

**UNIVERSITY OF THE PUNJAB**  
**LAHORE**

Phone No. 042-99231105

From,

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

No. 1272-P  
Dated: 26-9-23

To:

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

**SUBJECT: ADMISSION SCHEDULE OF ASSOCIATE DEGREE IN COMMERCE PART-I FOR THE ACADEMIC SESSION 2023-24.**

Dear Sir/Madam,

Admission Regulation relating to admissions for Associate Degree in Commerce, (printed at pages 552, 554 and 555 of the Punjab University Calendar Volume-I, 2002) the Vice-Chancellor in exercise of the powers delegated to him by the Syndicate, has fixed the following dates for admissions to Associate Degree in Commerce. Part-I for the academic session 2023-24:

- a) Date of commencement of admissions: 02-10-2023  
b) Date by which admissions are to be completed: 11-10-2023  
c) Last date for submission of "Online Registration Return:" 25-10-2023

**LATE ADMISSIONS:**

Sr. No	Late Fee	Schedule	Last date for Registration Return Submission
i.	With Late fee of Rs. 500/-	12-10-2023 to 25-10-2023	08-11-2023
ii.	With Late fee of Rs. 600/-	26-10-2023 to 08-11-2023	22-11-2023
iii.	With Late fee of Rs. 700/-	09-11-2023 to 09-12-2023	26-12-2023

**Subject to the sanction of the Vice-Chancellor at the time of admission.**

**Please read the guidelines carefully:**

- > Eligibility criteria must be determined strictly according to the Admission Regulation Book.
- > The candidate holding 3<sup>rd</sup> division is not eligible for Admission.
- > Registration Return should be submitted within the prescribed time as per Schedule.
- > The cases of Age relaxation and Session Gap as prescribed in Admission Regulation, must reach this office collectively within the relevant Admission Schedule along with request of the Head of institutions.
- > As per Admission Regulation, the admission of students of previous sessions can be made by allowing up to the previous 5 years/sessions.
- > Late admission forms for admission under category (iii) should also be submitted to the office collectively for necessary approval.

**FEES STRUCTURE FOR THE ACADEMIC SESSION 2023-24:**

- i) Registration fee: Rs. 6200/- per student  
ii) Sports fee: Rs. 500/- per student per year  
iii) Enrollment fee: Rs. 600/- per student per year for Public Sector Colleges  
iv) Enrollment fee: Rs. 1200/- per student per year for Private Sector colleges

**General Eligibility for BS or Equivalent**

The candidates holding F.A/F.Sc or equivalent qualification with at least 2<sup>nd</sup> division and age not more than 24 years are eligible for admission in Associate Degree in Arts & Science /BS/BBIT/ Associate Degree in Commerce/ BBA/ BFA/ LLB ( 5 years)/ B.Arch/ or equivalent programs.

- Note: eligibility for each discipline should be strictly determined according to Admission Regulation Book.

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### **AGE-RELAXATION:**

According to Admission Regulation, any person who has attained the age of twenty-six years or more on the last date fixed for the receipt of the applications for admission shall not be admitted to MA/M.Sc or equivalent classes. Any person who has attained the age of twenty-four years or more on the last date fixed for the receipt of the applications for admission shall not be admitted to Associate Degree in Arts & Science or equivalent classes. However, the Vice-Chancellor on the recommendations of the Chairman/Director/Principal and Dean of Faculty concerned, may relax this Regulation for male candidates/female/ foreign candidates / up to a maximum of 2 years for male and 5 years for female candidates seeking admission to the undergraduate/graduate Course. No age limit for Disable/Special students. (Vide Notification No. S.O. (A-III) 1-83/2012 dated 07/11/2013 issued by HED).

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

- a) Roll number wise **Online Registration Return** for Associate Degree in Commerce class should be feeded.
- b) **On Line Registration Return** should be filled in carefully in accordance with the educational documents. **In case of any correction or wrong/missing entries in the Registration return after its submission, correction fee of Rs.100/- per correction will be charged.**
- c) A printout of the Registration Return should also be **dispatched** along with all documents i.e. **attested copies of Matric, Intermediate certificates or Equivalence Certificate issued by the IBCC, CNIC/ B.Form having CNIC number, and system generated 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. **Only system generated challan forms along with the Registration Return will be accepted.**  
**Note: Registration Returns (generated timely) received beyond the schedule, will be charged due fine.**
- d) A passport size Photograph of each student (Maximum Allowed File size 200KB) with sky blue background should be uploaded carefully at the proper place during feeding.  
**Note: Errors of any other picture will be rejected instantaneously and will not be proceeded for registration.**
- e) 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.
- f) Fee must be submitted on the System Generated Bank Challan and complete details of Registration, Enrollment, Sports and Late Admission fee etc. should be mentioned in the covering letter.
- g) Registration, Enrollment, Sports and late admission fee shall be deposited by the name of Principal of the college in the authorized bank branches **positively within Admission Schedule.**
- h) The Registration Returns must be inscribed original signature by the Principal of the relevant college.
- i) 10% affiliation fee is mandatory to be deposited by the college. The college must send all the challan form of 10% affiliation fee to collectively under a separately cover letter.

### **College to College Migration**


College to college migration shall be proceeded strictly in accordance with statute 14 pertaining to migration from one college to another college stated on Page No. 534, of Punjab University Calendar Volume-I. 2002.

### **Special Instructions**

At the time of admitting the students it is essential to keep in view the admission criteria eligibility and age limit. Admission should be processed according to the University Admission Regulations. These Regulations are available at the University website [www.pu.edu.pk](http://www.pu.edu.pk).

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

Yours Faithfully,

  
(Dr. Khadija Naeem)  
Deputy Registrar (General)  
For Registrar