



UNIVERSITY OF SARGODHA

Registration Branch

No. SU/Reg./ 1289
Dated 18/10/2021

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

Subject: **ADMISSION SCHEDULE FOR UNDER-GRADUATE PROGRAMS (ANNUAL 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 **Under-Graduate programs (Annual System)** for the session 2021-22 at the affiliated colleges (Govt. / Private), as per following detail:

- | | |
|---|--------------------------|
| i) Date of commencement of admissions | 05-11-2021 |
| ii) Date of closing of admissions | 16-12-2021 |
| iii) Last date for deposit of university dues | 17-12-2021 |
| iv) Submission of Registration Return | 17-12-2021 to 17-01-2022 |

2ND CATEGORY

- | | |
|--|--|
| Admission with late fee
@ Rs. 400/- per student
Last date for deposit of University dues | 17-12-2021 to 06-01-2022 |
| i) Submission of Registration Return | 07-01-2022
07-01-2022 to 28-01-2022 |

3RD CATEGORY

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|--|--|
| Admission with late fee
@ Rs.500/- per student to avoid real hardship
cases with the permission of the Vice-Chancellor
Last date for deposit of University Dues | 07-01-2022 to 17-01-2022 |
| i) Submission of Registration Return | 18-01-2022
18-01-2022 to 28-01-2022 |

Note: No registration return will be accepted after January 28, 2022 in any case.

4. UNIVERSITY DUES/SHARES

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

D) FEE DETAIL FOR PRIVATE COLLEGES ONLY

Sr. #	Discipline (s) (Annual System)	Program (s)	Registration fee	Sports fee (Rs. 100/- per term/Ann.)	Enrolment fee (Rs. 450/- per Ann.)	Collection fund/Univ. Share
1.	Commerce	Associate Degree in Commerce (02-Years)	Rs. 3500/-	Rs. 200/-	Rs. 900/-	Rs. 2000/- (per student once only)
2.	i. Associate Degree in Science ii. Associate Degree in Arts	Associate Degree programs (02-Years)	Rs. 3500/-	Rs. 200/-	Rs. 900/-	Rs. 2000/- (per student once only)

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FEE DETAIL FOR GOVT. COLLEGES ONLY

Sr. No.	Discipline (S)	Duration	Registration fee (per student)	Sports Fee (Per student)
01	Associate Degree in Science Associate Degree in Arts Associate Degree in Commerce	02-Years (Annual System)	Rs.3500/-	Rs.200/-

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.

TERMS & CONDITION: -

- i. The university dues/shares must be deposited in any branch of Habib Bank Limited in account No. **00427991796303**, on computer generated bank challan voucher. The Challan form can be downloaded from University website 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. In case of 3rd category an additional amount **Rs.1000/-** shall be charged for delay in deposit of University dues provided that Registration Return has been submitted within given time limit.
- ii. All the 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 revised enclosures can be downloaded from University website 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 can be accepted with actual dues + special fine of **Rs.5000/-** Per student provided that at least **two months (60 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 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 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).

5. ELIGIBILITY

- i. The eligibility of students shall be determined for each discipline as per eligibility criteria available at University website
- ii. **Admission of compartments and supplementary exam is not allowed.** The Colleges should not, therefore, grant admission to Supplementary / Compartment students of Intermediate classes and / or 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 Associate Degree programs (2-years) 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, falling 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 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 admissions for affiliated Govt. / Private Colleges. Admission of overage students shall not be accepted.
- v. All documents (**Notification by Affiliation Branch, CNIC, last Result Card / Transcripts, 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 upon **College Management.**

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

Z. Zaighe 18/10/21
Additional Registrar (A&R) 18/10/21
 for Registrar 18/10/21

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)