



UNIVERSITY OF SARGODHA SARGODHA

Office of the Registrar

Ph: 048-9230855, 9230811 Ext.502
No. UOS/Reg/ 2119
Dated 16 / 10 / 2018

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

Subject: ADMISSION SCHEDULE FOR UNDER-GRADUATE AND GRADUATE PROGRAMS (ANNUAL SYSTEM) (B.A/B.SC / B.COM / M.A / M.Sc / M.COM / ADCP/JDPE) FOR AFFILIATED COLLEGES (SESSION 2018-19)

The Vice-Chancellor, in exercise of powers vested in him under University Calendar, has been pleased to approve the following schedule for admission in B.A/B.Sc./B.Com./ M.A / M.Sc. / ADCP/JDPE / M.Com classes, as per following detail:

(A) **1ST CATEGORY**

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| 1. | Date of commencement of admissions | 09-10-2018 |
| 2. | Date for closing of admissions | 03-12-2018 |
| 3. | Last dates for deposit of university dues | 05-12-2018 |
| 4. | Return submission period without extra charges | 06-12-2018 to 24-12-2018 |
| 5. | Return submission with extra charges/Fine @ Rs.400/- per student | 25-12-2018 to 04-01-2019 |

(B) **2ND CATEGORY**

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| | Dates for admission with late fee @ Rs. 400/- per student (Payable to the University) | 04-12-2018 to 08-01-2019 |
| | Last dates for deposit of university dues | 09-01-2019 |
| 1) | Return submission period without extra charges | 10-01-2019 to 29-01-2019 |
| 2) | Return submission with extra charges/Fine @ Rs.400/- per student | 30-01-2019 to 15-02-2019 |

(C) **3RD CATEGORY**

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| | 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. | 09-01-2019 to 15-02-2019 |
| | Last dates for deposit of university dues | 18-02-2019 |
| 1) | Return submission period without extra charges | 19-02-2019 to 12-03-2019 |
| 2) | Return submission with extra charges/Fine @ Rs.400/- per student | 13-02-2019 to 05-04-2019 |

Note: No return will be accepted after **05 April, 2019** whatsoever is the case.

5. UNIVERSITY DUES/SHARES

- i. Registration Dues/ University share shall be deposited for B.A/B.Sc./B.Com./ M.A / M.Sc. / ADCP/JDPE / M.Com classes as per detail given below:-

Sr. #	Discipline (s)	Program (s)	Registration fee	Sports fee (Rs. 100/- per term/Ann.)	Enrolment fee (Rs. 450/- per Ann.)	Collection fund/Univ. Share
1.	Commerce (Annual System)	B.Com (02-Years)	Rs. 2700/-	Rs. 200/-	Rs. 900/-	Rs. 2000/- (per student once only)
		M.Com (02-Years)	Rs. 2700/-	Rs. 200/-	Rs. 900/-	Rs. 4000/- (per student once only)
2.	JDPE (Annual System)	JDPE 01-Year	Rs. 2700/-	Rs. 100/-	Rs. 450/-	Rs. 1000/- (per student once only)
3.	ADCP (Annual System)	ADCP (01-Year)	Rs. 2700/-	Rs. 100/-	Rs. 450/-	Rs. 10,000/- (Rs. 10,000/- per student per annum)

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4.	M.A/M.Sc (Annual System)	M.A/M.Sc (02-Years)	Rs. 2700/-	Rs. 200/-	Rs. 900/-	Rs. 3000/- (per student once only)
5.	B.A/B.Sc (Annual System)	B.A/B.Sc (02-Years)	Rs. 2700/-	Rs. 200/-	Rs. 900/-	Rs. 2000/- (per student once only)

Note: All affiliated colleges must deposit all university dues/shares at the time of submission of registration return otherwise registration return will not be accepted. For kind information of all the affiliated colleges that Registration fee and University shares both have been revised vide notification No. UOS/TR/82 dated 10.08.2018 and UOS/TR/3535 dated 09.08.2018 respectively.

TERMS & CONDITION:-

- i. The university dues/shares must be deposited in any branch of Habib Bank Limited in account No. 00427991796303, on computer generated print bank challan. The Challan form can be downloaded from University website www.uos.edu.pk. Demand Draft, Banker's Cheque and hand written bank challan etc. will not be acceptable. The challan form must bear the detail of discipline and break up of fee.
- ii. All affiliated colleges/institutions/ departments/Sub-Campuses/ Constituent Colleges of UOS should submit revised registration return, discipline wise, along-with its enclosures annexure A to E, complete in all respects with in due date. Hard & soft copy of annexure C for the purpose of issuance of Registration cards must be saved with college name and e-mailed on aoregistration@uos.edu.pk. Otherwise: Registration cards may not be issued. Incomplete registration return/without its enclosures will not be acceptable and returned to the quarter concerned forthwith. Further, the quarter concerned will be responsible for any loss that may occur to the students. The Revised Registration Return along-with its enclosures can be downloaded from University website www.uos.edu.pk.
- iii. After the 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 special fine Within 30 days of expiry of schedule:
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.
- iv. Excess dues deposited by affiliated colleges/institutions 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 / dropout/left over/migrated students of affiliated colleges, the college management is bound to submit a list of such students duly verified by the Controller of Examinations to Registration Branch 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. The discrepancies, if any, will be communicated to the colleges via letter. Affiliated colleges must remove those discrepancies **within 15 days** of receipt of the letter. Beyond 15 days registration return shall be treated as new and calculation of dues and fine shall be made accordingly.
- vii. No admission can be withdrawn or transfer to another discipline once the registration return has been submitted to the University.

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viii. 20 % surcharge per month will be received on arrears of the registration/enrollment/sports fee and University share if any.


6. **ELIGIBILITY**

- i. The eligibility of students shall be determined for each discipline as per eligibility criteria.
- ii. **Admission of compartments and supplementary exam 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 one 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, failing which the dues and fine shall be calculated according to the running category of submission of Registration Return.
- iii. In case of **AIOU** students only those students will be eligible to get admission for session 2018-19 who have completed their previous degree by Fall 2017 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.**

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

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

Encl: (As above)


(Khalid Naseer)
Deputy Registrar (A & R)
for Registrar

DISTRIBUTIONS:

- All Deans/Chairmen/HODs, teaching departments, UOS
- All Principals, Constituents Colleges, UOS
- The Directors, Sub-Campuses, UOS
- The Controller of Examinations, UOS
- The Chairman, Affiliation Committee, UOS
- The Chairman, Admission Committee, UOS
- All Principals of affiliated Colleges (Govt. /Private), UOS
- Assistant Registrar (Affiliation), UOS
- Assistant Registrar (Reg.), UOS
- Admin. Office (Reg.), UOS
- All dealing officials, Registration Branch, UOS
- Web Master (Please up load on Web Site)

C.C:

- Secretary to the Vice-Chancellor, UOS
- P.A to Registrar

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