

# **UNIVERSITY OF THE PUNJAB**

## **LAHORE**

Phone No. 042-99231105

From,

**The Registrar,**  
University of the Punjab  
Lahore.

No. **3473-P**  
Dated: **23-09-2016**

To:

**The Principals,**  
Affiliated Colleges,  
University of the Punjab

### **SUBJECT: ADMISSION TO BBA FOR THE ACADEMIC SESSION 2016-17**

**Dear Sir/Madam,**

I have the honor to inform you that the following admission schedule for BBA Class for the academic session 2016-17 has been approved by the Vice-Chancellor, University of the Punjab:

- |    |  |                   |
|----|--|-------------------|
| a) | Date of commencement of admissions:                              | 01-10-2016        |
| b) | Date by which admissions are to be completed:                    | 10-10-2016        |
| c) | <b>Last date for submission of “Online Registration Return:”</b> | <b>24-10-2016</b> |

### **LATE ADMISSIONS:**

Admissions, after the expiry of the last date i.e. **09-10-2016** may be made in accordance with Rule-1 of the Regulations relating late admissions in the Colleges under the following Schedule:

<b>Sr. No</b>	<b>Late Fee</b>	<b>Schedule</b>	<b>Last date for Registration Return Submission</b>
i.	With Late fee of Rs. 300/-	11-10-2016 to 25-10-2016	<b>08-11-2016</b>
ii.	With Late fee of Rs. 400/-	26-10-2016 to 09-11-2016	<b>23-11-2016</b>
* iii.	With Late fee of Rs. 500/-	10-11-2016 to 09-12-2016	<b>23-12-2016</b>

- \* **(Subject to the sanction of the Vice-Chancellor at the time of admission the last date for submission of late admission form is 09-12-2016)**

With regard to late admission made under category (iii) above, the application forms for confirmation of late admission, may also be submitted to this office for necessary action.

- **Registration Return should be submitted “Online” within the prescribed time as per Schedule.**

### **FEES STRUCTURE FOR THE ACADEMIC SESSION 2016-17:**

- |                      |  |
|----------------------|--|
| i) Registration fee: | Rs. 3075/- per student                             |
| ii) Sports fee:      | Rs. 2000/- per student                             |
| iii) Enrollment fee: | Rs. 3240/- per student for private sector colleges |

### **AGE-RELAXATION:**

As per notification No S.O.(A-I) 7-11/95 dated 27-10-2003, issued by the Education Department, Govt. of the Punjab, regarding age relaxation, the rules of the University of the Punjab will prevail for registration in B.A., M.A. etc examinations. The age limit for admission

(PTO)

in BBA is 24 years. However, in hardship cases, the Vice-Chancellor may relax age limit up to one year only for male candidate. **Therefore, this age limit may be observed strictly and the cases of age-relaxation up to one year only may be forwarded to the Registration Branch for approval of the Vice-Chancellor.**

### **SUBMISSION OF REGISTRATION RETURN:**

- i) While submitting the Registration Return, the following instructions should strictly be followed:
- a) Roll number wise **Online Registration Return** for BBA classes should be feeded.
  - b) **Online Registration Return** should be filled in carefully in accordance with the educational documents. **In case of any correction in the Registration return after its submission, correction fee of Rs.100/- per correction will be charged.**
  - c) A printout of the submitted Registration Return should also be **dispatched** along with all documents i.e. **attested copies of Metric, Intermediate certificates or Equivalent Certificate issued by the IBCC, CNIC/ B.Form having CNIC number, Original N.O.C. (if required) and original bank challan within the schedule.** In case of missing documents a fine of Rs. 300/- per student from the Colleges at Lahore and Rs.200/- per student from the Mufassil Colleges will be charged.
  - d) A fair Photograph of each student (Maximum Allowed File size 200KB) with sky blue background should be uploaded carefully at the proper place during feeding.
  - e) All the columns of the online Registration Return should be carefully filled in. In case of missing/wrong entry of any data in the final submitted online Registration Return a fine of **Rs. 100/-** per student will be charge for correction.
  - f) Admission of the students over and above the intake limit is against the rules, therefore the Registration Returns of such students will not be entertained.
  - g) Complete details of Registration Fee and Late Admission fee etc should be mentioned in the covering letter.
  - h) As per admission regulation 2016 the admission of students of previous sessions can be made by allowing up to the previous 5 years/sessions.
- ii) Registration, Enrollment, Sports and late admission fee shall be deposited by the name of Principal of the college in the authorized branches and original bank Challan / Receipts be provided with the registration returns.

### **College to College Migration**

Within three months after the last date of admission no students should be recommended for migration from one college to another college. In case of transfer of father of any student, change of residence and some unavoidable circumstances, migration of such students can be recommended with solid proof.

### **Special Instructions**

At the time of admitting the students it is essential to keep in view **the admission criteria eligibility and age limit. Admission may be processed according to the University Admission Regulations 2016-17.** These Regulations are available at the University Sales Depot, Allama Iqbal Campus Lahore.

**Admission against the prescribed rules and regulations will be cancelled at any time and the concerned Directors/Principals/Chairmen of the Institute / College / Department will be informed accordingly. In such situation the responsibility will lie upon the Director/Principal/Head of the Department.**

**Yours Faithfully,**

**(JALEEL TARIQ)**  
Deputy Registrar (General)  
For Registrar