

DEPARTMENT OF PHILOSOPHY

PANJAB UNIVERSITY, CHANDIGARH

Counseling Schedule 2024-25

SN	Schedule 2024	Day
1.	Uploading of Tentative Merit List	02 August Friday
2.	Inviting Objections, if any	03 August Saturday
3.	Uploading of Provisional Merit List	08 August Wednesday
4.	COUNSELLING: Master of Arts in Philosophy	09 August Friday
5.	Uploading of Approved Provisional Merit List	To be announced later

Timings

STEP: Two-Step Process (9th August 2024)

Place	Place:	Timing:
Document Verification & Attendance (1)	Classroom – I	9:30 am onwards
COUNSELLING & Attendance (2)	Chairperson Room	10:00 a.m. onwards

NOTE:

- Hard copy of the Application Form: Mandatory
- Candidates must mark their attendance on the counselling day to be considered for admission.
- Candidates must present all original certificates for verification at counselling; failure to do so will disqualify them from admission.
- All self-attested copies of submitted certificates/testimonials will be verified against originals at counselling.
- The Character Certificate must be from the last attended institution's head, regardless of any study gaps.

- Submit Gap Year Undertaking Form (available at: <https://philosophy.puchd.ac.in/includes/noticeboard/2024/20240801165230-gapyearproforma.pdf?2024>)
- Physical presence of the candidate is mandatory failing which their candidature for admission shall stand cancelled.

DOCUMENT VERIFICATION:

- Hard copy of the Application Form: MANDATORY
- 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.**
- Academic Documents: Original and photocopies (self-attested) of all mark sheets, detailed mark certificates (DMCs), and degrees.
- Confidential Examination Results: Results accepted for admission purposes.
- 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.
- 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.
- 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. Wait for your turn.
5. Mark your attendance (1st) and follow the instructions.

VENUE:

Department of Philosophy

Arts Block-IV (Ground Floor)

Panjab University

Sector -14

Chandigarh

6. Go through the merit list available on the <https://philosophy.puchd.ac.in/show-noticeboard.php?nbid=4>
7. After document verification move to the Chairperson Room and mark your Attendance (2nd).

8. Attend the Counseling.

CGPA:

- Merit list will be prepared only on the basis of marks/percentage obtain in the final semester/year.
- In case, the Total Marks/Percentage of the Final Semester/Year NOT MENTIONED in your Marksheet / DMC and
- Cumulative Grade Point Average (CGPA) OR Semester Grade Point Average (SGPA) is given in place of Total Marks/Percentage, then:
- It will be MANDATORY to submit relevant document mentioning the Conversion Formula/multiplying Factor/multiplier for the calculation of Marks/Percentage.
- Generally, such conversion formula or multiplying factor are given on the reverse/back side of Mark Sheets/Degrees.
- It may also be given on their College/University official Website.
- Submit the documentary proof of Conversion formula (from CGPA to percentage) at the e-mail provided for admission, at the earliest.
- 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://philosophy.puchd.ac.in>)
2. No separate/individual information will be sent. For any Admission related assistance contact:

Landline No. 0172-2534776