previous IV and previous VI semesters respectively.
- As per Punjab Government rule, a student can opt for 'Mudra Gyan' in lieu of Punjabi compulsory subject to the fulfilment of the following conditions;
 - Those students who have passed the Matriculation/10+2 Examination from outside the state of Punjab and have not opted Punjabi as a subject.
 - Wards of Defence Personnel/Para Military Personnel.
 - Children of NRI and foreign students.
- After admission, a student will be allowed to change subject/faculty within 15 days from the date of commencement of classes on a prescribed proforma depending upon the availability of seat.
- Regular attendance shall be compulsory during the first week of the session. Absentees will lose their seats and the Fee & Funds paid by them shall be forfeited. Such vacant seats shall be offered to the next candidate in the order of merit.**
- Application for refunding security will have to be submitted before 31st December of the year in which a student passes out from the college. **After the said date his/her security will be considered as a donation from Old Students Association.**
- Fee will be refunded as per the UGC Notification.
Following are the Rules of Fee Refund:

%age of Re-fund of Fees*	Point of time when notice of withdrawal of admission is received in the HEI
100%	15 days or more before the formally notified last date of admission.
90%	Less than 15 days or less before the formally notified last date of admission.
80%	15 days or less after the formally notified last date of admission.
50%	30 days or less, but more than 15 days after the formally notified last date of admission.
00%	More than 30 days after formally notified last date of admission.