



UNIVERSITY OF SARGODHA SARGODHA

Office of the Registrar

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No. UOS/Reg/2064

Dated 22-09-2016

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

**Subject: ADMISSION SCHEDULE OF UNDERGRADUATE PROGRAMS (ANNUAL SYSTEM)
(B.A/B.SC/B.COM/BFA/B.ARCH/JDPE) 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 **B.A/B.Sc B.Com / BFA / B.Arch & JDPE Classes** for Session **2016-17** to which the students are admitted after having passed Intermediate Examination i.e. **F.A/F.Sc, I.Com, D.Com** or equivalent:-

1. ADMISSION SCHEDULE FOR B.A / B.Sc B.Com / BFA / B.Arch & JDPE 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

- 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 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.**

4. **ELIGIBILITY**

- i. The eligibility of students shall be determined for each discipline as per enclosed criteria. **(Annexure C)**
- ii. Admission **of supplementary/compartment students** is not allowed. The colleges should not therefore grant admission to Supplementary / Compartment students of Intermediate classes in violation of merit / eligibility criteria. **However**, in extraordinary circumstances, when vacant seats are available, the colleges may admit students with **01 subject** compartment on provisional basis in **B.A / B.Sc only** under intimation to the University and submit the **separate list** of such students at the time of admissions. Registration Return of such students shall have to be submitted **within 14 days** of announcement of result of supplementary exam (alongwith fail & pass result cards), failing which the dues and fine shall be calculated according to the running category of submission of Registration Return.
- 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** for affiliated Govt. / private colleges. Admission of overage students shall not be accepted at all.
- v. All documents (CNIC, Transcripts, NOC (if any), Registration form) must be submitted along-with Registration Return. No student shall be issued registration number provisionally or otherwise, in absence of NOC. Copy of Registration Card must be submitted for already registered students.
- 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**.

5. **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 etc)

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

-Sd-

(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)

UNIVERSITY DUES FOR UNDERGRADUATE PROGRAMS (ANNUAL SYSTEM) AFFILIATED PRIVATE COLLEGES (SESSION 2016-17)

Sr. #	Discipline	*Registration Dues		University Share Per Year					Total (To be deposited with Registration Return)	
		New Registration	Already Registered	1 st Year (To be Deposited with Registration Return)	2 nd year	3 rd Year	4 th year	5 th Year	New Registration	Already Registered
1.	JDPE	3050	550	500	-	-	-	-	3550	1050
2.	BA/BSc	3600	1100	500	500 (To be Deposited with Registration Return)	-	-	-	4600	2100
3.	B. Com	3600	1100	1000	1000 (To be deposited within 15 days of declaration of result of 1 st year)	-	-	-	5300	3100
4.	B. Arch / BFA	5250	2750	500	500 (To be Deposited with Registration Return)	500 (To be Deposited with Registration Return)	500 (To be Deposited with Registration Return)	500 (To be Deposited with Registration Return)	7750	5250

***REGISTRATION DUES:-**

Registration fee:

Sports fee: (Annual System)
(Term System)

Enrollment fee:

Rs. 2500/- per student
(Payable only once & non-refundable)
Rs.100 x No of years per student (to be deposited at once)
Rs.200 x No of years per student (to be deposited at once)
Rs.450x No of years per student (to be deposited at once)

Annexure-A

UNIVERSITY DUES FOR UNDERGRADUATE PROGRAMS (ANNUAL SYSTEM) FOR GOVT. COLLEGES (SESSION 2016-17)

Sr. #	Discipline	*Registration Dues (To be deposited with Registration Return)	
		New Registration	Already Registered
1.	JDPE	2600	100
2.	BA/BSc	2700	200
3.	B. Com	2700	200
4.	B. Arch / BFA	3000	500

***REGISTRATION DUES:-**

Registration fee:

Rs. 2500/- per student
(Payable only once & non-refundable)

Sports fee:

Rs.100 x No of years per student (to be deposited at once)

ADMISSION CRITERIA

UPPER AGE LIMIT FOR ADMISSIONS

- Age limit for Masters Level has been fixed at **40 years** for Affiliated Govt/ Private Colleges.
- Age limit for Undergraduate level has been fixed at **30 years** for Affiliated Govt/ Private Colleges
- No age limit for M.Ed, MBA (Executive) and ADCP

Admission of overage students shall not be accepted at all.

Sr. #	Discipline	Eligibility Criteria
1.	BA/B. Sc (2-year)	<ul style="list-style-type: none"> • At least Third Division in Intermediate or Equivalent. • The candidates desirous to take admission in BSc must have studied the relevant major subjects at Intermediate level, except in the case of Zoology, (Applied Psychology and Geology). List of Combination which can be opted is enclosed as Annex-I
2.	B.Com (Annual System) (2-year)	At least Third Division in I.Com/ D.Com/ ICS/ FSc/ A-Level (Commerce) (The examination will be open to any student who has passed not less than one academic year previously the Intermediate examination)
3.	BBA (4-year)	At least 45% marks in Intermediate or equivalent qualification.
4.	BS Sociology (4-year)	At least 45% marks in Intermediate or Equivalent.
5.	BS English (4-year)	At least 45% marks in Intermediate or equivalent qualification.
6.	BS Fine Arts (4-year)	At least 45% marks in Intermediate or equivalent qualification.
7.	Bachelors in Textile Design (4-year)	At least 45% marks in Intermediate or equivalent qualification.
8.	BS Botany (4-year)	At least 45% marks in Intermediate with Biology as an elective subject or equivalent qualification.
9.	BS Chemistry (4-year)	At least 45% marks in Intermediate with Chemistry as an elective subject.
10.	BS Computer Science (4-year)	At least 45% marks in FA/FSc/ICS or A-level with Mathematics or equivalent qualification. (No DAE seat)
11.	BS Information Technology (4-year)	At least 45% marks in FA/FSc/ICS or equivalent qualification.
12.	BS Software Engineering (4-year)	At least 60% marks in FSc (Pre-Engineering)/ICS. (No DAE)
13.	BS Mathematics (4-year)	At least 45% marks in Intermediate or equivalent qualification and 50% marks in Math.
14.	BS Psychology (4-year)	At least 45% marks in Intermediate or equivalent qualification with Psychology as an elective subject or FSC (Pre-Medical/Pre-Engineering)

15.	BS Economics (4-year)	At least 45% marks in Intermediate or equivalent qualification.
16.	BS Islamic Studies (4-year)	At least 45% marks in Intermediate or equivalent qualification.
17.	BS Physics (4-year)	At least 45% marks in FSc (Pre-Engineering) or At least 45% marks in FSc (Pre-Medical) with Mathematics as additional subject.
18.	BSc Engineering	At least 60% marks in FSc (Pre-engineering) or Equivalent and UET Entry Test (2016)
19.	BS Technology (Civil, Electrical, Mechanical)	DAE / equivalent (minimum 50% marks)
20.	MBA (Regular) (3.5-year)	At least 45% marks in Graduation or equivalent qualification.
21.	MA Islamic Studies (2-year)	At least Third Division in Graduation or equivalent qualification.
22.	MA Urdu (2-year)	At least Third Division in Graduation or equivalent qualification.
23.	M. Sc Physical Education Annual System (2-year)	At least Third Division in Graduation or equivalent qualification.
24.	MA Political Science (2-year)	At least Third Division in Graduation or equivalent qualification.
25.	MA Pakistan Studies (2-year)	At least Third Division in Graduation or equivalent qualification.
26.	MA English (2-year)	At least Third Division in BA with English compulsory of 200 marks or Equivalent qualification.
27.	MA Education (2-year)	At least Third Division in Graduation or equivalent qualification.
28.	MA Mass Communication (2-year)	At least Third Division in Graduation or equivalent qualification.
29.	MA Economics (2-year)	At least Third Division in Graduation or equivalent qualification.
30.	M. Sc Botany (2-year)	At least Third Division in Graduation or equivalent qualification.
31.	M. Sc Zoology (2-year)	At least Third Division in Graduation or equivalent qualification.
32.	M. Sc Psychology (2-year)	At least Third Division in Graduation or equivalent qualification with Psychology as an elective subject in BA/BSc.
33.	M.Sc Mathematics (2-year)	At least Third Division in BSc (with Math A & B courses) or equivalent qualification and 50 % marks in Math A & B courses.
34.	MA Social Work (2-year)	At least Third Division in Graduation or equivalent qualification.
35.	MA Sociology (2-year)	At least Third Division in Graduation or equivalent qualification.
36.	M. Sc Information Technology (2-year)	At least 45% marks in BA / B.Sc Engineering / B. Com / ACCA / GD-IT/BBA/ BBIT/ B.Tech At least 50% marks in BCS (3 year)

37.	M. Ed (1-year)	The candidates having at least 45% marks in B.Ed or equivalent qualification.
38.	JDPE (Junior Diploma in Physical Education) (1-year)	At least 45% marks or A Level (22 Points) or an equivalent certificate from a recognized institution. Candidates are required to pass Physical Efficiency Test to be conducted by affiliated Institutions under the guidelines provided by the University of Sargodha.
39.	ADCP (1-year)	The candidates having 45% marks or CGPA 2.00 out of 4.00 in MSc / BS Psychology / Applied Psychology or any other relevant discipline from HEC recognized institutions shall be eligible for admission.
40.	MBA (Executive) (2-year)	At least 45% marks in Graduation or equivalent qualification. 4 years job experience after graduation.
41.	Doctor of Physical Therapy / Physiotherapy (DPT) (5 years)	At least 55% marks in FSc (Pre-Medical) or equivalent qualification.
42.	Pharm D (5-year)	At least 60% marks in FSc (Pre-Medical) or equivalent qualification.

▪ ***Foreign Degree Holders:**

The merit of candidates holding 'O' Level 'A' Level and other foreign certificates will be determined on the basis of equivalence certificates issued by the Inter Board Committee of Chairmen (IBCC), Ministry of Education, Government of Pakistan, Islamabad.

▪ **Wafaq ul Madaris Al-Arabia Degree Holders:**

The Final Sanad "Shahabatul Almiya Fil Uloomal Arabia wal Islamia" awarded by Wafaq ul Madaris Al-Arabia as equivalent to M.A Arabic / Islamic Studies as per decision of Equivalence Committee of erstwhile UGC only for the purpose of teaching Arabic and Islamic Studies in Colleges and Universities and for pursuing higher studies. Vide HEC Letter No: 8-16/HEC/A&A/2005/207 dated: 10-02-2005.

▪ **Supplementary / Compartment Students:**

Admission of supplementary/compartment students is not allowed. The colleges should not therefore grant admission to Supplementary / Compartment students of Intermediate classes in violation of merit / eligibility criteria. However, in extraordinary circumstances, when vacant seats are available, the colleges may admit students with **01 subject compartment** on provisional basis in **B.A / B.Sc only** under intimation to the University and submit the separate list of such students at the time of admissions. Registration Return of such students shall have to be submitted within 14 days of announcement of result of supplementary exam (alongwith fail & pass result cards), failing which the dues and fine shall be

calculated according to the running category of submission of Registration Return.

- **AIOU Students:**

In case of student 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.

Guidelines to Prepare Registration Return

1. The Return should be submitted on new proforma provided by the Registration Branch, University of Sargodha (Enclosed.) The same is available on University website also.
2. The return should be typed. Hand written return shall not be accepted.
3. Registration Return must be accompanied with the covering letter and academic documents of students. Soft copy with scanned photographs shall also be required on CD or through e-mail mssw_366@yahoo.com
4. Exact date of admission supplemented with proof should be mentioned on the Registration Return.
5. The NOC column on Registration Return Proforma (new) should be properly checked to indicate whether NOC of the relevant student has been enclosed or not.
6. All the columns of the Return should be carefully filled in. The incomplete Registration return shall not be accepted.
7. The return of already registered students of the UOS may be submitted separately as last page of the Registration Return proforma.
8. For admission under category late admission with the permission of Vice-Chancellor, **late admission forms** shall be provided by the Registration Branch @ **Rs.25 per form**, which shall be collected by the Institutions concerned after deposit of prescribed fee.
9. No Registration Return will be entertained without documents (i.e. Last Result Card, ID Card, NOC, Notification from Affiliation Branch etc)

Note: Please provide the Specimen Signatures of the Principal and Authorized Officer as per following detail:-

College Code:

Name of Institute:

Address:

Phone No:

Email ID:

Detail	Signature of the Principal	Signature of the Authorized Person
Name alongwith CNIC No
Cell No		
Specimen Signature
