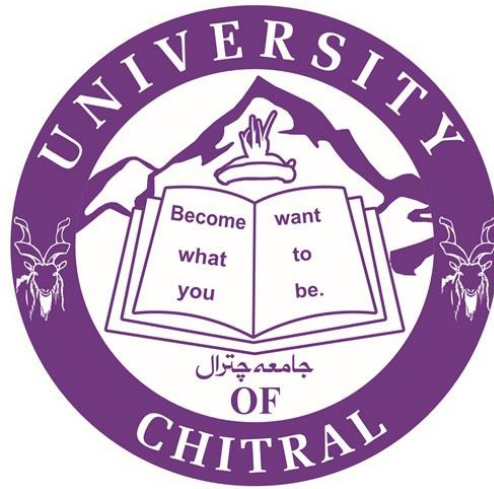


UNIVERSITY OF CHITRAL, KHYBERPAKHTUNKHWA
ADMISSION RULE




Assistant Director
Academics
University of Chitral

University of Chitral, Chitral

Admission Policy (Undergraduate Programs)

1 Definitions

- A. "HEC" means Higher Education Commission of Pakistan.
- B. "IBCC" means Inter Board Committee of Chairmen/Chairperson.
- C. "Undergraduate" means 04 years Bachelors (BS) and 02 years Conventional MA/MSc Programs.
- D. "University" means University of Chitral, KPK

2 Salient Features of Admission Policy for Under-Graduate Programs

- A. The admission shall be open to all as per Khyber Pakhtunkhwa Universities Act (2016) (Amendment) including for those as per quota approved by the competent authorities from time to time, provided that the approved eligibility criteria for the program are met.
- B. The University will ensure to provide academic, personal and, where appropriate, financial support to the admitted students for successful completion of their study.

3 Announcement of Admissions

The admission shall be announced through advertisement in national / local newspapers as well as on university website.

4 General Conditions for Admission

- A. The applicant/candidate shall
 - i. Apply online or submit application in person/by post for admission or as per prescribed procedure determined by the University
 - ii. Pay the required processing fee (non-refundable/non-adjustable).
 - iii. Students have to appear in entry test as determined by the University.
 - iv. Provide "Equivalence Certificate(s)" issued by Competent Forums, like HEC, IBCC etc. in case of holding certificate/degree issued by a Foreign/ non-Pakistani Educational Board/University.
 - v. Meet the minimum eligibility requirements for the opted degree program/discipline.
 - vi. After securing admission, provide an affidavit/undertaking (as per specimen in Annexure-I) on a stamp paper/ white paper ensuring no intention to participate in political activities in the University premises/hostels/centers/programs managed by the University including assurance about abstaining from any criminal act/activities (as per law put into operation by the government). Furthermore, student has to certify that they will not be involved in any kind of drug abuse (bringing/selling into the University as well as in the hostels/centers/programs managed by the University, consuming or encouraging consumption of drugs and narcotics substances) or use of tobacco products at the university as well as in the hostels/centers/programs managed by the university.

- B. Candidates will be offered provisional admission subject to the fulfillment of fundamental pre-requisites for the program.
- C. University of Chitral reserves the right not to entertain:
 - i. Application is not submitted within the stipulated deadline
 - ii. The required documents are not submitted in hard form
 - iii. Prescribed procedure is not followed

5 Eligibility/Ineligibility

Eligibility for admission to Bachelor Program (BS 04 Year) shall be F.A/F.Sc, or an equivalent certificate/diploma from any recognized institution and for MA/MSc program (02 Year) shall be BA/BSc or equivalent from any recognized institution, with at least 'second division (45.00% in annual system)' or 'its equivalent grade based on minimum 50.00% marks for other than annual system, as per semester rules, subject to the condition that it's not in contrary to the requirement of relevant accreditation council.

Ineligibility: The following shall not be eligible for admission:

- a. Those who have been expelled once from the University of Chitral for a misconduct.
- b. Holding bad character certificate issued by institute previously attended

6 Age Limit

- a. The maximum age limit for admission of the undergraduate, i.e. MA/MSc and BS programmes shall be 30 and 25 years, respectively.
- b. The upper age limit for a candidate will be counted with effect from the last date fixed for receipt of 'admission form'.
- c. The Vice chancellor has the discretion for waiving off upper age limit upto two year relaxation, only on solid reasons and proof, provided by the concerned candidate.
- d. Any one beyond the prescribed age shall not be admitted unless the relaxation is granted by the Vice Chancellor on the recommendation of the concerned Dean/Chairperson/HoD.
- e. The candidate(s) having age limit beyond the stipulated age shall not be enrolled/admitted nor allowed to attend classes unless and until they obtain approval for 'waiving off' of the "over age period".
- f. For age relaxation to "In Service Candidates" the government rules will be followed. In service candidates seeking admission should obtain NOC from the respective departments.

7 Admission Procedure in the University

- a. Admission application form completed in all respects must be submitted online and in hard form as announced by the university.
- b. Appear in entry test on given date and time as determined by the university. Under special circumstances university may exempt entry test; in such a case merit will be calculated based on marks obtained in matric (SSC/equivalent) /intermediate (HSSC/equivalent) and BA/BSC/Equivalent or as determined by the university uniformly.
- c. The candidates selected on merit/quota will be issued Fee Challan for fee deposit.
- d. Students have to submit all the documents in the first week of commencement of semester and if all the documents (Complete in all respect) are not submitted in given time then admission may be cancelled.

- e. A candidate may apply for admission for more than one discipline; however, admission will be offered in order of preference.
- f. A candidate with other than first preference/option will be placed in the last of merit list for admission in a department even having higher marks than the selected candidates in a degree program with first preference/option.
- g. Form(s) are invariably accepted from all candidates, which shall be subsequently scrutinized to sort out the eligible candidates.
- h. Students who do not apply within the deadline during the admission announcement will not be considered for admission in later stage.

8 Merit Criteria

Merit for admission will be determined as follows:

- a. Weightage of marks obtained in F.A/F.Sc or Equivalent or BA BSc/ AD = 80%
- b. Weightage of marks obtained by the candidate in Admission entry test/ interview = 20%
- c. Merit Calculations

FA/F.Sc or Equivalent or BA/BSc / Equivalent Weightage	= Obtained Marks 0.8 X 100 / Total
Test Weightage	= Obtained Marks X 0.2 X 100 / Total
Aggregate (Merit) Weightage	= FA/F.Sc or Equivalent Weightage + Test Weightage

Result awaiting students shall provide the requisite result before the display of merit list.

- d. In case, it is proved at any stage that a student has provided false information and/or submitted fake record/documents; they will lose the right of admission and obtaining transcript(s) and Degree(s), as well as disciplinary/legal proceedings may be initiated against him/her being guilty of gross misconduct & a criminal act on part him/her.
- e. If a student deposits semester fee in a particular program but that program could not be started by the University (for instance, due to less number of students etc.) or admission committee rejects their application (due to some deficiencies like 3rd division, etc.) then their full semester fee (including Tuition fee and all other charges) will be refunded without any deduction.

9 Admission/Entry Test

The University will arrange an admission test. It will be general ability test composed of inter level subjects. The purpose of the Admission Test (if deems necessary) is to evaluate candidates for their quantitative and analytical capabilities, logical reasoning, communication skills, reading comprehension, lexical resource, grammatical range, and capacity for the desired degree program. Under special circumstances university may exempt entry test. In such case, merit will be based on Matric and FA/FSc marks only or as determined by the University.

10 Display of Merit List

Merit list of the successful candidates after the entry test will be displayed on university website and/or on the notice boards of respective department. All the students other than on merit list will be considered on waiting in order of merit.

If a student falls in merit list of more than one degree program, then student has to choose only one program for fee submission in due time. Once a student submit fee in program of their choice, their right of admission in other program/s (regardless of his choice of preference) will be seized and cannot claim right of admission in other programs.

11 Selection Procedure in Department

After the display of merit list, the successful candidates have to get/print the Semester fee challan and submit it in the designated bank/operator within given deadline. If a student fails to submit the semester fee within due date and time, they will lose the right of admission in that particular program.

After fee submission, student has to submit copy of all the documents (mentioned in Section 13) to HoD/Departmental Admission Committee along with all original documents/credentials within first week of commencement of the semester. Original documents will be returned after the verification.

The Admission Committee will verify that SSC, HSSC and BA/BSc/ Equivalent marks entered on application form/ERP are the same as reflected on original transcripts. The committee will also verify/crosscheck the copy of submitted documents with original documents, if required documents are not provided in time or provided information is incorrect or for any other genuine reason to be recorded, the committee may cancel the admission of those students. In such case full semester fee (including Tuition fee and other allowances) will be refunded to applicants without any deduction.

Note: After the completion of admission procedure, all documents (listed in section 13) collected from students will be sent to admission office within 2 weeks for record purpose. Respective head of the department will make sure that all the applications are complete in all respect and any deficiency found at the time of admission was reported properly and has been fulfilled by the student before sending the record to the admission office.

12 Waiting List

The waiting list will also be displayed on the notice board and university website. After expiry of the deadline of the first merit list, subsequent merit lists will be issued to fill the remaining seats in the degree program by the respective department up to the 2nd week of the commencement of classes.

All the applicants in a discipline with first choice/priority, who could not secure a position in the merit list, will be considered on waiting list for that discipline merit-wise. Those who opted a degree program as second, third, or fourth option/preference will be appended at the end of the 1st, 2nd 3rd choice/priority applicant's merit list, respectively, in the order of their aggregate score/merit.

After expiry of the deadline of any of the merit lists i.e. 1st, 2nd and subsequent, the opportunity will be considered null and void and student cannot claim their secured position in the merit lists after expiry of the relevant list. However, if there are no more applicants on waiting list, the admission committee can consider the applicants from other departments who could not get admission in any other program within the deadline, subject to the availability of seats.

13 Documents Required at the Time of Admission in University

- A. Attested photocopies of the following documents (along with original semester fee challan submitted in designated banks) must be attached with application form:
- i. Three recent passport size photographs
 - ii. Secondary School Certificate/equivalent qualification & DMC
 - iii. Passed F.A/F.Sc. or equivalent qualification certificate & DMCs
 - iv. Domicile certificate
 - v. Character certificate from the head of institution last attended
 - vi. CNIC/Form-B of applicant and his/her Parent/Guardian. Applicants of 18-year age or above must submit photocopy of their CNIC
 - vii. Equivalence Certificate from IBCC (Inter Board Committee of Chairmen), where applicable, for instance, foreign students
 - viii. Original Migration Certificate (within two weeks after admission)
 - ix. Undertaking (as per Annexure-I on Rs.50 stamp paper dully attested by Notary Public)
 - x. Candidates applying against quota seats must attach relevant certificates, showing eligibility of the candidate against the quota for which he/she is applying.
- B. Until all the deficiencies are met by the student, their admission will be considered Provisional.

14 Foreign Students

Foreign Nationals have the provision to get admission at the University of Chitral according to the procedure/SoPs determined by HEC/Government/Ministry of Foreign Affairs.

15 Quota/Reserved Seats

The University discourages any quota system in admission, however, if the competent forum approves any quota keeping in mind any Government Policy/direction, then admission will be granted accordingly. Student may apply for both open merit and reserved quota.

1. Presently, the University of Chitral is offering following quota seats:

<i>Category</i>	<i>Quota (Reserved Seat(s) for Admission)</i>
<i>Persons with Disabilities (PWDs)</i>	<i>One seat in each degree program*</i>
<i>Sports</i>	<i>One seat in each degree program*</i>
<i>Hafiz-e-Quran</i>	<i>One seat in each degree program*</i>
<i>Minority</i>	<i>One seat in each degree program*</i>
<i>Employees' Children</i>	<i>One Seat in each degree Program*</i>
<i>Erstwhile FATA</i>	<i>Two seats in each degree program*</i>
<i>Foreign student's Admissions</i>	<i>Undergraduate Programs:</i> a. 10% (extra seats) of the announced/ available seats for each program. b. Further, if the available/ announced seats are not fully occupied, in such a case more than 10% foreign students may be accommodated from the rest of the seats.

*In case, a specific Quota (Reserved Seat(s) for Admission) is/are not filled, then vacant seats will be accommodated for other applicants filled on open merit or foreign students.

2. **Special Persons:** The applicant shall have to produce the disability certificate duly issued by District Disable Assessment Committee/Office Concern/showing disability mark on CNIC.
3. **Sports:** The applicant shall provide a registration certificate of Provincial/District Sports Board along with certificate(s) of participation at inter college/board level issued by Education Department/relevant Board. Final selection shall be made on the basis of trial for each category that shall be held as per advertised schedule. The University reserves the right to specify the category/event/kind of sports as per its policy.
4. **Merged Districts:** The applicant shall have to submit domicile of Merged Districts along with application form.
5. Student will be first considered for open merit and then for quota seat.
6. In case, the applications received for a quota are more than the reserved seats, admission will be determined on merit among the applicants and merit list will be displayed accordingly. All the applicants on a quota shall have to fulfill the minimum general criteria i.e., eligibility for the opted degree program and qualifying the admission test.

16 Change of Major after Admission in University:

Change of major/Department/Program can be availed within 15 days of the commencement of classes in 1st Semester only after admission to university and following conditions have to be fulfilled.

- a. Department to which student wants to shift has the vacant seats and fulfill the merit/eligibility criteria. For 1st semester students, department will make sure that there is no candidate on waiting list before allowing the change of department within 15 days of start of classes.
- b. First semester students (new entrants) may change the program within 15 days of commencement of classes, but they have to fulfill all the conditions mentioned in this section.
- c. Student shall get willingness of both concerned Chairpersons/HoDs for initiating Department/Program change, on a prescribed form (Annexure-II) before the start of semester.
- d. Will pay fee difference, if any, between the two departments. Extra fee, if any, will be adjusted/refunded as per university policy.

UNDERTAKING

For admission in the University of Chitral

I..... S/o, of ----- Department Session hereby undertake that: -

1. As a student of University of Chitral, I will abide all the rules and regulations of the University of Chitral in any form written or verbal; conveyed directly by the administration or through faculty members or any other agent such as Proctors etc and I will co-operate with the campus administrative staff and faculty members in implementation of those rules, regulations and orders.
2. The specified tenure for BS is four Years and two Years for MA/M.Sc student.
3. I will be bound to complete minimum prescribed percentage of attendance in classes, completion of assignments, appearing in periodical tests and practical etc. failing which will subject me to any action/penalty by the concerned teacher/university authorities and in that case, I will have no choice but to accept the penalty which may include adverse effect on my result, imposition of heavy fine or altogether ban on my appearing in examination etc.
4. I will not sublet my student card or hostel card, in case of subletting student/hostel card, the university/hostel management have full authority to dump my luggage in store and seal the room without any notice. The hotel management will bear no responsibility of any damage or loss during sealing of room.
5. I will not sublet my student card or hostel card, in case of subletting student/hostel card, the university/hostel management has full authority to cancel my student /hostel card (with no refund of security) and seal my room without any notice.
6. I will discourage frequent visit of guests in the campus as well in the hostel. I will take prior permission from the hostel management for any stay of guest in any room and will pay guest charges at the per night rate for the time being in force, in advance (maximum allowed stay three nights). I will cooperate with the hostel management and staff in keeping complete record of my guest.
7. I will pay the dues (monthly electricity) / mess charges of hostel and Fine etc) in time.
8. I will not use the University lower staff / hostel bearers for unauthorized, un-prescribed and personal service.
9. I will not use any Room Cooler, Air Conditions and Heater in my Room, in case of violation, the hostel management shall have full authority to confiscate my room cooler, air conditioner and impose heavy fine including cancellation of my hostel card.
10. I will make all clearance and hostel card renewal on time. I will not claim any clearance, demand of my dumped luggage after three months of the expiry of my tenure, cancellation of hostel card and locking of my room due to any reason.
11. I will accordingly inform the campus authorities/hostel management about cancellation of admission in department and will complete the student / hostel card cancellation process in time.
12. I will take proper leave from campus authorities and inform the hostel management about my leave.
13. I will strictly follow the University / hostel timings. I will not personal cooking in the hostel room. Furthermore, I will vacate the hostel room if and when directed by the university management.
14. I will not indulge in politics of any type and will not be a member of any political party / organization, student's federation and holding a gathering, meeting, or taking out procession in any part of the campus, I understand that my failure to observe this clause of undertaking would result in cancellation of my admission / expulsion from the department / university.
15. I shall never use violence, threat of violence and pressure in any dispute with others. All means and method shall only be logical persuasion, petition, appeal, review and other legal and judgment of the committee constituted by the competent authority for decision or settlement of the wrongs done to me.
16. Further, I do hereby solemnly undertake to absolutely refrain from: -

- a. Doing anything which may cause injury or insult to head, teacher, officers and other administrative staff of institution or my fellow student.
 - b. Holding gathering, meeting, or taking out procession in any part of campus other than areas specified for the purpose.
 - c. All kinds of unfair means in examinations, tests, assignments etc.
 - d. Allowing or abetting entrance to the premises of the University of Chitral any expelled students, antisocial elements or others whose presence in the campus could cause conflict amongst the students.
 - e. Bringing into the campus consuming or encouraging consumption of alcoholic products, drugs and narcotics and indulging in acts of moral turpitude including unwelcome mingling with or harassing the students of opposite gender in any manner/under any definition in the University premises.
 - f. Bringing or keeping any type of weapons within the University / colleges / departments premises.
 - g. Using or occupying any room or part of any building of the institution without lawful authority.
 - h. Subletting of hostel room to unauthorized person.
 - i. Damaging any university / college / department property including building etc. in any manner.
 - j. Indulging in any violent or any other unsuitable activities even outside the University Campus, which may bring bad name to the University of Chitral.
 - k. From all such acts and deeds as might bring disgrace and bad name to University of Chitral and from deeds which may create even bad impression.
17. If I am reported to be guilty / involved in any of the aforesaid immoral, socially unacceptable, unbecoming, anti-social activities, generally regarded against the norms and culture of the Chitral during my studies / stay in the University of Chitral, the authorities can immediately rusticate / totally expel me and I will not try to create law and order situation or instigate the students of the University or of any other institution against the action taken by the University and neither I can go to any court of law. In case of my expulsion from University I shall pay to the University as liquidated damage at the rate of Rs. 100,000/- (Rupees one hundred thousand only) per year of my study in the University.

I endorse that my son/daughter/ward protégé will abide by the rules and I will not have objection on any penalty imposed by the University upon him/her for any lapse.

Signature of Student: _____ Signature of Parent / Guardian _____
 NIC No: _____ NIC No: _____
 Address: _____ Address: _____

ATTESTED
 Signature and Seal of Oath Commissioner

Application for Change of Department/Program (At the time of admission to university)

Respected Sir/Madam

I _____ Father Name _____

Roll. No. _____ Registration No. _____ request for change of

Department /Program from _____ to _____

Signature of Student: _____ Date: _____

i) Willingness of HoD where student want to switchover:

It is hereby confirmed that a seat is available, and the undersigned has no objection on his admission in the requested program of our department.

_____ Date: _____
Signature and Stamp of
Chairperson/HoD

ii) Willingness of HoD from where student wants relieving:

It is hereby stated that this department has no objection if the applicant is granted admission in the requested program. [Transfer the case on ERP to the new department]

_____ Date: _____
Signature and Stamp of
Chairperson/HoD



UNIVERSITY OF CHITRAL
CHITRAL, KHYBER PAKHTUNKHWA

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Photographs
Here

ADMISSION FORM FOR BS PROGRAM

Form No. 1527 - 2022

1. Selected Departments A). _____ B). _____ C). _____
2. Name of Applicant: _____ 3. Father Name: _____
4. Applicant CNIC No. _____ 5. Father CNIC No. _____
6. Date of Birth: _____ 7. Domicile: _____
8. Gender: _____ 9. Blood Group: _____
10. Nationality: _____ 11. Father Occupation: _____
12. Religion: _____ 13. Address: _____

14. Phone No: _____ 15. Cell No _____ 16. Email _____

ACADEMIC QUALIFICATIONS

Certificate/ Degree	Board/ University	Year of Passing	Annual/ Supply	Roll No	Marks Obtained	Total Marks	% age
SSC							
FA/FSc							
BA/BSc							

I hereby certify that the information provided in this application form is correct. I undertake to abide by the rules and regulations of the University of Chitral and the orders issued by the competent authorities from time to time. I also submit that my admission in the University is provisional and is subject to cancellation if any irregularity is found in my admission Form/Documents/Conduct at any stage.

Attached Receipt No. _____ Rs. _____ Dated _____

Applicant's Signature

Father's/Guardian Signature

17 For Office Use Only

Deposited Receipt No. _____ Rs. _____ Date. _____

Admission Committee: -

1. _____ 2. _____ 3. _____ 4. _____

Bank Copy



A/c No. 003001459634

Branch: IBB Chew Bazar Chitral (0137)

Date: _____

Form No. 1527 - 2022

Serial No. _____

Name: _____
Processing**Father Name:** _____**Fee For:** Admission Application_____
Depositor's Signature_____
Bank Officer's Signature

Rs. (in figures) 1000/-

(in words) One Thousand only

Treasurer Copy



A/c No. 003001459634

Branch: IBB Chew Bazar Chitral (0137)

Date: _____

Form No. 1527 - 2022

Serial No. _____

Name: _____
Processing**Father Name:** _____**Fee For:** Admission Application_____
Depositor's Signature_____
Bank Officer's Signature

Rs. (in figures) 1000/-

(in words) One Thousand only

Department Copy



A/c No. 003001459634

Branch: IBB Chew Bazar Chitral (0137)

Date: _____

Form No. 1527 - 2022

Serial No. _____

Name: _____
Processing**Father Name:** _____**Fee For:** Admission Application_____
Depositor's Signature_____
Bank Officer's Signature

Rs. (in figures) 1000/-

(in words) One Thousand only

Depositor Copy



A/c No. 003001459634

Branch: IBB Chew Bazar Chitral (0137)

Date: _____

Form No. 1527 - 2022

Serial No. _____

Name: _____
Processing**Father Name:** _____**Fee For:** Admission Application_____
Depositor's Signature_____
Bank Officer's Signature

Rs. (in figures) 1000/-

(in words) One Thousand only