UNIVERSITY OF SARGODHA
SARGODHA

Office of the Registrar

Ph: 048-9230855, 9230811 Ext.503

No. UOS/Reg/**2064**
Dated **22-09-2016**

The Principals,
All the Affiliated Government / Private Colleges,
University of Sargodha

Subject: ADMISSION SCHEDULE FOR GRADUATE / POST GRADUATE PROGRAMS (ANNUAL SYSTEM) (M.A / M.SC / M. COM / ADCP) FOR AFFILIATED COLLEGES (SESSION 2016-17)

The Vice-Chancellor, in exercise of powers vested in him under University Calendar, has been pleased to approve the following Admission Schedule and Schedule for submission of Registration Return / University Dues etc. for **M.A / M.Sc, M.Com & ADCP** classes for the session **2016-17** in the affiliated colleges of this University:-

ADMISSION SCHEDULE FOR M.A / M.SC, M.COM & ADCP CLASSES

(A) **1ST CATEGORY**

1.	Date of commencement of admissions	05-09-2016
2.	Date for closing of admissions	04-11-2016
3.	**Last dates for deposit of university dues**	**07-11-2016**
4.	Return submission period without extra charges	08-11-2016 to 07-12-2016
5.	Return submission with extra charges/Fine @ Rs.400/- per student	08-12-2016 to 27-12-2016

(B) **2ND CATEGORY**

	Dates for admission with late fee @ Rs. 400/- per student (Payable to the University)	08-11-2016 to 27-12-2016 (Both days inclusive)
	Last dates for deposit of university dues	**28-12-2016**
1)	Return submission period without extra charges	29-12-2016 to 30-01-2017
2)	Return submission with extra charges/Fine @ Rs.400/- per student	31-01-2017 to 20-02-2017

(C) 3RD CATEGORY

	Dates for admission with late fee @ Rs.500/- per student to avoid real hardship cases (Payable to the University) with the permission of the Vice-Chancellor on University prescribed forms.	29-12-2016 to 20-02-2017 (Both days inclusive)
	Last dates for deposit of university dues	**21-02-2017**
1)	Return submission period without extra charges	22-02-2017 to 21-03-2017
2)	Return submission with extra charges/Fine @ Rs.400/- per student	22-03-2017 to 10-04-2017

Note: No return will be accepted after **10 April, 2017** whatsoever is the case.

2. UNIVERSITY DUES

i. Registration Dues/ University share shall be deposited for each discipline as per enclosed detail.**(Annexure-A)**

ii. The University dues must be deposited in HBL University of Sargodha **Account No.04237900379501** on or before the due date of each category, failing which the next category will come into force. In case of 3rd category, an additional amount Rs. 500 per student shall be charged for delay in deposit of dues provided that Registration Return has been submitted within given time limit.

iii. University dues for each discipline should be deposited through Bank Draft or **New Bank Challan** specified for Registration Branch**.** **(Annexure-B)** The same is available on University website. Payment made through any other mode shall not be accepted at all. **The challan form must bear the name of college, detail of discipline and break up of fee.**

iv. Excess dues deposited by affiliated colleges shall not be adjusted in any discipline other than for which they have been deposited. Moreover excess amount of one academic session shall not be carried forward to next session. However, it may be claimed as refund case through Treasurer, University of Sargodha.

v. In case of struck off / left out from affiliated colleges, the college management is bound to submit a list of students within 15 days from date of admission, University share of such students will be waived off. However this relaxation will not be applicable for students struck off in the one year programs.

vi. **20 % surcharge per month will be received on arrears of the Registration / Enrollment / Sports fee and University Share if any.**

3. ELIGIBILITY

i. The eligibility of students shall be determined for each discipline as per enclosed criteria. **(Annexure C)**

ii. Admission of candidates with compartments and **supplementary** exam in the same academic year is **not allowed**.

iii. In case of students from **AIOU,** only those students will be eligible to get admission for session 2016-17 who have completed their previous degree by Fall 2016 or earlier.

iv. **Upper age limit** for admissions at Masters Level has been fixed at **40 years** for affiliated Govt/ private colleges. Admission of overage students shall not be accepted at all.

v. All documents (CNIC, Transcripts, NOC, Registration form) must be submitted along with Registration Return. No student shall be issued registration number provisionally or otherwise, in absence of NOC.

vi. Due care should be taken while making admissions and reporting them in Registration Return from Eligibility point of view. For every ineligible student included in Registration Return, a fine of **Rs. 2000** per student shall be levied **upon College Management.**

4. REGISTRATION RETURN SCHEDULE

i. The Registration Return should be submitted in accordance with the instructions enclosed.**(Annexure-D)**

- **Special Category**

ii. The Registration Return (the list of the admitted students on the prescribed proforma along-with Paid Bank Challans of Registration / Enrollment / Sports fee and University Share) shall be submitted as per dates given in the schedule.

After expiry of the Schedule, Registration Return from any of the affiliated colleges shall not be accepted. However in special cases considering the genuineness of delay, Registration Return may be accepted with extra fine within **30** days of expiry of schedule:

i.e. **Rs.3000**/- Per student, provided that at least **two months** are left for the terminal examination. **After 30 days** of expiry of Admission Schedule, Registration Return will not be accepted on any ground.

iii. The discrepancies, if any, will be communicated to the colleges via letter. Affiliated colleges must remove those discrepancies **within 15 days** of receipt of letter or ask for extension giving the genuine reason. Beyond 15 days, Registration Return shall be treated as new and calculation of dues and fine shall be made accordingly.

iv. No admission can be withdrawn once the Registration Return has been submitted to the University.

Note: **No Registration Return will be entertained without documents (i.e. Last Result Card, ID Card, NOC, Notification from Affiliation Branch etc)**

5. The Principals of Affiliated Colleges are requested to follow the above mentioned schedule in letter and spirit.

S/d

(Hafiz G.M. Akhtar)
Deputy Registrar (A & R)

CC

- Controller of the Examinations
- Treasurer
- Resident Auditor
- Assistant Registrar (Registration)
- Assistant Registrar (Affiliation)
- Dealing Assistant's (Registration) to inform the colleges
- Web Master (Please up load on Web Site)