

**BACHELOR OF FINE ARTS (BFA) AND  
DIPLOMA IN FINE ARTS FOR DIVYANG (DFAD)**

ADMISSION SCHEDULE FOR THE SESSION 2024-2025

<b>Event</b>	<b>Date</b>	<b>Day</b>
Last date for submission of application form for Aptitude Test	<b>26.06.2024</b>	Wednesday
List of candidates called for Aptitude Test Discrepancies list of the documents also will be Notified on college website.	<b>02.07.2024</b>	Tuesday
<ul style="list-style-type: none"><li>• Dates of Aptitude Test for Chandigarh UT Pool and DFAD.  Roll No. of the candidates of the U.T. Pool and DFAD will be issued and notified through College Website on 02.07.2024 (Tues day)</li><li>• Dates of Aptitude Test for All India Pool</li></ul> Exact date of particular roll number of the candidates belong to All India pool to be called for Aptitude Test will be notified through college website on <b>02.07. 2024 (Tuesday)</b>	<b>08.07.2024</b>  <b>09.07.2024</b> <b>and</b> <b>10.07.2024</b>	Monday  Tuesday and Wednesday

**Note:**

1. Candidates are advised to fill the online application form carefully. The reserved category applicants want to claim their reservation should choose the respective category and also upload the relevant documents otherwise they will be treated as general candidate.
2. **If there is any discrepancy, the candidate must remove it personally in the College office or through college Email ID on or before the day of his /her Aptitude Test.**

Final Merit List of the eligible candidates for Counseling will be displayed on the college Notice Board and college website	<b>16.07.2024</b>	Tuesday
First Counseling for Admission of eligible candidates of Chandigarh UT Pool and DFAD	<b>23.07.2024</b>	Tuesday
First Counseling for Admission of eligible candidates of All India Pool	<b>24.07.2024</b>	Wednesday
Commencement of Teaching	<b>29.07.2024</b>	Monday
Second Counseling for Chandigarh UT Pool and DFAD, if required	<b>06.08.2024</b>	Tuesday
Second Counseling for All India Pool, if required	<b>07.08.2024</b>	Wednesday
Third Counseling for Chandigarh UT Pool and DFAD, if required (With the permission of the Vice-Chancellor, Panjab University)	<b>20.08.2024</b>	Tuesday
Third Counseling for All India Pool, if required (With the permission of the Vice-Chancellor, Panjab University)	<b>21.08.2024</b>	Wednesday

**Instructions:**

1. Candidates are advised to carefully read the **check list** given on pages- **28 to 29** and important note given on **Pages -1, 2, 3, 13, 14 and 15** before applying for admission.
2. The admission information is subject to alteration and modification without notice.
3. This is for information only, and does not constitute any legal document.
4. Disputes, if any, shall be subject to the jurisdiction of courts at Chandigarh.
5. In case of any change shall be intimated through college website.

**ELIGIBILITY CRITERIA FOR APTITUDE TEST FOR  
BFA & DFAD**

**a) For BFA(Bachelor of fine Arts)**

*Those students who have passed 12th (10+2) Examination or appeared in the 10+2 examination or in any other examination recognized by the Syndicate of the Panjab University as equivalent can appear for the Aptitude test for BFA conducted by the college.*

**b) For DFAD (DIPLOMA IN FINE ARTS FOR DIVYANG)**

*Those students who have passed Secondary (10<sup>th</sup>) Examination or appeared in the Secondary (10<sup>th</sup>) examination or in any other examination recognized by the Syndicate of the Panjab University & equivalent can appear for the Aptitude test for DFAD conducted by the college*

**ELIGIBILITY CRITERIA FOR ADMISSION FOR  
BFA & DFAD**

**ELIGIBILITY FOR BACHELOR OF FINE ARTS (BFA)**

- (a) Minimum qualification for admission to all the courses is a passing certificate in 12th (10+2) Examination or any other examination recognized by the Syndicate of the Panjab University as equivalent with a minimum of 40 per cent marks (35 per cent in case of SC/ST and PWD candidates)

And

- (b) Candidates obtaining aggregate 40 per cent marks (in case of SC/ST and PWD 35%) in the aptitude test i.e. 'Object Drawing', 'Composition' and 'General Knowledge' conducted by the college, will qualify for the admission.

**ELIGIBILITY FOR DIPLOMA IN FINE ARTS FOR DIVYANG (DFAD)**

- (a) Minimum qualification for admission to the Diploma courses is a pass in the Secondary School Certificate (Class 10th) Examination or any other examination recognized by the Syndicate of the Panjab University as equivalent with a minimum of 35 per cent marks

And

- (b) Candidates obtaining aggregate 35 per cent marks in the aptitude test i.e. Object Drawing & Composition conducted by the college, will qualify for admission.

**Note: The Panjab University regulation under Chapter III-General Regulations for Examinations (Admission to Examinations) Para 10, Page 18 of PU Calendar Vol. II.2007 as under:**

*“10. Unless otherwise provided, a person who has already passed on examination of this or any other University shall not be permitted to reappear in that examination or a corresponding examination.”*

### SANCTIONED INTAKE

BFA DEGREE COURSE:

DURATION OF THE COURSE IS 4 YEARS (SPREAD OVER 8 SEMESTERS)

S.No.	Specialization	Sanctioned Intake for the academic session 2024-2025
1.	Applied Art	15
2.	Painting	15
3.	Graphics (Print-making)	15
4.	Sculpture	15
Total		60

**Additional seats over and above the above-mentioned intake as per decisions of the Chandigarh Administration received from time to time.**

### KASHMIRI MIGRANTS

As per instructions conveyed by the Chandigarh Administration vide memo No. 734-IH(2)-2013/8284 dated 7.5.2013 one Supernumerary seat for Kashmiri Migrants (Common to all Courses) will be filled up if directions from Ministry of Human Resource Development/ Chandigarh Administration is received.

	Category	Additional Intake	Distribution of seats
1.	Kashmiri Migrant	01	Common to all courses

### TUITION FEE WAIVER SCHEME

(Annual Income of Parents/Guardian less than ₹ 4,50,000/- from all sources)

The Chandigarh Administration vide letter bearing No.1304-IH(3)-2009/20434 dated 26.10.2009 has decided to implement the Tuition Fee Waiver Scheme for women, economically weaker section of the Society and physically handicapped candidates to the extent of 10% from the academic session 2010-2011. The Waiver is limited to the Tuition Fee. All other fee except tuition fee has to be paid by the beneficiary. Tuition Fee Waiver shall be given to 02 (two) woman candidates, 03 (three) economically weaker students and 01 (one) Physically Handicapped student based on merit. An eligible candidate shall have an option to exercise his/her choice of Specialization of study during counseling for availing benefits of the scheme. Decision of Chandigarh Administration contained in memo No.16/1/53-IH(2)-

2013/7928 dated 30.4.2013 is reproduced here below :

“The matter has again been considered by this Administration and observed that we have been giving upto 10% optional waiver in all institutions which are a part of Joint Admission Committee of Chandigarh. The AICTE at some point of time might object to increase in sanctioned number of seats beyond 5% plus supernumerary, so we may follow optional upto 10% tuition fee waiver. You are, therefore, advised to stick to the existing number of seats plus 5% supernumerary only which will imply while giving 10% tuition fee waiver to the needy, the total number of seats does not exceed 5% of the sanctioned strength.”

	<b>Category</b>	<b>Additional Intake</b>	<b>Distribution of seats</b>
1.	Seats for Women	01	Common to all courses
2.	Economically Weaker Section	01	Common to all courses
3.	Persons with Disabilities	01	Common to all courses
	Total	03	

- a. In case non availability of the candidate of particular reserved category from the above mentioned columns then Seats can be filled from other category on merit bases
- b. Incase no candidate is available from the above mentioned category the seats will remain vacant.

### **DIPLOMA IN FINE ARTS FOR DIVYANG (DFAD)**

Common for Chandigarh UT Pool and All India Pool

	<b>Specialization</b>	<b>Sanctioned Intake</b>
1.	Applied Art	01
2.	Painting	01
3.	Graphics (Print-making)	01
4.	Sculpture	01
	Total	04

In order to provide education in Fine Arts to specially abled persons, this institution has started a ‘Special Diploma Course in Fine Arts’ ‘(now renamed as Diploma in Fine Arts for Divyang, in short

DFAD)' of the Panjab University from the session 2003-2004. The duration of the course is four years. Only four seats are available for the course - one seat in each of the Specializations viz. Applied Art, Painting, Graphics (Print-making) and Sculpture with the provision that the mentally challenged persons will be eligible for seats only in the Specializations of Painting and Applied Art, subject to the condition that such a person would get a certificate from the competent authority of the PGI/ Government Medical College and Hospital, Sector-32, Chandigarh, that he/ she is fit to pursue studies in Painting or Applied Art. These students will study the practical subjects prescribed for the BFA course but are exempted from the study of Theory subjects.

Minimum qualifications for admission to the DFAD is a passing certificate in the Secondary School Certificate (Class 10th) Examination with a minimum of 35 per cent marks or any other examination recognized by the Syndicate of the Panjab University as equivalent with a minimum of 35 per cent marks. The Procedure of Admission and Selection shall be the same as that of Degree courses except that the Aptitude Test shall consist of '*Object Drawing*' & '**Composition**' of 75 marks each. The Aptitude Test shall be held along with the Chandigarh Pool (UT) and a separate merit list will be drawn for the DFAD.

## **RESERVATIONS**

RESERVATIONS (AS PER THE POLICY OF CHANDIGARH ADMINISTRATION  
CONVEYED VIDE NO. 19/1/3/93/IH(3)/8019 DATED 7.5.93)

1. 60% seats of the total sanctioned intake of the institution will be filled up from amongst the students who pass their qualifying examinations from schools/colleges recognized by Chandigarh Administration and are situated in the Union Territory, Chandigarh, as a regular student of the said school/college. These seats will be termed as '**Chandigarh Pool (UT)**'. The remaining 40% seats will be filled from amongst the candidates who pass their qualifying examination from the institutions other than those located in the Union Territory, Chandigarh or otherwise. These seats will be termed as '**All India Pool**'. The students, whether belonging to reserved category or not, who have passed their qualifying examination from the institutions located in the Union Territory, Chandigarh but are not eligible for admission under Chandigarh Pool (UT) quota, are eligible for admission in the All India Pool quota
2. The Chandigarh Administration vide letter No.19/1/3-IH(3)-2007/18322 dated 14.9.2007 has decided to waive off the domiciliary restriction of minimum stay in the states/UT's and condition of passing 10th & 12th standard examination from the same state/UT (Chandigarh) in respect of wards of serving defence personnel/ex- servicemen seeking admission in the institutions of Union Territory, Chandigarh.

**The Chandigarh Administration has decided to allocate 60% seats for Chandigarh Pool (UT)**

and 40% for All India Pool in respect of Government College of Art, Chandigarh (letter no. 19/1/3-IH(3)/8006 dated 24.4.2002)

The allotment of reserved seats in each specialization is made by rotation. The allocation of reserved seats for the year 2024-2025 is as under:

Category	Applied Art		Painting		Graphics (Print-making)		Sculpture	
	15		15		15		15	
	Chd (UT)	All India	Chd (UT)	All India	Chd (UT)	All India	Chd (UT)	All India
	9	6	9	6	9	6	9	6
Scheduled Castes	1	1	1	1	2	1	1	1
Scheduled Tribes	-	1	-	-	-	-	-	-
Defence	-	-	-	-	1	1	1	-
Persons with Disabilities	-	-	1	-	-	-	1	1
Freedom Fighters	1	-	-	-	-	-	-	-
Sports	-	-	-	-	1	-	-	-
NRI	-	1	-	-	-	-	-	-
Open	7	3	7	5	5	4	6	4

In addition to over and above 10% sanctioned intake seats of EWS are as mentioned below that will also get rotated pool wise and Specialization wise. The allocation for the year 2024-2025 will be as under:

Category	Applied Art		Painting		Graphics (Print-making)		Sculpture	
	Chd (UT)	All India	Chd (UT)	All India	Chd (UT)	All India	Chd (UT)	All India
EWS-General	1	-	1	1	1	-	1	1

**(A) RESERVATION FOR SCHEDULED CASTES / SCHEDULED TRIBES  
CHANDIGARH(UT) POOL**

- (a) Scheduled Castes: 15%
- (b) Scheduled Tribes: Nil

## **ALL INDIA POOL**

- (a) Scheduled Castes: 15%  
(b) Scheduled Tribes: 5%

If the requisite numbers of students of Scheduled Castes community in the Chandigarh, UT Pool are not available, the seats will be filled from the students belonging to general category of the said pool.

In All India Pool, if the requisite numbers of students belonging to either SC or ST community are not available, the reservation will be interchangeable amongst the students of these communities. However, if the seats still remain unfilled from the students belonging to these communities, these will be filled from the students belonging to the general category of the said pool.

### **(B) RESERVATION OF DEPENDENTS OF DEFENCE / PARA-MILITARY PERSONNEL AND OTHERS (5%)**

Five percent seats in each pool would be filled from the following categories of students, in order of preference (Order No. F.No. 6(1)/2017/D (Res. II), Govt. of India, Ministry of Defence, Department of Ex-servicemen welfare dated 21.05.2018 and also read Chandigarh Administration, Home department letter no. 19/1/3-IH(10)-2019/10048 dated 25.6.2019).

- Priority I. Widows/ wards of Defence personnel killed in action.
- Priority II. Wards of disabled in action and boarded out from service.
- Priority III. Widows/ wards of Defence personnel who died while in service with death Attributable to military service.
- Priority IV. Wards of disabled in service and boarded out with disability attributable to Military service
- Priority V. Wards of Ex-Servicemen and serving personnel who are in receipt of Gallantry Awards:
- i. Param Vir Chakra
  - ii. Ashok Chakra
  - iii. Maha Vir Chakra
  - iv. Kirti Chakra
  - v. Vir Chakra
  - vi. Shaurya Chakra
  - vii. Sena, Nau Sena, Vayu Sena Medal
  - viii. Mention-in despatches

Priority VI. Wards of Ex serviceman

Priority VII. Wives of:

- i) Defence personnel disabled in action and boarded out from service
- ii) Defence personnel disabled in service and boarded out with disability  
Attributable to military service
- iii) Ex-Servicemen and serving personnel who are in receipt of Gallantry awards.

Priority VIII. Wards of service personnel.

Priority IX. Wives of serving personnel.

**NOTE:**

For the purpose of reservation to the category “ Paramilitary forces”, wherever applicable, this category shall include wards of personnel serving in the intelligence Bureau, National Security Guards, and Special Services Bureau, at par with the wards of employees of other Para Military Forces, in consonance with the circular issued by Government of India, Ministry of Home Affairs, No. 27011/9/98-PF-I dated 26.5.1998 (incorporated vide Chandigarh Administration letter No. 16/2/103-IH(3)-2003/12033A/13052 dated 19.7.2003).

**(C) RESERVATION FOR PERSONS WITH DISABILITIES (5%) (As per Chandigarh Administration vide letter No. 19/1/3-IH(10)-2018/19277 dated 16.10.2018)**

**Five per cent** seats in each pool would be filled from amongst the ‘persons with disabilities’ candidates. The persons/students with disabilities will furnish a medical certificate issued by the Principal Medical Officer/Civil Surgeon of Chandigarh or his/her concerned district, indicating percentage of disability whether he/she is otherwise able to carry on the studies and perform the duties in the respective Specialization, name of the disease causing disability, whether disability is temporary or permanent, whether disability is progressive or non- progressive. The students having temporary disability would not be considered against the reserved seats for persons with disabilities where the certificates are issued by any authority other than the Principal Medical Officer of Chandigarh and if such candidate’s turn comes for admission against reserved seat for persons with

disabilities, the concerned head of Institution shall refer the candidate to the Principal Medical Officer, Chandigarh and shall admit the candidate only after confirmations from the P.M.O., Chandigarh.

**(D) RESERVATION FOR CHILDREN AND GRAND CHILDREN OF FREEDOM FIGHTERS (2%)**

**Two per cent** seats in each pool would be filled from amongst the children and grand children of Freedom Fighters. The wards of freedom fighter who have been sanctioned pension awarded 'Tamra Patra' by the Government of India would be eligible for reservation under this category. In the case of such freedom fighter, it would be a necessary condition for them to obtain certificate from the DC (Deputy Commissioner) of the concerned district. Grand children (here means) son's sons/daughters or daughter's sons/daughters.

**(E) RESERVATION FOR SPORTS PERSONS (2%) AS PER CHANDIGARHADMINISTRATION Letter No. 19/1/3/93/IH(3)/2003/8493 DATED 5.5.2003**

**Two per cent (2%) seats** will be filled up as per policy of the Chandigarh (UT) administration on the subject. Gradation is done by Sports Department, Chandigarh (UT) and the candidates have to get their Gradation Certificate from the Department at their own level.

**CLARIFICATIONS**

**IN ORDER TO IMPLEMENT THE ABOVE POLICY, IT IS CLARIFIED AS UNDER:**

- I. The students belonging to above reserved category admitted on the basis of their merit in the general category shall not be accounted for towards the seats reserved for the relevant categories.
- II. The students who applied for more than one reserved category will be considered in each reserved category in which he/she applied for admission, maintaining his/her internal-seniority in each reserved category on the basis of merit in each category. In such cases, the student will get the benefit in one category of his/her choice. However, no further reservation shall be allowed within the reserved categories.
- III. The student belonging to above category will also be considered in the general category according to his/her merit.
- IV. All candidates seeking admission will furnish an undertaking as under along-with his/her application form.

"I certify that I have no such physical handicap/disability which would hinder the pursuit of studies in the courses in which I am seeking admission. If

at a later stage it is found that I have a physically handicap/disability which hinders the pursuit of studies in the courses/Specialization in which I am seeking admission then my admission will be liable to be cancelled.”

In case he/she has doubts whether the physical handicap/disability is such as will hinder the pursuit of studies in the Specialization in which he/she is seeking admission, he/she should appear before the Principal Medical Officer, General Hospital, Sector-16, Chandigarh to get the doubt cleared on his/her admission, he/she will furnish a medical fitness certificate issued by the Principal Medical Officer, Chandigarh to the effect that he/she is in good mental and bodily health and free from any physical defect likely to interfere with efficient performance in his/her studies in the institution and possesses the standard of visual acuity with or without spectacles/eye glasses.

- V. If the requisite number of students belonging to the category of defence/paramilitary personnel, PWD, freedom fighters, Sports are not available, the seats will be thrown open to the students of general category of the said pool.
- VI. There would be no reservation for any category other than the categories mentioned above.

#### **NRI SEATS:**

Decision of Panjab University contained in letter No. Misc./A-6/11405-604 dated 24.8.2011 is reproduced below:

**“The Vice Chancellor has directed to all the Principals not to admit the students against the NRI seats after converting the same into General Category. The seats allotted in various Specializations be filled in strict compliance of the University rules”.**

#### **EWS (GENERAL)**

As per Chandigarh Administration letter No. 19/1/13-IH(10)-2019/7185 dated 1.5.2019 the persons belonging to Economically Weaker Sections (EWS) from all over India would get benefit of 10% reservation in admission in the Educational/Technical/Medical Institution of Union Territory, Chandigarh. Persons who are not covered under the existing scheme of reservations for the Scheduled Castes, the Scheduled Tribes and socially and Educationally Backward Classes and whose family has gross annual income below ₹ 8.00 lakh are to be identified as EWSs for the benefit of reservation. Family for this purpose will include 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 year The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:

- 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.

The income and assets of the families as mentioned in the foregoing paragraph would be required to be certified by an officer not below the rank of Tehsildar in the States/UTs. The officer who issues the certificate would do the same after carefully verifying all relevant documents following due process as prescribed by the respective State/UT.

#### **WEIGHTAGE TO NSS VOLUNTEERS OF CHANDIGARH:**

Decision of Chandigarh Administration contained in letter Endst. No. DHE-UT- AD-11-NSS (15)2010-11 dated 17.5.2013/25.4.2014 is reproduced here below:

“In order to ensure uniformity while giving weightage to NSS volunteers of Chandigarh on the pattern of Panjab, the Education Department of Chandigarh Administration has decided to incorporate a provision (as per Annexure ‘A’ & ‘B’) for such weightage for Chandigarh NSS Certificate holders seeking admission in Colleges, Universities and Technical Institutes (Polytechnic, Arts & Architecture) on the basis of gradation of certificate given below: **Gradation of Certificate:**

Certificate A=2 marks, Certificate B= 2 ½ marks, Certificate C= 3 marks

“These gradation certificates will be given on the basis of the voluntary services rendered by NSS volunteers in the field of social service while studying in educational institution

## ENTRANCE TEST AND SELECTION PROCEDURE

### APTITUDE TEST:

- (i) For the eligible candidates, Admit Cards will be auto-generated (or sent through e-mail to the eligible candidates) on the successful completion of online submission of admission form. The candidate shall be allowed to sit in the test only on the production of this admit card. In case of any technical issue of not receiving admit card on time, it shall be the responsibility of the respective candidate to report and obtain the same from college office before the day of test. No admit Cards will be issued on the day of the Aptitude Test.
- (ii) Candidates those who are eligible to appear in the common aptitude test for admission to be held in the college at 10:00 a.m. as per schedule given below for the Aptitude Test for All India Pool, Chandigarh UT Pool and DFAD:

Chandigarh UT Pool and DFAD Roll No. of the candidates of the U.T. Pool and DFAD will be issued and notified through College Website on 02.07.2024 (Tues day)	<b>08.07.2024</b>	<b>Monday</b>
All India Pool Exact date of particular roll number of the candidates belong to All India pool to be called for Aptitude Test will be notified through college website on 02.07. 2024.	<b>09.07.2024</b> <b>10.07.2024</b>	<b>Tuesday</b> <b>Wednesday</b>

**Candidates are required to reach the centre for aptitude test well before commencement of the test.**

**The aptitude test for BFA and DFAD courses will consist of the following:**

Sr. No.	Subject	Duration	Marks	
			BFA	DFAD
1.	<b>General Knowledge :</b> General knowledge about Art & English Comprehension (Written Paper)	10:00 AM to 11:00AM	20	<b>Not Applicable</b>
2.	<b>Object Drawing:</b> Drawing of 2 or 3 objects with light and shade in pencil or charcoal on half- imperial size paper	11:00AM to 12:30PM	65	75
3.	<b>Composition:</b> Composition from memory on a given subject in Poster, Water or Pastel colours on half- imperial size paper	01:30PM to 03:00PM	65	75

**IMPORTANT NOTE:**

- The medium of instruction will be English for the Aptitude Test.
- One good quality white drawing sheet of 1/2 imperial size will be provided by the College.
- All other material like drawing board (1/2 imperial size), colours, fevicol, pencils, scissors, scale & rubber etc should be brought by the candidates of their own while coming for the Aptitude Test.

**METHOD OF SELECTION:**

- (i) Candidates obtaining 40 per cent aggregate (In case of SC/ST and PWD/DFAD 35%) marks in the Aptitude Test will qualify for admission to any of the Specializations offered.
- (ii) 40% weightage will be given to the qualifying examination marks and 60% weightage will be given to the Aptitude Test conducted by the college. The merit shall be finalized after combining the both.  
*(10+2 percentage will be worked out on the marks obtained as mentioned in the DMC, otherwise calculating the best five subjects (including at least one language). Same procedure will be applicable for DFAD admission.)*
- (iii) Candidates securing equal marks will be bracketed together. Their *inter-se* merit will be determined in accordance with the following criteria:
  - a. Candidate senior in age shall rank higher in order of merit.
  - b. In the case of tie in age also, a candidate getting higher percentage of marks in the qualifying examination shall rank higher in order of the merit.
- (iv) Candidate selected as per merit list will have to appear in person before the Admission Committee constituted by the college along with the original documents /certificates and the candidate is also required to submit the original **MEDICAL CERTIFICATE** on the day of counseling from any Registered Medical Practitioner regarding the fitness for study to be retained by college authorities as per schedule given below:

**FIRST COUNSELLING:**

Chandigarh (UT) Pool and DFAD Candidates	<b>23.07.2024</b>	<b>Tuesday</b>
All India Pool	<b>24.07.2024</b>	<b>Wednesday</b>

**SECOND COUNSELLING:**

Chandigarh (UT) Pool and DFAD Candidates	<b>06.08.2024</b>	<b>Tuesday</b>
All India Pool	<b>07.08.2024</b>	<b>Wednesday</b>

**THIRD COUNSELLING:**

Chandigarh (UT) Pool and DFAD Candidates	<b>20.08.2024</b>	<b>Tuesday</b>
All India Pool	<b>21.08.2024</b>	<b>Wednesday</b>

Once the admission is allowed by the Admission Committee to the candidate as per his/ her option, fee must be deposited by the selected candidates on the spot.

1. Candidate will give his/ her option for any of the four specializations viz. Applied Art, Painting, Graphics (Print-making) and Sculpture in which he/ she wants to study at the time of the counseling in order of merit subject to availability of the seat.
2. Those candidates who are offered admission to any of the specialization/department available at the time of admission on the specific date but refuse to take admission in available specialization/course shall not be considered for admission later.
3. A candidate who reports late on the day of counseling will not be eligible for the Specialization according to his/her original merit position but will be offered a seat in the specialization where the seats are available at that time.
4. If the requisite number of SC/ST or any other reserved category candidates of Chandigarh Pool (UT)/All India Pool are not available, the seats will be filled up from the general category candidates of the respective Pool.
5. The commencement of regular classes of BFA/DFAD 1st semester is from 29.08.2024 (Monday), if any changes shall be notified through college website and college notice board.
6. The admission of those students who absent themselves from classes continuously for one week without the prior permission of the Principal shall stand automatically cancelled and their seat shall be offered to the next candidate on the merit list at the time of second counseling. All the original merit list candidates already admitted shall also be eligible to appear before the Admission Committee in second & third counseling. All admissions made to the BFA/DFAD courses of the College are provisional and subject to the approval of the Panjab University. The college will not be held responsible in case admission of candidate is not approved by the University due to any reason whatsoever, i.e. for giving incomplete information, concealing necessary certificate/testimonials, equivalencies etc.
7. There shall be no re-evaluation/ re-checking of answer-sheets of Aptitude Test. Request for seeing the answer-sheets by the candidates shall not be entertained. The evaluation once done by the college shall be taken as absolutely final.

## RULES AND REGULATIONS

### REGULATIONS OF 4 YEARS BACHELOR OF FINE ARTS DEGREE COURSE

- 1.1 The Course leading to the degree of BFA Applied Art, Painting, Graphics ( Print-making) & Sculpture shall be divided into eight semesters of duration 6 months each. At the end of each semester there will be submission/display for practical subject and the final assessment of the portfolio submitted at the end of semester of the whole work done will be done by a Jury of one External and one Internal examiner appointed by the Panjab University, Chandigarh, however there will be written examinations for theory subjects which will be conducted by the Panjab University after the end of each semester.
- 1.2 The last date for receipt of examination admission form and fee (without late fee) and with late fee shall be ₹ 5/- as fixed by the Syndicate and notified by the Controller of Examinations from time to time.
- 2.1 (a) Candidate who has passed one of the following examinations shall be eligible to join the course.
- (i) 10+2 examination of the board of school education of Panjab or Haryana or Himachal Pradesh or the Central Board of Secondary Education, Delhi (for student of Union Territory of Chandigarh only) with at least 40% marks in the aggregate.
  - (ii) Any other examination recognized by the Syndicate as equivalent to (i) above with at least 40% marks in subjects.
- (b) In addition to the condition laid down in 2.1(a) a candidate must pass such test or tests, written and practical and /or oral as may be prescribed by the Principal.
- 2.2 Each candidate shall also be required to qualify in the subjects of English and Hindi or Panjabi (Elective subjects) according to the syllabus of B.A. Part-I Examination of this University (New Scheme). The Examination in these subjects will be held by the college within the duration of the course.  
A candidate who does not pass the examination in any of these subjects may not be detained if otherwise eligible for promoting to the next semester.  
A successful candidate of the BFA examination shall be awarded the Degree after he was qualified in the above mentioned subjects.  
Provided that a candidate who has passed the B.A. Part-I and Part II or Part III examination (New Scheme) or any other examination recognized by the Syndicate as equivalent there to with English and Hindi or Panjabi or History of India will be exempted from taking the college examination in the subject/subjects concerned.
- In case of foreign students and students whose mother tongue is other than Hindi or Panjabi will be required to pass in the subjects of English and History of India according to the syllabus of B.A. Part I Examination (New Scheme)
- 2.3 Students who are eligible to appear for the promotion examination of each

semester will have to undergo examination in theory papers. Marks in practical subjects will be awarded on the basis of their performance, throughout the semester as reflected in the portfolios and sessional work.

2.4 The marks for work/portfolios in practical subjects in each semester promotion examinations shall be awarded by committee consisting of the subject teacher and one experts to be appointed by the Panjab University each Semester.

2.5 Twenty five per cent of the total marks for sessional work shall be awarded by the subject teacher and the break-up of marks shall be as under:-

- a) Process 30%
- b) Product 30%
- c) Attitude 15%
- d) Understanding 25%

2.6 A candidate who has obtained a minimum of 45% marks in the practical of each subject and has obtained not less than 20% marks in theory papers may be admitted to a supplementary examination. Such a candidate will be required to pay necessary fee for the supplementary examinations may be fixed by the Panjab University from time to time. If he/she/others does not clear the theory paper concerned in the supplementary examination, he/she/others shall revert to the lower semester. However, a candidate who does not obtain pass marks in any of the practical paper will be declared failed in the assessment/examination and shall be required to re-join the course of study afresh for one academic semester in order to become eligible for appearing at the assessment/examination in the subsequent semester, if otherwise eligible.

2.7 The sessional marks awarded by the concerned subject teacher if disputable can be moderated by a committee of three members consisting of the subject teacher concerned, the principal or his/her/others representative and one more subject expert appointed by the principal.

However the sessional marks can only be moderated if the students approach the authorities within 10 days after the concerned teacher submits the sessional marks.

3.1 A candidate will be eligible to appear in the final Semester/examination of the course only after he/she/others has passed all the seven semester examination.

3.2 All the four examinations shall be open to candidate who possess the qualifications as laid down in Regulations 2.1 and 3.1 and produces a certificate signed by the Principal of the college:

- a) Of having been on the rolls of the college affiliated for the course during the academic year proceeding the examination.
- b) Of having obtained not less than 50% marks of the total aggregate marks of sessional work in all practical subjects.

- c) Of having attended not less than 75% of the practical classes in each subject during each semester of the course of study. Educational trips/ tours to historical and other places of educational interest organized by the college for each course of study shall count towards practical and exemption from these trips will be given by the Principal only in exceptional circumstances to be recorded.
4. A deficiency in lectures and practical may be condoned by the Principal of the affiliated colleges up to 5 percent in aggregate of theory and practical taken together.
5. The fee for BFA Examinations conducted by the Panjab University from time to time.
6. The examination shall be held in accordance with the syllabus approved by the senate.
7. The medium of examination shall be English/Hindi/Panjabi.
8. In the case of all semesters/ examinations the sessional marks awarded shall be forwarded by the Principal of the college to the University on the prescribed form atleast 10 days before the commencement of the University examinations.
9. The minimum marks required to pass each examination to be held at the end of each semester shall separately be 35% in each written paper and 45% in practical paper consisting of sessional and examination marks taken together. It is mandatory to pass the internal/ sessional and university examinations (practical and theory subjects separately).
10. The final result will be compiled on the aggregate marks obtained in all eight semester examinations taken together.
11. The successful candidates shall be classified as under:-
  - i) Those who obtained 75% or more of the aggregate marks shall be placed in the first division with distinction.
  - ii) Those who obtained 60% or more but less than 75% of the aggregate marks shall be placed in the first division.
  - iii) Those who obtain 50% or more but less than 60% of the aggregate marks shall be placed in the Second division.
  - iv) Those who obtain less than 50% of the aggregate marks shall be placed in the Third division.
12. A candidate who does not clear the final examinations within a period of six years of his admission to the first semester shall not be allowed to continue his/her studies for BFA.
13. The Controller of Examination shall be publishing the examination result as soon as it is possible after the termination of the final semester examinations.

## REGULATIONS OF DIPLOMA IN FINE ARTS FOR DIVYANG (DFAD)

- 1.1 The duration of the course for Diploma in Fine Arts for Divyang shall be eight semester. Only four seats shall be available for the course-one seat in each of the Specializations. viz. Applied Art, Painting, Graphics (Print-making) and Sculpture with the proviso that the mentally challenged persons will be eligible for seats only in the Specializations of Applied Art and Painting.
- 1.2 All the eight semester examinations for the DFAD shall be conducted by the Panjab University. These examinations will be held in November and May each year or such dates as may be fixed by the Panjab University Syndicate.
- 1.3 The last date for receipt of examination admission form and fee without late fee and with late fee as fixed by the Panjab University. Syndicate shall be notified by the Controller of Examinations, Panjab University.
- 2.1 The minimum qualification for admission to the course shall be passing certificate in the Secondary School Certificate (Class 10<sup>th</sup>) conducted by the CBSE, New Delhi or an examination recognized as its equivalent by the Panjab University Syndicate with a minimum score of 40% marks subject to pass the aptitude test only in the practical subject i.e. object drawing and composition painting.
- 2.2 The syllabus will comprise of 20 art objects slides for each semester and all the students would be required to know the title of the art works, name of the artist, date of the art object, the provenance, the materials used for making the art object. The Objective test will be of 80 marks and 10 objects would be shown for which maximum 08 marks will be given for each object and 20 Internal Marks. The duration would be 90 minutes/01:30 hour these would be no written essay or notes.
- 2.3 25% of the total marks for sessional work shall be awarded by the subject teacher and the break-up of these marks shall be as under:-

a.	Process	10%
b.	Product	30%
c.	Aptitude	15%
d.	Understanding	25%
- 2.4 A candidate who has obtained a minimum of 45% marks in the practical of each subject and has obtained not less than 20% marks in the objective test may be admitted to a Supplementary Examination. Such a candidate will be required to pay fee per subject as fee for the Supplementary examinations as prescribed by the Panjab University Syndicate/Panjab University Senate. If he/she does not clear the objective test concerned in the Supplementary examinations, he/she shall revert to the lower semester. However, a candidate who does not obtain pass marks in any of the practical paper will be declared fail in the examination and shall be required to re-join the course of study afresh for one semester in order to become eligible for appearing for the examinations in a subsequent

semester if otherwise eligible.

- 2.5 The sessional marks awarded by the concerned subject teacher if disputable can be moderated by a committee of three members consisting of the subject teacher concerned, the principal or his/her representative and one more subject experts appointed by the principal. However the sessional marks can only be moderated if the students approach the authorities within 10 days after the concerned teacher submits the sessional marks.
- 3.1 A candidate will be eligible to appear in the eight semester of the course only after he/she has passed all the seven semester examinations.
- 3.2 All the four examinations shall be open to candidate who possess the qualifications as laid down in Regulations 2.1 and 3.1 and produces a certificate signed by the Principal of the college:
  - a) Of having been on the rolls of the college affiliated for the Specialization during the academic year preceding the examination.
  - b) Of having obtained not less than 50% marks of the total aggregate marks of sessional work in all practical subjects.
  - c) Of having attended not less than 75% of the practicals in each subject during each semester of the course of study. Educational trips/tours to historical and other places of educational interest organized by the college for each course of study shall count towards practical and exemption from these trips will be given by the Principal only in exceptional circumstances to be recorded.
4. A deficiency in practical's may be condoned by the Principal of the affiliated college upto 5% in aggregate of objective test and practical taken together.
5. The fee for all the examinations shall be as prescribed by the Panjab University Syndicate /Panjab University Senate from time to time.
6. The examination shall be held in accordance with syllabus approved by the Panjab University Senate.
7. The medium of examination shall be English/Hindi/Panjabi.
8. The sessional marks awarded shall be forwarded by the Principal of the college to the University on the prescribed form at least 10 days before the commencement of the University examinations.
9. The minimum marks required to pass each examination to be held at the end of each Semester shall separately be 35% in each objective test and 45% in practical's consisting of sessional and examination marks taken together.

10. The final result will be compiled on the basis of aggregate marks obtained in all the eight semester examinations taken together.
11. The successful candidate shall be classified as under:
  - a) Those who obtained 75% or more of the aggregate Marks:  
**First Division with Distinction**
  - b) Those who obtained 60% or more of the aggregate Marks but less than 70%:  
**First Division**
  - c) Those who obtained 50% or more of the aggregate Marks but less than 60% of aggregate Marks:  
**Second Division**
  - d) Those who obtain less than 50% of the aggregate Marks:  
**Third Division**
12. A candidate who does not clear the Final Examination within a period of six years of his/her admission to the first semester shall not be allowed to continue his studies for DFAD (Diploma in Fine Arts for Divyang).
13. The Controller of Examinations shall publish the result of each semester examination as soon as possible after the examinations.

## NEW ADMISSION FEE AND OTHER CHARGES

- A Fee of ₹ 500/- is payable online with the application form submission.

STUDENTS ARE REQUIRED TO PAY THE COLLEGE DUES AT THE FOLLOWING RATES

<b>(A) College Dues :</b>	
Admission Fee	₹ 500/- payable at the time of admission
Re-admission Fee	₹ 500/- (Re-admission)
Tuition Fee	₹ 1200/- Per semester
College Security	₹1000/- Payable at the time of admission re-fundable within three years after the student leaves the institution.
<b>(B) Students' Fund :</b>	
Amalgamated Fund	₹ 1500/- Per Annum
Health Fund	₹ 100/-Per Annum
Stationery Fund	₹ 100/-Per Annum
Short Study Tour Fund	₹ 500/-Per Annum
Refreshment Fund	₹ 100/-Per Annum
Multi Media Education Fund	₹ 100/-Per Annum
College Magazine Fund	₹ 50/-Per Annum
Campus Maintenance Fund	₹ 100/-Per Annum
Smart Card Fee	₹ 80/-Per Annum
Car/Scooter Fund: -Scooter -Car	₹100/- Per Annum ₹ 200/- Per Annum (This fund will be charged from those who are bringing vehicles to the college after the admission as per the uses of the same.)
<b>(C) BOYS Hostel Charges:</b>	
Hostel Security	₹ 2000/-
Mess Security	₹ 2000/-
Room Rent	₹ 900/- Per semester
Hostel Fund (Amalgamated)	₹ 600/- Per semester
Hostel Service Charges	₹240/- Per semester
Mess Equipment/Welfare Fund	₹600/- Per semester
Campus Maintenance Fund	₹120/- Per semester
Entertainment Fund	₹ 600/- Per semester
Mess Advance	₹2000/- adjustable in the last bill

**Girls Hostel Charges will be as per the charges fixed by the hostel of Chandigarh College of Architecture, Sector-11 Chandigarh**

**Note:**

- (i) The revision in the college dues specified in the prospectus and/or subsequently added dues at any stage by the competent authority shall be chargeable from the students. The dues are charged half-yearly and payable in full by the students by the 10th of the month in which they fall due. In the case of non-payment of the dues by the due date a fine of ₹ 10/- per day shall be imposed for a maximum period of 15 days after which the student's name will be struck off from the College Rolls. If the due date happens to be a holiday(s) the payment may be made on the following working day along with a fine up-to the date of actual payment at the rate herein before specified In exceptional cases, Principal may allow late deposit of fees without fine.
- (ii) For good and sufficient reasons the Principal may extend the time for payment so as not to exceed 30 days from the due date with or without fine.
- (iii) If a student fails to pay his/her subscription by the due date or by the extended date his/her name shall be liable to be struck off from the college/hostel roll.
- (iv) The defaulter shall be entitled to an opportunity of being heard before his/her name is struck off the college rolls.
- (v) **He/she can only be re-admitted with the permission of the Principal and by paying the maximum fine of ₹ 500/-.**( clauses of this note added as per Student Fund Rules-2007 of the College)

**(D) University Fee: (per annum)**

1.	Late admission fee:- with the permission of the Vice Chancellor	₹ 5000/-
2.	Pupin No. includes (Registration fee + Registration fee only for first year students)	₹ 446/-
3.	University continuation fee (₹. 100/- per semester)	₹ 225/-
4.	Migration Fee (for those candidates who have Passed the lower examinations from another University course/council.)	₹451/-
5.	Pupin Card Fee (for duplicate)	₹ 451/-
6.	Inter College Migration Certificate or Duplicate Migration Certificate	₹ 666/-
7.	Cancellation of the Migration certificate	₹ 774/-
8.	Inter-University Migration or duplicate Migration Certificate.	₹ 666/-
University Charges for Foreign students/NRIs (per annum)		
9.	Seats against General Category	US\$ 731
10.	Foreign NRI/NRI Sponsored Students irrespective of the lower examinations passed by them from a foreign/Indian University Board	US\$1128
11.	Foreign Students Welfare Fund (foreign Students only)	₹ 827/-
12.	PU Alumni House and Scholarship Fund	₹ 35/-
13.	College Development Council Fee	₹ 91/-
14.	Student Holiday Home Fee	₹ 80/-
15.	University Sports Fee & University Sports Development Fee	₹ 275/- (225+50)
16.	Youth Welfare Fund	₹ 102/-

**NOTE:**

Fee and Fund Structure of University fee given above is as per academic session **2023-2024** from the Panjab University. The fee structure is subject to change as per the University orders and notification from time to time.

**GENERAL INFORMATION**

**WORKING HOURS** From 09:00 AM to 05:00 PM (with half-an-hour break from 1:00 pm to 01:30 PM) Saturdays and Sundays closed.

**HOLIDAYS AND VACATION**

The College will observe holidays and vacation Schedule as approved by the Panjab University and the same will be displayed on the college notice board.

**HOSTEL ACCOMMODATION**

Hostel facility for out-station boys is available in the Inter-national Hostel, Sector-15A, Chandigarh. Limited seats are available for out-station girls in the hostel of Chandigarh College of Architecture, Sector-11 and Govt. Polytechnic College for Women, Sector 10, Chandigarh.

**LIBRARY**

The Institution has well furnished Library having over 10,200 books on Art & Craft and Library subscribes to database Art Full Text by EBSCO which includes articles from more than 160 National and International periodicals. The college Library maintains its own blog (<http://librarygca.blogspot.com>) for various library services and updating the students & faculty.

**SPORTS FACILITIES**

Facilities for various indoor and outdoor games and sports are available in the College.

**EXAMINATIONS**

As per Panjab University Regulation No. 1.1

**SCHOLARSHIPS**

1. This institution awards merit scholarship and merit-cum-Means Scholarship to the value of ₹ 65 and ₹ 100 per month respectively to the eligible students on the following terms and conditions:

- i. **Merit Scholarship:**

The Merit Scholarship of the value of ₹ 65 per month shall be awarded to the 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> Year students in each specialization up to 5% of the sanctioned strength of each class, subject to the minimum of one and shall be tenable for a period of not exceeding twelve months. The Merit Scholarship shall be awarded to the toppers of each class subject to

securing 60% marks in the last qualifying examination. The students of 1<sup>st</sup> year classes do not qualify for the Merit Scholarship because they are to prove their merit in the specialized course of studying in the subsequent year.

**ii. Merit-cum-Means Scholarship(s) (one or more)**

Merit-cum-means Scholarships will be awarded to the deserving candidate up to 10% to the sanctioned strength of each class and will be tenable for a period of not exceeding 12 months. The students eligible to apply for Merit-cum-Means Scholarship should have obtained 60% marks in their previous examination. Income of self/Parents should fall within the range of ₹ 9000 per annum from all sources as per rules and regulations. First year classes do not qualify for the Merit-cum-Means scholarship(s) because they have not yet proved their merit in the specialized course of study in the subsequent year.

2. The scholarship holder shall have to execute an agreement bond before receiving the payment.
3. These scholarships are subject to availability of funds.
4. The orders of the Principal in respect of award of Scholarship(s) shall be final.

**FREE EDUCATION FOR MERITORIOUS SCHEDULED CASTES/SCHEDULED TRIBES AND OTHER BACKWARD CLASSES: AS PER CHANDIGARH ADMINISTRATION SOCIAL WELFARE DEPARTMENT NOTIFICATION DATED 11.12.1998 AND MEMO NO. RA/SWD/F.E/2008/4387-99 DATED 30.5.2008.**

Assistance as under shall be given to the students so selected under this Scheme:-

- A lumpsum annual allowance of ₹ 2500/- payable in one installment in the start of the academic session.
- Full reimbursement of tuition fee upto a maximum of ₹20,000/- per annum and other non-refundable charges payable to the institution.
- A monthly pocket allowance of ₹ 250/- for day students.
- A monthly allowance of ₹ 500/- for hostellers for at least two academic sessions.

**ELIGIBILITY CRITERIA**

- He/She should belong to any caste declared as Scheduled Caste or Other Backward Class for the Union Territory of Chandigarh.
- The total annual family income of parents shall not exceed ₹2,50,000/-.
- He/She should have passed 10+2 examinations in first attempt from any School/College in UT Chandigarh with minimum of 50% marks and he/she should have studied in UT, Chandigarh for at least two academic sessions.
- Parents of the student should be bonafide residents of UT, Chandigarh for the past three years.

## **PROCEDURE FOR APPLYING**

The candidates should apply in the prescribed format with supporting documents. Applications complete in all respects should be submitted in the office of the Director Social Welfare, Chandigarh U.T.. For details, those interested may contact Department of Social Welfare, Chandigarh U.T., Sector-17, Chandigarh.

## **MODE OF PAYMENT**

The payment of fees shall be made direct to the institution. If the student makes the payment, the same shall be reimbursed on the submission of a valid receipt. All payments shall be made by demand draft or cheque.

## **WITHDRAWAL OF BENEFIT**

If at any time after the payment is made to the student, it is proved, after enquiry that the student has got the benefit by misrepresentation of facts or submitting false documents, the benefit shall be discontinued forthwith and the entire amount paid shall be recovered.

Benefit shall also be discontinued if the student fails in a particular year or his/her performance is not found upto the mark by the Committee and also if the student discontinues the course of study.

## **VARIOUS SCHOLARSHIPS GIVEN BY THE PANJAB UNIVERSITY**

The list of scholarships which are being awarded to the students of affiliated college by office of Dean College Development Council in the following categories is available on the website of Dean, College Development Council Panjab University i.e. <http://dcdc.puchd.ac.in/>

1. Means-cum-Merit
2. Sports
3. Single Girl Child
4. Physically Disabled
5. Aids/Cancer Patient

## **GENERAL RULES AND REGULATIONS**

- In order, each student may derive full benefit of the facilities which are made available, he/she has to abide by the rules and regulations of the institution. These are designed and framed solely to safeguard and protect the interests and privileges of the students and are liable to change without notice. The students are advised to keep themselves informed about the day to day instructions. A plea of ignorance of any rule or instructions shall not be accepted as an excuse of its breach. Students are expected to behave themselves properly and pay respect to College staff.
- Talking loudly, loitering or congregating in the corridors, being a source of distraction and irritation to others are not permitted.
- Late arrival to the class or early departure there from is recorded as absence from the class for the period.
- A candidate will be eligible for re-admission provided there is reasonable likelihood of his/her securing 75% of possible attendance. He/she has satisfactory record of

Studies during the previous session and fulfils the other necessary conditions and qualifications for such an admission.

- Students failing in the internal annual assessment examination are required to join in the classes within ten days of the declaration of the result or on the re-opening of the college after summer vacations, whichever is later.
- The studies at the institution require attention and diligence on the part of the student. A student neglecting his/her studies and showing unsatisfactory progress will be given two warnings after which failure to improve will make him/her liable to expulsion from the institution.
- Conduct of the students inconsistent with general good order or persistent neglect of work on his/her part or failure to respond promptly to official notices, shall be punishable with fine or expulsion from the institution as may be deemed proper.
- The 'sexual harassment', verbal abuses/vulgar talk in the presence of ladies staff or girl students in the college campus, shall be taken as serious misconduct.
- Ragging is banned in the institution and anyone indulging in ragging will be punished appropriately. The punishment may include expulsion from the Institution, suspension from the Institution or classes for a limited period or fine with a public apology. The punishment may also take the shape of
  - Withholding scholarships or other benefits
  - Debarring from representation in events
  - Withholding results
  - Suspension or expulsion from hostel or mess and the like.
- The students who are admitted to the college are required to submit his/her latest address to the college and change, if any, during the period of study as and when this takes place.
- Students will ensure that they will not indulge in any kind of drug abuse activity etc. during their course of study in the college and hostel

In all matters concerning the administration of the institution the decision of the Principal shall be final and binding. If for exceptional reason the Principal considers that it is necessary or desirable to refer a matter relating to any student to the higher authorities for consideration of decision he/she will do so. Students are strictly forbidden from forwarding applications, appeals or any other communication direct to any authority other than the Principal and any contravention of this rule will be liable to disciplinary action. However, suggestion- cum-complaint box has been fixed at conspicuous place in the college which shall be directly operated by the HOD and all students can use that.

## **DOCUMENTS CHECK LIST**

### **Candidate is to check that:**

#### **For Online Application form submission**

- All the columns of the online application form during submission must be properly filled.
- One passport size photograph upto 50 kb size to be uploaded.
- Certificate as proof of having passed/ appeared in 10+2 (12<sup>th</sup> Class or its equivalent) and 10<sup>th</sup> for DFAD mentioning Father's Name.
- Detailed marksheet of 10+2 (or its equivalent) for BFA and 10<sup>th</sup> for DFAD those who have already passed it. Those who have appeared for 10+2 for BFA and 10<sup>th</sup> for DFAD to mention their Board roll no: in the form.
- Matriculation/equivalent examination certificate as proof of Date of Birth.
- Character certificate from school/college last attended (in case of any gap period, the same may be accounted for by submitting an affidavit attested by the Notary/Oath Commissioner).
- Documentary proof in support of reserved category claimed under SC/ST or any other reserved category.
- Registration Card (in case of only those candidates who are already registered with any University).
- Residence proof of the candidate.
- Certificate issued by the Principal Medical Officer/Civil Surgeon of Chandigarh or his/her concerned district indicating percentage of disability in respect of Divyang for DFAD courses and other reserved seats for persons with disabilities.
- A Fee of Rs. 500/- is payable online with the application form submission.

#### **NOTE**

- Application form complete in all respect duly supported by requisite certificates/documents in the order as mentioned above must be filled online. Incomplete application forms will not be successfully registered and shall be considered as rejected.
- In case of any discrepancy regarding uploaded required document found by college, the same shall be fulfilled in person as desired and ordered by the office.
- Migration certificate in original to be submitted by the students from the other states within 10 days of the admission otherwise their seats shall be stand cancelled.

#### **FOR SUCCESSFUL CANDIDATES DURING THE TIME OF FIRST COUNSELLING**

- Two passport size photographs.
- Original Certificate as proof of having passed 12th (10+2) or its equivalent and 10<sup>th</sup> for DFAD mentioning the Father's Name.
- Original Detailed mark sheet of 12th (10+2) or its equivalent for BFA and 10<sup>th</sup> (Matriculation) for DFAD.
- Original 10<sup>th</sup> (Matriculation)/equivalent examination certificate as proof of Date of Birth.
- Original Character certificate from school/college last attended (in case of any gap period, the same may be accounted for by submitting an affidavit attested by the Notary/Oath

- Commissioner).
- Original Documentary proof in support of reserved category claimed under SC/ST or any other reserved category.
- Original Registration Card (in case of only those candidates who are already registered with any University).
- Original Medical Certificate from any Registered Medical Practitioner regarding the medical fitness for study to be retained by college authorities compulsory for all successful candidates.
- Original Certificate issued by the Principal Medical Officer/Civil Surgeon of Chandigarh or his/her concerned district indicating percentage of disability in respect of Divyang for DFAD courses and other reserved seats for persons with disabilities if applicable.
- College and University fees to be brought along for submission/admission.

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### SPECIMEN OF AFFIDAVIT FOR GAP YEAR

(To be attested by the Notary/Oath Commissioner on ₹ 10/- stamp paper)

I \_\_\_\_\_ Daughter /son of Sh. \_\_\_\_\_  
 Resident of \_\_\_\_\_  
 do hereby, Solemnly declare and affirm as under:-

1. That I am seeking admission in the Government College of Art, Chandigarh.
2. That I passed my \_\_\_\_\_ examination during year \_\_\_\_\_
3. That during my gap period from \_\_\_\_\_ I did not take part in any political activity.
4. That during my gap period from \_\_\_\_\_ there is no Criminal case lying pending against me in a Court or Police Station.
5. That due to \_\_\_\_\_ I had to drop my regular studies for year/year
6. That I was not disqualified by any board/body/council/university.
7. That I bear a good moral character.

**Place:**

**Dated:**

**DEPONENT**

### VERIFICATION

Verified that the contents of the above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

**DEPONENT**

**Place:**

**Date**