

Guru Nanak Dev University, Amritsar

Counselling Schedule

for

Master of Computer Applications (MCA) (2 years)

Programme	Date & Time	Venue
Master of Computer Applications (MCA) (2 years)	19 July 2025 Reporting Time: General Category: 9.00 am SC Category (SC, Ex-Serviceman-SC, Sports SC):12:00 noon All other reserved categories: 2:00pm	HoD office, Dept. of Computer Science, Maharaja Ranjit Singh Bhawan (Ground Floor), Guru Nanak Dev University, Amritsar

Important Instructions for the Counselling:

- 1) Physical presence of the student is mandatory in the counselling. If name of the student is called for counselling and if he/she fails to turn up, the seat will be allocated to the next candidate.
- 2) Applications under a reserved category must bring certificate from the competent authority (as given in reservation policy in the University Prospectus 2025-26) stating that the candidate belongs to that particular reserved category for which he/she is claiming the seat. Mere Receipt from Suvidha Kendra as proof of applying for a reserve category certificate will not be accepted as a proof of that category.
- 3) The reserved categories i.e. SC, BC, Freedom Fighter & Sports will be open for Punjab resident candidates only.
- 4) The category claimed at the time of registration, will not be changed at a later stage or during the counselling process.
- 5) Candidates from reserved category may also report in the general category time slot. Seat will be allocated on merit basis.
- 6) Candidates appearing in counselling shall carry with them original as well as photocopies (one set) of the DMCs and reserved category certificates for verification.
- 7) The candidate shall have to deposit fee on the spot. Failure to do so will lead to seat cancellation. Fee can be deposited through Net Banking, Debit Card, Credit Card, UPI and through Cash but NOT by Cheque.
- 8) All admissions will be provisional and liable to cancellation, if at any stage, any information furnished by the candidate is found to be fabricated or false.

Each candidate shall bring the following certificates/documents in original and their self- attested photocopies along with a hard copy (printed version) of the online application at the time of Counselling:

- i. Counselling Performa
- ii. Application form
- iii. 10th, Graduation DMC/ Degree/passing certificate. Please bring DMCs of all the semesters.
- iv. Matriculation or equivalent examination certificate bearing testimony to date of birth.
- v. Character certificate from the principal of the college last attended.
- vi. Migration certificate
- vii. Gap affidavit (if any)
- viii. Reservation certificate as applicable (As per format in Annexures given in Prospectus 2025-26) and Self declaration as per Annexure I for SC and Annexure -II for BC category students. Income certificate (for reserved category)
- ix. Residence certificate wherever applicable (As per format in Annexures given in Prospectus 2025-26)
- x. All Reserve Category Certificates should be issued by the competent authority as per the specimen given in the University Prospectus 2025-26 only.
- xi. Two recent passport size photographs. Photographs should be stapled on the Counselling form.

Dr Kuljit Kaur  
Coordinator  
Professor & Head  
Department of Computer Science