

ADMISSION

(1) METHOD OF SELECTION

A) CRAFTSMEN TRAINING SCHEME (ITI TRADES)

The selection and allotment of trades is done on merit basis by the Committee in the manner as laid down by the Director, Technical Education, Union Territory, Chandigarh, in consultation with the Principal.

Any student not joining the classes within the first four days of the commencement of the session without prior notice or without adequate reason is deemed to have refused admission and her seat shall be filled by admitting the next candidate in order of merit from the waiting list.

B) CENTRE OF EXCELLENCE SCHEME

In order to ensure admission to the students desirous of joining of IMC Society Courses at this Institute, the IMC Society has permitted them to appear for the Aptitude Test any time and on any working day at the Institute and on passing the Aptitude Test, they can deposit their fees, etc. and get their seats reserved before hand for any one of the batches to be started during the year.

The selection and allotment of remaining seats in various courses is done by the Admission Committee constituted by the Institute Management Committee. The admission is made strictly on merit basis for the remaining seats. The marks secured in the General Aptitude Test are added to the grand percentage of marks obtained by the candidates in their Plus Two Final Examination, thus, arriving at a total grand percentage, which determines her merit position for final admission in the new courses.

However, Graduate candidates are given preference for admission over and above the Plus Two candidates and they are given additional weight age of 15 marks, which are added to their Plus Two percentage of marks.

The candidates are called for Admission Counselling on a specified date, as per Admission schedule, for verification of their original certificates and after that, they are asked to deposit the required fee to finalize their admissions on the spot. Failure to appear in the General Aptitude Test or remaining absent at the time of counselling automatically result in debarring such candidates from admission on account of their own fault and they have no claim for admission at the later stage.

Any student not joining the classes within the first four days of the commencement of the session without prior notice or without adequate reason is deemed to have refused admission and her seat shall be filled by admitting the other candidate in order of merit from the waiting list.

C) SKILL DEVELOPMENT INITIATIVE SCHEME (SDIS)

The selection and allotment of trades is done on merit basis by the Committee in the manner as laid down by the Director, Technical Education, Union Territory, Chandigarh, in consultation with the Principal.

Any student not joining the classes within the first four days of the commencement of the session without prior notice or without adequate reason, is deemed to have refused admission and her seat is filled by admitting the next candidate in order of merit from the waiting list.

(2) AGE

Candidates seeking admission under all schemes should ordinarily be not less than 14 years, as on 1-8-2013 when the session commences. However, there is no upper age limit for admission to these courses.

(3) RESERVATION OF SEATS FROM WITHIN SANCTIONED INTAKE :

85% seats of the total sanctioned intake of the Institution are filled up from amongst the students who pass their qualifying examination from schools/colleges recognized by Chandigarh Administration and situated in the Union Territory Chandigarh as regular students of the said school/college. These seats are termed as 'U.T. Pool'. The remaining 15% seats are filled up from amongst the students who pass their qualifying examination from the Institutions other than those located in the Union Territory, Chandigarh or otherwise. These seats are termed as 'General Pool'. However, 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 U.T. Pool quota, are eligible for admission in the General Pool quota.

It has been decided to provide/prescribe reservations in seats for various categories of students in each pool as under :—

3.1 Reservation for Scheduled Caste/Scheduled Tribe

The following percentage of seats are prescribed for the students belonging to the Scheduled Caste and Scheduled Tribe community :—

Union Territory Pool

- | | | | |
|-----|-----------------|----|-----|
| (a) | Scheduled Caste | .. | 14% |
| (b) | Scheduled Tribe | .. | Nil |

General Pool

- | | | | |
|-----|-----------------|----|-----|
| (c) | Scheduled Caste | .. | 15% |
| (d) | Scheduled Tribe | .. | 5% |

If the requisite number of students of Scheduled Caste community in the Union Territory Pool are not available, the seats will be thrown open to the students belonging to General Category of the said pool. In General Pool, if the requisite number of students belonging to Scheduled Caste/Scheduled Tribe community are not available, the reservation is

interchangeable amongst the students of these communities. However, if the seats still remain unfilled from the students belonging to these communities, these are thrown open amongst the students belonging to the general category of the said pool.

Note :— Supernumerary Seats: In order to ensure optimal utilization of available infrastructure created for training and to overcome the problem of under utilization of sanctioned seats due to drop outs, without compromising with the quality of training, the NCVT, New Delhi in its 36th Meeting held on 17th December, 2007 has decided to raise the existing quota of 10% supernumerary seats to 30% supernumerary seats in all the ITI Courses of Non-Engineering Trades with immediate effect. These seats will be filled in the ratio of 85:15 vis-a-vis U.T. Pool and General Pool (General category). As the training in ITIs is considered to be the last option for school leavers, many students take admission in ITIs but later on they join other Diploma courses as a result large number of seats in ITIs remains vacant. To overcome this problem, this step has been necessitated.

3.2. Reservation for Dependents of Defence/Para-Military Personnel etc.

Five per cent seats in each pool would be filled from the following categories of students in order of preference :—

- (i) Sons/daughters/spouses of defence personnel who are awardees of Gallantry decorations of Paramvir/Mahavir/Vir Chakra in person or posthumously.

OR

Sons/daughters/spouses of defence personnel and paramilitary personnel like CRPF, BSF etc. who are killed or are totally incapacitated in action while in service and were wholly dependent on them.

- (ii) Sons/daughters/spouses of defence personnel and paramilitary personnel like CRPF, BSF etc. who die while in service and were wholly dependent on them.
- (iii) Sons/daughters/spouses of defence personnel and paramilitary personnel like CRPF, BSF etc. incapacitated while in service and were wholly dependent on them.
- (iv) Sons/daughters/spouses of ex-servicemen (defence and paramilitary personnel like CRPF, BSF etc.) who are wholly dependent on them.
- (v) Sons/daughters/spouses of serving defence and paramilitary personnel like CRPF, BSF etc. who are wholly dependent on them.

3.3 Reservation for Physically Handicapped

Three per cent seats in each pool would be filled from amongst the physically handicapped candidates.

3.4 Reservation for Children and Grand Children of Freedom Fighters

Two per cent seats in each pool would be filled from the children and grand children of Freedom Fighters.

- Note :**
- (i) The wards of Freedom Fighters 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 fighters, it would be a necessary condition for them to obtain a certificate from the D.C. of the concerned district.
 - (ii) Grand children means son's, sons/daughters, or daughter's sons/daughters.

3.5 Reservation for Sportsmen/Sportswomen

Two per cent seats would be filled up with Sportsmen/Sportswomen as per guidelines issued by Director Sports U.T. Chandigarh.

3.6 Reservation for OBC

27% seats are reserved for OBC candidates in U.T. Pool as well as in General Pool. If the requisite number of students of OBC community in the Union Territory Pool or Other States Pool are not available, the seats will be thrown open to the students belonging to General category of the respective Pool.

3.7 Reservation for Economically Weaker Sections :

Economically Weaker Sections candidates up to 5% of the over and above the sanctioned seats. Will be admitted from the women candidates of U.T. , Chandigarh whose parents/guardians income from all sources does not exceed Rs. 2.50 Lac per annum. The candidates desirous of seeking benefit under the Scheme, will have to submit their income proof from the respective employers of their Parents/Husband in case of Govt. employees and in case of Private persons, a certificate from the employer, duly attested by the Labour Commissioner and Executive Magistrate of the area, should be submitted along with the Admission Application Form. The benefit of economically weaker section reservation will be passed on to only those candidates whose income will be less than the other candidates and will be coming within 5% seats over and above the sanctioned seats and whose Pay/Income Certificates are complete in all respects. Incomplete Pay/Income Certificates will be out rightly rejected and they will have no claim for admission in the concerned trade whatsoever. No tuition fee will be charged from the candidates of this category. The benefit under this Scheme will be given only if the sanction of the Chandigarh Administration is received well before the admission process starts.

General Note :

- (a) The student belonging to above reserved category admitted on the basis of her merit in the general category shall not be accounted for towards the seats reserved for the categories concerned.
- (b) The student who has applied in more than one reserved category is to be considered in each reserved category in which she has applied for admission maintaining her *inter se* 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 her choice. However, no further reservations shall be allowed within the reserved categories.
- (c) The student belonging to above category will also be considered in the general category according to her merit.
- (d) All candidates seeking admission, will furnish an undertaking to the effect as under along with 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 physical handicap/disability which hinders the pursuit of studies in the courses in which I am seeking admission then my admission will be liable to be cancelled.”

In case she has doubts whether the physical handicap/disability is such as will hinder the pursuit of studies in the courses in which she is seeking admission, she

would appear before the Principal Medical Officer, General Hospital, Sector-16, Chandigarh to get the doubt cleared. On her admission, she will furnish a medical fitness certificate issued by the Principal Medical Officer, Chandigarh to the effect that she is in good mental and bodily health, and free from any physical defect likely to interfere with efficient performance in her studies in the Institution and possess the standard of visual acuity with or without glasses.

- (e) The Physically handicapped student will furnish a Medical Certificate issued by the Principal Medical Officer/Civil Surgeon of Chandigarh or her concerned district indicating percentage of disability whether she is otherwise able to carry on the studies and perform the duties in the respective course, name of the disease causing handicap, whether handicap is temporary or permanent, whether handicap is progressive or non-progressive. The students having temporary handicap would not be considered against the reserved seats for physically handicapped. Where the certificates are issued by any authority other than the Principal Medical Officer of Chandigarh and the Candidate's turn comes for admission against reserve seat for physically handicapped, the concerned head of Institution shall refer the candidate to the Principal Medical Officer, Chandigarh and shall admit the candidate only after confirmation from the P.M.O., Chandigarh.
- (f) If the requisite number of students belonging to the category of defence/para-military personnel, physically handicapped and freedom fighters are not available, the seats will be thrown open to the students of general category of the said pool.
- (g) In case of any seat in the category of sportsmen falling vacant, it shall be thrown open to the candidates belonging to the general category.

3.7 Reservation for Kashmiri Migrants

One additional seat will be available in addition to merit quota for Kashmiri Migrants. The candidates will have to submit a Certificate to this effect from the Deputy Commissioner of the concerned District, only then she will be considered eligible for reservation under this category.

3.8 Reservation for N.C.C. Cadets

NCC 'A' Certificate holder will be given three credit points, which will be added to her score.