

## Admission rules & regulations for prospectus 2018 onwards

1. Admission shall be open to candidates (1<sup>st</sup> semester) with at least 45% marks in each SSC & HSSC from a recognized board for the advertised Bachelor degree programs as per eligibility criteria given below.

### A. Subsidized Degree Programs

- i. B.Sc. (Hons) Agriculture Degree Program (Four years)  
**Eligibility:** F.Sc. Pre-Medical or F.Sc Pre-Engineering
- ii. DVM Degree Program (Five years)
- iii. B.Sc. (Hons) Biotechnology Degree Program (Four years)  
**Eligibility:** F.Sc. Pre-Medical

### B. Non -Subsidized Degree Programs

- i. B.Sc. (Hons) Agriculture Degree Program (Four years)  
**Eligibility:** F.Sc. Pre-Medical or F.Sc Pre-Engineering
- ii. DVM Degree Program (Five years)
- iii. B.Sc. (Hons) Biotechnology Degree Program (Four years)  
**Eligibility:** F.Sc. Pre-Medical
- iv. BBA (Hons) Degree Program (Four years)  
**Eligibility:** F.Sc./D.Com/DBA/I.Com/DAE/ICS (Equivalency certificate needed where required) or F.A with at least one of these subjects (i.e. Mathematics, Statistics, Computer Science, Economics)
- v. BS (CS) Degree Program (Four years)  
**Eligibility:** F.Sc. /FCS or Intermediate in Gen. Science/Computer Science or equivalent
- vi. BS (IT) Degree Program (Four years)  
**Eligibility:** F.Sc./FCS/DIT (Two years) or Intermediate in General Science/Computer Science or equivalent.
- vii. BS (Economics) Degree Program(Four Years)  
**Eligibility:** F.Sc/F.A. preference will be given with at least one of these subjects; (Economics, Statistics, Political Science & Mathematics).
- viii. BS (Mathematics) Degree Program(Four Years)  
**Eligibility:** F.Sc./FA with Mathematics or equivalent
- ix. BS (Statistics)  
**Eligibility:** F.Sc./FA with Mathematics or Statistics

Merit for admission to the above Bachelor Degree Programs shall be determined on the basis of combined percentage of marks obtained in SSC (40% weight) & HSSC or equivalent (60% weight). In case Aptitude Admission Test conducted by HEC in time, the merit shall be determined on the basis of combined percentage of marks obtained in SSC (40% weight), HSSC or equivalent (50% weight) & HEC Aptitude Admission Test (10% weight).

2. The number of open merit, Non Subsidized and reserved seats shall be determined by the Syndicate on the recommendations of Academic Council from time to time.
3. Online Application Forms along with original Bank receipt of Rs.1000/- for admission to the above offered Bachelor Degree Programs shall be invited by the Director Teaching to reach Directorate of Teaching, complete in all respects, on specified dates advertised through press. The students who apply for admission can get Prospectus from Directorate of Teaching.

4. The candidate is required to submit hardcopy of his/her online application form(s) along with attested copies of the following documents:
  - i. Matric, FA/F.Sc and equivalent certificates
  - ii. Detailed Marks Certificate of matric and intermediate or equivalent examinations.
  - iii. Attempt/Appearance Certificate/Chances availed Certificate.
  - iv. Character Certificate from Head of the Institution last attended.
  - v. Three duly attested passport sized photographs, one to affix on the form at appropriate place, and other two for official use in a separate envelope.
  - vi. Domicile Certificate.
  - vii. Medical fitness certificate from a Registered Medical Practitioner.
  - viii. Migration Certificate for selected candidate within one month from the concerned board.
  - ix. Undertaking from the selected candidate at the time of admission.
5. Candidates applying for multiple Categories/ Degree Programs are required to submit a separate online application form for each category. For each additional apply Rs. 500/= will be charged.
6. Selection for admission on reserved seats shall be made by the Director Teaching on merit basis from amongst the list of nominees received from the concerned nominating agencies/organizations on or before the due date. The nominees will have to submit application forms. If no candidate applies for admission against reserved seats on due dates, the seats shall be allotted to candidates applied in open merit.
7. The student may change his/her discipline/degree program not later than the commencement of the regular classes subject to in time apply, fulfillment of prescribed eligibility criteria, merit and availability of seat(s).
8. Undertaking/Agreement
  - i. All candidates selected for admission on open merit/reserved seats, will be required to submit an Undertaking/Deeds of Agreement, on judicial stamp paper of Rs. 50/- or more as per sample provided in the prospectus.
  - ii. Candidates selected for admission on Non Subsidized rates shall also submit Undertaking/Deeds of Agreement and surety Bond separately each on judicial stamp paper of Rs. 50/- or more as per sample provided in the prospectus.
9. Determination of Merit  
Final Marks shall be adjusted as follows:
  - i. Ten marks shall be deducted from SSC obtained marks, who has missed year(s) after SSC or HSSC examinations.
  - ii. Twenty marks shall be added for Hafiz-e-Quran. To establish merit, test for the purpose shall be conducted by the University.
  - iii. In case two candidates have equal merit, the one senior in age will be given preference over the other in admission. In case of same age the decision will be made on the basis of marks in SSC.
  - iv. Admission on sports reserved seat shall be made strictly on the basis of open trails conducted by Sports Committee, in respective games.
  - v. Admission on disable seat will be subject to eligibility and level of disability determined by the committee including one Medical Officer, constituted by the Vice Chancellor.

10. The merit list of all the eligible candidates seeking admission into various Bachelor Degree Programs will be displayed on the University website and main Notice Board. Provisional admission will be granted to students on the basis of merit, subject to the verification of documents of all the admitted students from the concerned Board. Each provisionally selected candidate for admission will be required to bring his/her original documents on the date of deposit of dues in person.
11. For the registration in the University, date of birth, name and parentage will be used as per recorded in the Secondary School Certificate. Nonetheless, changes, if any, can be made as per correction produced in SSC through legal procedure.
12. Whenever needed, equivalence of the academic qualification shall be determined by the Admission Committee on basis of Equivalency Certificate issued by the Inter Board Committee of Chairmen (IBCC).
13. On completion of the admission process, documents of admitted students will be verified from the respective Boards soon after completion of the admission process. Fate of the provisional admission shall be decided as confirmed after the verification of documents from the concerned board.
14. Foreign students (including those from Afghanistan) shall be considered for provisional admission subject to approval/clearance of relevant Ministries/ organizations of the Government of Pakistan.
15. Incorrect information, conceal of fact or submission of fake document(s) by the applicant, his/her right of admission will be forfeited at any stage, for being guilty of gross misconduct & a criminal act on the part of concerned candidate.
16. Candidates selected for admission will be required to finalize the admission requirements within the notified period by the Directorate of Teaching, failing which their right of admission will be forfeited and the seats will be allotted to next deserving candidates on the waiting list.
17. Candidate who have attained or shall attain the age of 25 years on the fixed date for admission or have obtained a bachelor degree shall not be eligible for admission to Bachelor degree programs. A student convicted of any offense or has served a sentence in Jail will not be eligible for admission in the University.
18. Late admission to candidate in Part-1 (1<sup>st</sup> semester) will be allowed only to those students who are on the waiting list not later than the commencement of the regular classes. Furthermore, no admission will be granted after 3 weeks of commencement of regular classes in any discipline/ category.
19. The University may suspend admission in any particular discipline if the number of eligible applicants is less than 25 or due to any other valid reason. In such cases, the applicants may be considered for admission to another discipline subject to fulfill the prescribed eligibility criteria, merit and availability of seats(s).
20. After finalization of the admission, the list showing the particulars of the students admitted shall be communicated by the Directorate of Teaching to the Controller of Examinations on the prescribed proforma for the record and issuance of registration.
21. Conversion of Admission from Non Subsidized to Subsidized rates.

The conversion of admission from non-subsidized rates to subsidized rates will be made by Directorate of Teaching. However, this option can only be exercised subject to the following conditions:

- i. The conversion of admission from non-subsidized rates to subsidized rates will be made on merit, availability of seat(s) and till completion of second semester registration as per approved Academic Calendar with the constraint that first semester dues deposited by the student concerned will not be refunded/adjusted.
- ii. The conversion of admission can be made in subsidized degree programs subject to the candidate must obtain equal or greater marks by the last admitted student on open merit.
- iii. The conversion of admission from non-subsidized to reserved seat will not be accepted in any case after completion of admission process.
- iv. No request for conversion of admission will accepted after completion of second semester registration as per approved Academic Calendar.

## 22. Admission and Semester's Registration

- i. Renewal/Registration to B.Sc. (Hons.) Agriculture from 1<sup>st</sup> to 4<sup>th</sup> semester shall be made by the Directorate of Teaching and 5<sup>th</sup> semester onwards by the concerned Chairman/ Director.
- ii. Renewal/Registration to B.Sc. (Hons.) Biotechnology and DVM from 2<sup>nd</sup> semester onward shall be made by the concerned Chairman/ Director.
- iii. Renewal/Registration to BS (Economics) from 2<sup>nd</sup> semester onward shall be made by the Director IDS.
- iv. Renewal/Registration to BBA (Hons.), BS (CS) and BS (IT), from 2<sup>nd</sup> semester onward shall be made by the Director IBMS.
- v. Renewal/Registration to BS (Statistics) and BS (Mathematics), from 2<sup>nd</sup> semester onward shall be made by the Chairman concerned.
- vi. The concerned Chairman / Director of Institute will submit list along with renewal forms to the Directorate of Teaching soon after completion of registration/renewal for onwards submission to the secrecy section for conduction of examinations.

## 23. Late Admission

- i. Late admission/registration to remaining classes will be allowed up to one week after the last date of normal registration/renewal by the Director Teaching in case of B.Sc. (Hons.) Agriculture Part-I (2<sup>nd</sup> semester) and Part-II (3<sup>rd</sup> & 4<sup>th</sup> semesters) and by the Chairman/Director concerned for the BSc (Hons.) Agric. Part-III (5<sup>th</sup> & 6<sup>th</sup> semesters) and Part-IV (7<sup>th</sup> & 8<sup>th</sup> semesters), B.Sc. (Hons.) Biotechnology, DVM, BS (Economics), BBA (Hons.), BS(CS), BS (IT), BS (Statistics) & BS (Mathematics) 2<sup>nd</sup> semester onward with payment of late fee Rs. 1000/-.
- ii. Late registration/renewal after one week but not beyond 2<sup>nd</sup> week of the last date of registration/renewal may be granted by the Pro- Vice Chancellor with late fee of Rs. 2000/-.
- iii. Late registration/renewal with justification, after two weeks but not beyond 3<sup>rd</sup> week of the last date of registration/renewal may be granted on the approval of the Vice Chancellor with late fee of Rs.4000/-.

## 24. Admission to Opt a Discipline (5<sup>th</sup> Semester)

- i. In B.Sc. (Hons.) Agric. Part III and BBA (Hons.) Part III, a student may apply for admission in specialization to the different department on his/her choice.

- ii. Admission in a discipline shall be granted purely on merit. The number of students to be admitted shall be decided by the following committee, keeping in view the existing staff, available facilities and accreditation requirements:
  - Concerned Dean
  - Chairman of Department / Director of Institute /Campus
  - Two Senior Faculty of the Department
  - Director Teaching
- iii. Change of specialization will be allowed to students with consent of the concerned Chairman/ Director and approval of the respective Dean (In case of AMKC Mardan by the Director) within three weeks of the beginning of the classes.
- iv. Merit for admission in the discipline shall be determined on the basis of total grade points earned by the student in the previous three cumulative semesters (CGPA).

#### 25. Attendance

- i. Minimum of 75% attendance is compulsory in a subject for all Bachelor Degree Programs.
- ii. Absence from classes without prior permission/genuine reason for two consecutive weeks (two weeks means four theory classes for a three credit hours course), shall entail cancellation of admission in the course by the class teacher.
- iii. The admission can be restored on the appeal of the student to the concerned teacher when made within next five days of the cancellation order with a payment of Rs. 550/- subject to fulfillment of the required attendance (75%) thereafter in the semester.
- iv. The chance of appeal can be availed only once in the same semester. The decision will be subject to approval of the Chairman/Director concerned.
- v. The decision pertaining to cancellation/ restoration will be communicated to Director Teaching/ Controller of Examinations for record.
- vi. Students whose names have been removed from the roll for continued absence shall not be entitled to refund of fee paid to the University for that semester.
- vii. Leave up to 7 days in all Degree Programs may be granted by the concerned teacher.
- viii. Leave up to 15 days in all Degree Programs may be granted by the concerned Chairman/Director.
- ix. Leave beyond 15 days but not exceeding 21 days may be granted by the Dean in verifiable exceptional cases. In case of leave beyond 21 days, the semester can be frozen on the request of the student. The frozen semester shall be completed after the completion of all other semesters of the concerned degree program within the maximum permissible duration with the constraint that his/her result will be considered "As a whole" and he/she will not be eligible for any other academic benefit(s) i.e. claim of position holder.

26. Student shall be enrolled as full time regular student in a degree program offered by the University. Such student cannot be allowed admission simultaneously in any other University/Degree awarding institution as well. In case a student is found and verified for dual enrollment s/he will be liable for cancellation of her/his enrollment from this University by the Director Teaching during 1<sup>st</sup> to 4<sup>th</sup> semesters and concerned

Chairmen/Director/HoD from 5<sup>th</sup> semester onwards.

27. Admission of those students who remain absent from entire examination of a semester, shall stand cancelled automatically. Their reinstatement shall depend on full written justification to the Directorate of Teaching on the recommendation of the concerned Chairman / Director of Institute (where applicable) with a fine of Rs.2500/-.
28. A student shall be eligible to appear in the examination provided that he/she has:
  - i. Be on the role of the University during the semester.
  - ii. Attended 75% classes.
  - iii. Paid all University dues.
29. Institutional charges including tuition fee, hostel fee and admission charges waived off for disable/special students subject to eligibility and level of disability determined by the committee including one medical officer, constituted by the Vice Chancellor. Furthermore, 10 years age relaxation in admission to the Bachelor degree program will be granted to the disable/special students.
30. A student of each Degree Program must pass each course with at least a 'C' grade and maintain a grade point average (GPA) of 2.0. A student whose GPA is less than 2.0 at the end of the semester shall not be promoted to the next semester.
31. At the end of the 2<sup>nd</sup> semester, the student must secure a minimum GPA of 2.0 and must also have passed 50% of the subjects failing which s/he will be given the option to get re-admission in 1<sup>st</sup> semester of the following session.
32. At the end of 4<sup>th</sup> semester, the student must secure a minimum GPA of 2.0 and must have passed 70% of the subjects registered in that semester failing which s/he will be barred from promotion to the next semester/class.
33. Student, who failed to attain the required minimum grade point (i.e. 2.0) in a semester, will be liable for cancellation of her/his enrollment from the University. Such students will be allowed readmission with next year class to continue his/her studies however this period shall be counted towards the maximum time allowed for the completion of degree.
34. Scheme of Studies (Status)

The University offers courses leading to degrees of B.Sc. (Hons.) Agri, B.Sc. (Hons.) Biotechnology, DVM, BS (Economics), BBA (Hons.), BS (CS), BS (IT), BS (Mathematics) & BS (Statistics) in various specializations, under the semester system.
35. The duration of each Bachelor degree program shall be four years (8 semesters) after F.A/F.Sc, while the duration of DVM degree program shall be five years (10 semesters).
36. There shall be two semesters (Fall and Spring) and if and when necessary, a summer semester in an academic year can also be arranged.
37. Medium of instructions for teaching and examination shall be English except Islamic Studies and Pakistan Studies where Urdu shall be the medium of teaching.
38. Islamic Studies shall be compulsory for Muslims with the option of taking Ethics for non-Muslim students.
39. Each student shall take 15 credit hours in each of the 5<sup>th</sup>, 6<sup>th</sup> & 7<sup>th</sup> semesters and 13 credit hours in 8<sup>th</sup> semester including 4 credit hours internship/project as provided in the scheme of studies.
40. The Spring Semester shall normally start in January and fall semester in August/September. However, the Director Teaching in consultation with Vice Chancellor can make changes in Academic Calendar.

41. Each semester shall be of 16-18 weeks teaching including registration and examination according to Academic Calendar.
42. The University shall offer every required course at least once in an academic year.
43. The credit requirements for each Bachelor degree programs is as under:

B.Sc. (Hons) Agriculture	140 credit hours
B.Sc. (Hons) Biotechnology	137 credit hours
DVM	203 credit hours
BBA (Hons)	124 credit hours
BS (CS)	136 credit hours
BS (IT)	133 credit hours
BS (Economics)	130 credit hours
BS (Mathematics)	131 credit hours
BS (Statistics)	131 credit hours

- i. A course having 3 credit hours means two theory lectures and a practical per week.
  - ii. Course having 3 credit hours with no practical means 3 lectures a week, respectively.
44. Two examinations shall be held in theory part of a subject, one in the middle and other at the end of the semester.
45. Where a course does not include a practical, the midterm shall carry 30% of marks including assignments and quizzes and the final term exam shall carry 70% of marks. In case a course includes a practical, the practical shall carry 30% of marks, the midterm shall carry 30% of marks including assignments & quizzes, and the final term shall carry 40% marks. However, in case of a course with no theory, practical shall carry 100% of marks.
46. A student who fails a course shall be given three more chances within the maximum duration allowed for completion the degree.
47. A student is required to be registered in each semester; however, if s/he fails to get enrolled/registered for two consecutive semesters without any written intimation will lose right for the re-admission in a degree program in which s/he was initially registered. The reason considered justifiable includes circumstances beyond his/her control such as judicial lock-up or under treatment in hospital. The intimation to this effect is obligatory to be given within 15 days to the Director Teaching (in case of B.Sc. Hons. Agriculture Part I & II, and to the Chairman/Director concerned in case of BSc. (Hons.) Agriculture (Part III & IV), B.Sc. (Hons.) Biotechnology, DVM, BS (Economics), BBA (Hons.), BS(CS), BS(IT) BS (Mathematics) & BS (Statistics) (2<sup>nd</sup> semester onwards) degree programs respectively.
48. Total duration for the completion of a Bachelor degree program including the missing semester, however, shall not exceed six years or 12 semesters.