



UNIVERSITY OF SARGODHA

SARGODHA

Office of the Registrar

Ph: 048-9230855, 9230811 Ext.503
No. UOS/Reg/7082
Dated 23-09-2016

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

Subject: ADMISSION SCHEDULE FOR UNDERGRADUATE / GRADUATE PROGRAMS (TERM SYSTEM EXCLUDING B.COM, M.COM, MA ENGLISH & MSC PHYSICAL EDUCATION) FOR AFFILIATED COLLEGES (SESSION 2016-17)

The Vice-Chancellor has been pleased to approve the following Admission Schedule and Schedule of Registration Return for **Undergraduate / Graduate (Term System)** classes for the session 2016-17:-

1. **ADMISSION SCHEDULE UNDERGRADUATE / GRADUATE (TERM SYSTEM) CLASSES BS / BBA / BSC ENGINEERING / BS TECHNOLOGY / M.SC IT / MBA REGULAR) / MBA EXECUTIVE.**

2. Date of commencement of admissions	01-09-2016
3. Date for closing of admissions	31-10-2016
4. Last dates for deposit of University dues	04-11-2016
5. Submission of Registration Return	10-11-2016 to 09-12-2016
6. Commencement of classes	17-10-2016
7. Mid term examination / conducted by affiliated colleges	09 to 16 Dec, 2016
8. Final term examination conducted by the university	As announced by Controller of Examinations
9. Term Break	01-03-2017 to 31-03-2017 (Tentatively)

Note: No late admission is allowed under Term system. Moreover, no supplementary case shall be accepted under Term system. Registration Return must be submitted by due date otherwise it shall not be entertained.

SECOND TERM SCHEDULE

1. Commencement of classes	03.04.2017 (Tentatively) (or as announced by Controller of Examinations)
2. Mid term	24-05-2017 to 31-05-2017
3. Final Term examination	As announced by Controller of Examinations

2. **UNIVERSITY DUES**

- Registration Dues/ University share shall be deposited for each discipline as per enclosed detail. **(Annexure-A)**
- The University dues must be deposited in HBL University of Sargodha **Account No.04237900379501** on or before the due date, failing which an additional amount of **Rs. 1000 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 Undergraduate level has been fixed at **30 years** and for Masters Level it 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)**
- ii. 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. Beyond 15 days registration return shall be treated as new and calculation of dues and fine shall be made accordingly.

iii. No admission can be withdrawn or transfer to another discipline 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 etc)

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

(Mudassar Kamran)
Registrar

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)