

REGISTRATION PROCESS (FOR FIRST SEMESTER)

The selectees should note that mere depositing of dues will not be enough to complete the registration process. This process consists of following steps. Incomplete registration will, therefore, result in cancellation of admission.

- Submission of original documents to the faculty advisor for check-up and scrutiny.
- Allotment of Student number by the Advisor and permission for depositing of fees and funds.
- Clearance from Assistant Treasurer (Account) IER before depositing the dues.
- Deposit of fees and funds in Account No. 101-25Habib Bank, Quaid-e-Azam Campus, University of the Punjab, Lahore.
- Submission of photo copy of bank receipt to the faculty advisor.**
- Collection of admission letter from the Main Office of the Institute to apply for leave from their employer/ department (in case of in-service students only).
- Migration certificates if B. A/ B. Sc/ B. Sc Home Econ. degrees earned from the universities other than Punjab University must be submitted at the time of first semester registration otherwise s/he will not be enrolled for the semester.**
- In case a student fails to attend the class one week after the last day of registration (without late fee) s/he may be refused to continue the class. In case of unavoidable circumstances, chairperson of the department concerned may allow the student to attend class meetings provisionally till the decision of the Faculty Council on the application of the student.

Note: 1. The Institute reserves the right to correct any error, omission etc. at any stage.
2. The Institute reserves the right to cancel any admission on the basis of any error/omission etc. on the part of Institute or mis-statement/concealment of facts on the part of candidates.

REGISTRATION RULES

(For other Semesters)

- Each student will be responsible for his/her registration at scheduled time.
- During the process of registration, show your department identity card/National Identity card when asked for.
- Registration with late fee of Rs. 300/- per day will be possible within two days after the last day specified for registration. In extraordinary circumstances, the Director may extend the time limit for late registration by two days. (date for registration will be displayed on the Notice Board)
- A student, who deposits his/her dues/fees before or during the days specified for registration but gets registered during the days specified for late registration, will have to pay late fee.
- A student may apply for change of a course on prescribed form within one week after the last date of registration without late fees.