

**DEPARTMENT OF LIBRARY & INFORMATION SCIENCE  
PANJAB UNIVERSITY, CHANDIGARH**



**COUNSELLING SCHEDULE 2025-26**

SN	Schedule	2025	Day
1.	Uploading of Tentative Merit List ( <a href="https://onlineadmissions.puchd.ac.in/">https://onlineadmissions.puchd.ac.in/</a> )	02 <sup>nd</sup> August	Saturday
2.	Uploading of Provisional Merit List ( <a href="https://onlineadmissions.puchd.ac.in/">https://onlineadmissions.puchd.ac.in/</a> )	07 <sup>th</sup> August	Thursday
3.	<b>COUNSELLING:</b> Bachelor of Library & Information Science <b>B.Lib.I.Sc.</b>	<b>12 August</b>	<b>Tuesday</b>
4.	Uploading of Approved Provisional Admission List	To be announced later	—

**Timings**

STEP	Two-Step Process ( 12 <sup>th</sup> & 13 <sup>th</sup> August 2025)	Place	Starts at:	Ends at:
1	Document Verification & Attendance (1)	Dept. Library	8:30 am	5:00 pm
2	COUNSELLING & Attendance (2)	Chairperson Room	9:00 am	5:00 pm

**NOTE:**

- i. Hard copy of the Application Form: **Mandatory**
- ii. Candidates must mark their attendance on the counselling day to be considered for admission.
- iii. Candidates must present with all **original certificates** for verification at counselling; failure to do so will disqualify them from admission.
- iv. All self-attested copies of submitted certificates/testimonials will be verified against originals at counselling.

- v. The **Character Certificate** must be from the last attended institution's head, regardless of any study gaps.
- vi. Submit Gap Year Undertaking Form ([available online for download](#))
- vii. **Physical presence of the candidate is mandatory failing which their candidature for admission shall stand cancelled as per rule 14, Page No. 41, Handbook of Information-2025 .**

### **DOCUMENT VERIFICATION:**


Candidates must bring the following items on the day of counseling:

1. **Hard copy of the Application Form:** [MANDATORY](#)
2. **Personal Appearance:** All candidates whose names are listed on the Provisional Merit List must attend in person on the specified counseling dates. Physical presence is mandatory.
3. **Academic Documents:** Original and photocopies (self-attested) of all mark sheets, detailed mark certificates (DMCs), and degrees.
4. **Confidential Examination Results:** Results accepted for admission purposes.
5. **Verified Online Results:** A printed copy of the result downloaded from the official university/board/institute website will be considered valid only if it is officially verified by the last attended institute/college/university. Candidates must also present the original DMC/Degree within 15 days of admission.
6. **Character Certificate ([ORIGINAL](#)):** The Character Certificate must be issued by the Head of the Institution/University Department last attended, regardless of any gap in studies.
7. **Gap Year Undertaking Form:** Self-Attested (if applicable).
8. [All Other Original Documents.](#)

### **COUNSELING PROCEDURE:**

1. Candidates who are marked as Absent will not be included in the Merit List under any circumstances.
2. Counselling will end by 5:00 PM sharp.
3. Reach Department well before the scheduled time.
4. Assemble at Lecture Hall-1 and 2.
5. Wait for your turn.
6. Upon your turn go to the Dept. Library.
7. Mark your attendance (1<sup>st</sup>) and follow the instructions.

**VENUE:**

Address	Location
Department of Library and Information Science, Arts Block-IV (Ground Floor) Panjab University Sector -14 Chandigarh	

8. Scan the QR code (Notice Board of the Library) for Merit List
9. After document verification move to the Chairperson room and mark your Attendance (2<sup>nd</sup>).
10. Attend the Counseling.

**CGPA:**

1. Merit list will be prepared only on the basis of marks/percentage obtain in the final semester/year.
2. In case, the Total Marks/Percentage of the Final Semester/Year **NOT MENTIONED** in your Marksheet / DMC and
3. Cumulative Grade Point Average (**CGPA**) OR Semester Grade Point Average (**SGPA**) is given in place of Total Marks/Percentage, then:
4. It will be **MANDATORY** to submit relevant document mentioning the **Conversion Formula/multiplying Factor/multiplier for the calculation of Marks/Percentage**.
5. Generally, such conversion formula or multiplying factor are given on the reverse/back side of Mark Sheets/Degrees.
6. It may also be given on their College/University official Website.
7. Submit the documentary proof of Conversion formula (from CGPA to percentage) at: [dlis\\_pu@pu.ac.in](mailto:dlis_pu@pu.ac.in) at the earliest.
8. Mention Name, Application No. and Mobile No in your email.

**MERIT LIST:**

1. Final Merit lists will be displayed on the admission Notices of the Department

Website (<https://libraryscience.puchd.ac.in>)

2. No separate/individual information will be sent. For any Admission related assistance contact:

<b>i. DLIS Office-1</b>	<b>9877876743</b>
<b>ii. DLIS Office-2</b>	<b>9814684267</b>
<b>iii. Landline No.</b>	<b>0172-2534769</b>
<b>iv. Email Id</b>	<b><a href="mailto:dlis_pu@pu.ac.in">dlis_pu@pu.ac.in</a></b>