The Principal of all Degree Colleges,  
Affiliated to the University of Karachi,  
in Arts, Science & Commerce,  
Karachi.

Subject: ADMISSION POLICY FOR ADMISSION TO GRADUATE CLASSES

Dear Sir/Madam,

Admissions to First Year Degree Classes in Arts, Science and Commerce for the year 2013 will start from 7th January, 2013 as per schedule notified separately.

THE PRINCIPAL OF ALL COLLEGES AFFILIATED TO THIS UNIVERSITY SHALL MAINTAIN REGISTERS OF ADMISSIONS WHICH MUST BE CLOSED AFTER 15 DAYS FROM THE CLOSE OF ADMISSION. THE LAST DATE FOR ADMISSION TO CLASSES OTHER THAN 1ST YEAR DEGREE CLASSES WILL BE NOTIFIED IN DUE COURSE AND THE REGISTERS OF ADMISSIONS TO THE SAID CLASSES WILL BE CLOSED ON THE DATE TO BE NOTIFIED BY THIS OFFICE.

AFTER THE EXPIRY OF THE LAST DATE FOR ADMISSIONS, THE INSPECTOR OF COLLEGES WILL VISIT EACH COLLEGE AND SIGN THE ADMISSION REGISTER WITH DATE IN TOKEN OF CLOSURE OF THE REGISTER. EACH COLLEGE SHALL SUBMIT FOUR COPIES OF THE LIST TO THE UNIVERSITY OF ADMISSIONS MADE, NOT LATER THAN 4 WEEKS AFTER THE ADMISSIONS ARE FINALLY CLOSED.

THE FOLLOWING POINTS MAY KINDLY BE TAKEN INTO CONSIDERATION AT THE TIME OF ADMISSION:

a) No student shall be allowed to offer a combination of subjects (In case of B.A./B.Sc. (Pass)) which is not prescribed by the University OR is not offered by the college. The number of students shall not exceed the number allowed by the University in a particular subject. Students may be advised to consult the University Prospectus for the permissible combinations. Combination of Islamic History and Islamic Studies as optional subjects for BA. (Pass) is permitted. No student shall be allowed to offer two languages as optional subjects simultaneously.

b) A student offering Statistics must also offer Mathematics.

c) No student shall be allowed to offer Physics at the B.Sc. stage unless he/she has passed the Intermediate or Higher Secondary or an equivalent examination with Mathematics.

d) A student passing Inter Science without Biology shall not be allowed to offer subjects of the Biology group at B.Sc.

e) Students who have passed the BA./B.Sc.(Pass) Part-I class Examination from a University other than the Karachi University shall be required to appear in the 3rd optional of B.A./B.Sc. Part-I of this University in case they join the B.A./B.Sc.(Pass) Part-II class of this University, provided that the Part-I Examination passed by the candidate is a public examination conducted by a University or Public body and not an Internal promotion examination provided further that the candidate must have passed the B.A./B.Sc. Part-I Examination after the Inter or Higher Secondary Examination or an equivalent Examination taken at the end of 12 years of study.

f) Students who have passed the B.Com. Part-I Examination from a University other than the Karachi University shall be eligible for admission to the B.Com. Part-II class and shall be required to appear in such paper(s) of our B.Com. Part-I as they have not cleared at the University from which they have migrated, provided that the B.Com. Part-I Examination passed by them is a University examination and not Internal promotion examination and that the B.Com. Part-I Examination was passed after Intermediate or Higher Secondary Examination or an equivalent Examination taken at the end of 12 years of study.

g) A candidate who is eligible to appear at the B.A./B.Sc.(Pass) Part-I and B.Com. Part-I Examination either as regular student shall be promoted to the Part-II class irrespective of the fact whether he/she appeared at the Part-I Examination or not, and shall be permitted to appear at the Part-I and Part-II Examination simultaneously. Those who appear at the Part-I
University Examination and fail shall be exempted from re-appearing in those heads of passing of the Part-I Examination which they have cleared. Their results of the Part-II Examination shall, however, remain in abeyance until they clear the Part-I Examination in full.

Students of other Universities which do not hold Part-I Examination will also be allowed to join the Part-II class and to appear at the Part-I and Part-II Examinations simultaneously provided they had been promoted to the Part-II class at the University from where they had migrated and provided they had passed the Intermediate/Higher Secondary or equivalent Examination of 12 years duration.

h) No student shall be admitted to any class on a transfer basis from another University without prior permission of this University.

i) Candidates who have appeared at the Supplementary Intermediate Examination of 2012 in NOT more than two subjects shall be eligible for provisional admission to Part-I class of B.A./B.Sc./B.Com.(according to eligibility) in the academic year 2013, in case their results of the Supplementary Intermediate Examinations are not available till the last date for admission to the 1st year degree classes. In case of failure at the Supplementary Intermediate Examination of 2012 their provisional admission to Part-I of the Degree Course shall be cancelled.

j) Candidates whose successful results of the Intermediate Supplementary/Autumn Examination of 2012 are available prior to the last date for admission to the 1st year Degree class in Karachi, will be eligible for admission to the 1st year Degree class, irrespective of the number of subjects in which they had appeared at the Supplementary Intermediate Examination.

k) Only such students will be eligible for admission to the B.Com. Part-I class who have passed:-
   i) Intermediate in Commerce OR
   ii) Higher Secondary with Commerce OR
   iii) Intermediate Arts/Higher Secondary Arts Group with Economics OR
   iv) Higher Secondary or Intermediate Arts/Science/Home Economics in at least Second Division OR
   v) Diploma in Commerce, Diploma of Business Administration, Diploma of Associate Engineer of the Technical Education Board OR
   vi) Intermediate Agriculture with Economics OR
   vii) Intermediate Science with Mathematics.

l) A student who remained on the rolls of an affiliated-college for one year in a particular class shall not be re-admitted as a regular student to that class even with a changed combination of subjects. However, shall be eligible for re-admission after rendering National Service even in the middle of an academic year with out payment of any arrears.

   It has been noticed that this regulation is not being observed by Principals of some of the colleges. To ensure that this is complied with very strictly in future, it is urged that the “Admission Forms” prescribed by the colleges must contain a declaration from every applicant that he/she had not studied in the same class earlier either in the same college or any other college affiliated to this University with the same combination which he/she is offering now or with a different combination. It should also be made clear to every student that suppression of this fact will result in cancellation of his re-admission as well as disqualification from appearing at the examination either for a specified period or for good.

   A failed candidate is allowed to change a subject of failure but he/she has to attend classes in the changed subject only as a “Casual Student” and not as a “Regular Student”. Also a failed candidate should not be allowed to offer a subject which is not taught in the college of which he had been a student previously. He can re-appear at the examination only as an ex-student of the same college.

m) Persons who are in employment any where on a whole-time basis shall not be enrolled in a University teaching department or an affiliated college provided that this shall not for the present apply to enrolment in Law, Commerce, Certificate Course in Languages, Post-graduate Diploma Course in Urdu Language and Literature for Foreigners, Post-graduate Diploma in Statistics and Certificate Course in General Linguistics and to enrolment of teachers of recognized institutions working in the evening shift in Arts subjects in which Laboratory work is not involved. Provided further that those working in the morning will be eligible for admission to B.A./B.Com. in the evening shift.

n) A graduate of one Faculty shall not be permitted to join the degree course in another Faculty. This shall not, however, apply to admission in Medicine, Law, Education, Chemical/Medical Technology and Pharmacy. However, a 2nd class B.A. with Economics will be eligible to do B.Com. The admission form must, therefore, also include a declaration from every applicant whether or not he/she had already graduated in another faculty.
A student may be allowed to change the faculty of study in the First Year of the Degree Course on the recommendation of the Principal of the College concerned, up-to three weeks from the date from which classes start provided that such change of faculty’ may be allowed by the Vice-Chancellor in special cases up-to a further period of three weeks on payment of prescribed fee on the recommendation of the Principal concerned.

NO FOREIGN STUDENTS IS TO BE ADMITTED WITHOUT THE PRIOR PERMISSION OF THE MINISTRY OF EDUCATION, ISLAMABAD AND THE UNIVERSITY.

It is requested that the above instructions be carefully noted and strictly adhered to. Principals of the colleges are particularly requested to ensure that all admissions made are regular in all respects. In case an admission has to be rejected at the enrolment stage by the University, the University will not be responsible for any damages and the responsibility shall lie entirely with the college concerned. Principals are, therefore, requested to ensure the eligibility of each student at the time of admission.

It may be noted that Enrolment Fee of such candidates shall NOT be refunded by the University as are admitted by the college to classes for which they were not eligible at the time of admission. The enrolment of all admitted students should be got completed within six weeks of the last date of the admission to avoid any inconvenience at the time of examination. The University will not extend any examination form date if the enrolment has not been completed within six weeks of the last date of admission.

**Note:**

a) The University has decided to implement the conditions of eligibility, enrolment and attendance strictly. The Principals are requested to cooperate.

b) The admissions may be given strictly according to the allocated number of seats already fixed by the Affiliation Committee, University of Karachi, for each course / subject.

c) Enrolment Forms are available at the National Bank of Pakistan and United Bank Limited, University Campus Branch, University of Karachi on prescribed payment.

d) The university is not responsible for any ineligible / wrong admission given by the college.

e) Those students who have passed any examination equivalent to H.S.C. must submit the Equivalence Certificate issued by the Intermediate Board Committee of Chairmen (IBCC).

f) University has no restriction for admission in affiliated Degree Colleges in case of any gape, the Principals of the colleges are requested not to forward any application for the condonation of gap.

Yours faithfully,

(Prof. Dr. Mansoor Ahmed)

Registrar

Copies to:-

3. Director, Higher Education Commission, Regional Office & Foreign Students Centre, Liaquat National Library, Behind Television Station, Stadium Road, Karachi.
5. Education District Officer, Education Department, City District Government, Near Water Board and A.G. Sindh, Opp: Civic Centre, Karachi.
6. District Officer Education (Colleges) Karachi, Old Annexe, KDA Building, Near Civic Centre, Karachi.
7. Secretary, Affiliation Committee & Inspector of Colleges.
8. Controller of Examinations.
9. Deputy Registrar (Settlement).
10. Public Relations Officer (for publication in all Local Dailies).
11. Protocol & Information Officer.
12. Secretary to Vice-Chancellor.
14. Main Communication Network, University of Karachi.
15. File concerned.