

REVISED REGULATIONS FOR REGISTRATION OF STUDENTS

- i. Registration of a student is mandatory for admission to the University.
- ii. The students admitted in affiliated or constituent Colleges / Institutions/ Departments shall be eligible for Registration provided they fulfill the admission criteria of relevant regulatory bodies.
- iii. Registrar shall maintain Register of all registered undergraduate & postgraduate students of the University.
- iv. University shall maintain the following record of all registered students:
 - a) Name & Father's Name
 - b) Date of Admission or Readmission to an Institution
 - c) Date of leaving an Institution
 - d) Class Roll Number
 - e) Name of the Last University / Board of Intermediate & Secondary Education
 - f) Date of birth
 - g) Any University scholarship, medal or prize won
- v. Head of the Institution/Department shall forward to the Registrar within 30 days the name of every student admitted or readmitted, together with Registration Fee. The information will be provided on the prescribed Registration Form through registered mail or special courier or online services. Head of the Institution/Department or his authorized nominee must attest the Form and supporting documents i.e. copies of matriculation & intermediate/equivalence certificates, degrees, migration certificates and passport size photographs (with sky blue background) of the candidate.
- vi. Graduates of other Universities shall provide migration certificate/NOC from the parent University at the time of Registration.
- vii. Students qualifying from Boards of Intermediate & Secondary Education located beyond the geographical boundaries of Punjab Province will provide Board Migration Certificate at the time of Registration.

- viii. In case of default in submission of Registration Form to the University by the due date, the respective institution shall be liable to pay a fine at the prescribed rates.
- ix. The Registration Forms can be submitted within 30 days of admission on payment of usual fee.
- x. Each registered student shall be issued Registration Number/Card which will be sent to him/her through Head of the Institution/Department.
- xi. Head of the Institution/Department shall report to Registrar within seven days if any student ceases to be on the roll of Institution/Department due to:
 - a) Rustication or Expulsion of the student
 - b) Migration to another Institution/Department
 - c) Upgradation (improves his/her merit of entry) to another Institution/Department
- xii. Head of Institution shall report to Registrar the joining of a student within seven days in case of any migration or up gradation.
- xiii. University shall maintain the same Registration Number once allotted to a student and so shall other Institutions/Departments.
- xiv. Request for "Duplicate" Registration Card shall be entertained only after payment of prescribed fee, submission of registered F.I.R about loss of the card and a copy of National Identity Card.
- xv. A request for change in the registration record will be entertained by the Registrar on the recommendation of Head of the Institution/Department after establishing the validity of request and on payment of prescribed fee till final year of that course. However, a request for change in maiden's name after marriage can be entertained, on production of a certified copy of Nikah Nama.
- xvi. No student shall at one time be on roll of the two universities for the same degree.

- xvii. In any matter not covered by above regulations, Vice Chancellor is competent to take a decision not inconsistent with the provisions of the Ordinance.