



# UNIVERSITY OF SARGODHA

Registration Branch

No. SU/Reg./ 1260

Dated 18/10/2024

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

**Subject: ADMISSION SCHEDULE OF UNDERGRADUATE PROGRAMS (TERM SYSTEM) FOR AFFILIATED COLLEGES (SESSION 2021-22)**

The Vice-Chancellor is pleased to approve the Admission Schedule / Schedule of Registration Return / University Dues etc for the BS / BBA / BS Engineering Technology programs for the Session 2021-22 at the affiliated colleges (Govt. / Private), as per following detail: -

1. Date of commencement of admissions 05-11-2021
2. Last date for closing of admissions & deposit of Uni. dues 03-12-2021
3. Return submission period without extra charges 06-12-2021 to 05-01-2022  
(Both days inclusive)
4. Commencement of classes 06-12-2021
5. Mid Term Examination / conducted by Affiliated Colleges As announced by Controller of Examinations, SU
6. Final Term examination conducted by the University As announced by Controller of Examinations, SU
7. Term Break As announced by Controller of Examinations, SU

**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 As announced by Controller of Examinations, SU
2. Mid Term As announced by Controller of Examinations, SU
3. Final Term examination As announced by Controller of Examinations, SU

## 6. UNIVERSITY DUES / SHARES

- i) Registration dues / University share of all degree programs to be deposited as per detail given below:-

### A) FEE DETAIL FOR PRIVATE COLLEGES ONLY

Sr. #	Discipline(s) (Term System)	Programs (s)	Registration Fee	Sports fee (Rs.100/- per Term / Ann.)	Enrolment fee (Rs.450/- per Ann)	Collection fund / Univ. Share
1	BS Programs	BS (4-Years)	Rs.3500/-	Rs.800/-	Rs.1800/-	Rs.8000/- (Rs.2000/- per student per annum)
2	Computer Science & IT	BS (CS, SE & IT) (04-Years)	Rs.3500/-	Rs.800/-	Rs.1800/-	Rs.8000/- (Rs.2000/- per student per annum)

3	Business Administration	BBA (4-Years)	Rs.3500/-	Rs.800/-	Rs.1800/-	Rs.20000/- (Rs.5000/- per student per annum)
4	Engineering Technology	BS Engineering Technology (04-Years)	Rs.3500/-	Rs.800/-	Rs.1800/-	Rs.40000/- (Rs.10000/- per student per annum)

**B) FEE DETAIL FOR GOVT. COLLEGES ONLY**

Sr. No.	Discipline (S)	Duration	Registration fee (per student)	Sports Fee (Per student)
01	BS/BBA / BS Engineering Technology	04-Years (Term System)	Rs.3500/-	Rs.800/-

**Note:** All the affiliated colleges must ensure the provision of deposit slips of all university dues / shares at the time of submission of registration return otherwise registration return will not be accepted. Please use separate challan form for each class,

- i. The University dues must be deposited in any branch of Habib Bank Limited University of Sargodha Account No.00427991796303, on computer generated bank challan voucher. The challan form can be downloaded from University website [www.su.edu.pk](http://www.su.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 should submit registration return, discipline wise, alongwith its revised enclosures (Annexure A to D), complete in all respects with in due date. Incomplete registration return / without its enclosures will not be acceptable and be returned to the quarter concerned forthwith. Further, the quarter concerned will be responsible for any loss that may occur to the students. The Registration Return alongwith its enclosures can be downloaded from University website [www.su.edu.pk](http://www.su.edu.pk).
- iii. After the expiry of the schedule, Registration Return shall not be accepted. However, in special cases considering the genuineness of delay, registration return may be accepted with actual dues + special fine of Rs.5000/- per student provided that at least one month (30-days) are left for the terminal examination.
- iv. 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.
- vi. The discrepancies, if any, shall be communicated to the affiliated colleges via letter. Affiliated colleges must remove mentioned discrepancies within 15 days of receipt of the letter. Beyond 15-days registration return shall be treated as final 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.
- viii. 20 % surcharge per month will be received on arrears of the Registration / Enrollment / Sports fee and University Share if any.

7. **ELIGIBILITY**

- i. The eligibility of students shall be determined for each discipline as per eligibility criteria available at University website.
- ii. Admission of candidates with **compartments and supplementary exam** in the same academic year is not allowed.
- iii. In case of AIOU students, only those students shall be eligible to get admission for session 2021-22 who have completed their previous degree by Fall 2020 or earlier.
- iv. Upper age limit for admissions at Undergraduate level is **30 years** on the date of closing of admission for affiliated Govt. / Private Colleges. Admission of overage students shall not be accepted.
- v. All documents (**Notification by Affiliation Branch, CNIC, last Result Card / Transcript, Registration Form**) must be submitted along with registration return. No student shall be issued registration number provisionally
- 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 alongwith confiscation of registration fee deposited with the University.

8. The Principals / Directors of Affiliated Colleges / Institutes are requested to follow the above mentioned schedule in letter and spirit.

*Zainab* 18/10/21  
 Additional Registrar (A&R)  
 for Registrar 12/1/21

**Distributions:**

- Chairman, Affiliation Committee
- Controller of the Examinations
- Treasurer
- Resident Auditor
- Deputy Registrar (Affiliation)
- Office Copy
- Dealing Staff (to inform the affiliated colleges)
- Web Master (with the request to upload on University website)

