

# ***ADMISSIONS POLICY***

***For  
Under and Postgraduate  
Degree Programs***



***GHAZI UNIVERSITY***  
**DERA GHAZI KHAN**

# CHAPTER 1

## OVERVIEW

### **1.1 Overview**

- 1.1.1 In pursuance of Section 22(1) of the Ghazi University Dera Ghazi Khan Act 2012 (XXIX of 2012) and rules framed by HEC the following Rules and Policies and Procedures are prescribed to govern the matter relating to admission in Ghazi University, Dera Ghazi Khan.
- 1.1.2 These Policies and Procedures shall be called the Ghazi University, Dera Ghazi Khan Policies and Procedures for Admission to Undergraduate and Postgraduate degree programs.
- 1.1.3 This document lays down Admissions Policies and Procedures of Ghazi University, Dera Ghazi Khan. In the event of any conflict or difference of interpretation, the Statutes, Academic Regulations and Academic Rules shall hold precedence over these Policies and Procedures
- 1.1.4 These policies and procedures are subject to change from time to time on the recommendations of Statutory Bodies of Ghazi University.
- 1.1.5 This document will be made available on Ghazi University website.

### **1.2 Admission Policy Framework. Short title**

- 1.2.1 These Policies and Procedures shall be known as the Policies and Procedures pertaining to Admission, for under and post graduate degree programs framed under section 22(1) of the Ghazi University, Dera Ghazi Khan Act, 2012.
- 1.2.2 These Policies and Procedures shall come into force with immediate effect.
- 1.2.3 Ghazi University is committed to ensuring that its admission policies and procedures are transparent, fair and that information concerning applicants remains confidential, and that decisions are made by those equipped and authorized to make the required judgments. All decisions are made on the basis of academic judgment and expertise, and all applicants are considered in terms of their eligibility to complete the course successfully.
- 1.2.4 This policy is intended to provide a framework for University admission policies and procedures. The policy will be kept under constant review with particular reference to emerging best practices and are subject to change from time to time with the approval of the Statutory Bodies of Ghazi University. The University is committed to ensure that its admission policies are governed by relevant and up to date policies and procedures that are implemented consistently and fairly. It is not intended to be an exhaustive document and is designed to be read in conjunction with the policies and procedures referenced throughout.

### **1.3 Admission Policy Statement**

#### **1.3.1 Statement**

To attract and admit quality candidates on merit through simple, clear and transparent admission process to ensure academic excellence.

#### **1.3.2 Purpose**

To provide policy information to enquirers, applicants, parents and advisors about admissions at the Ghazi University, Dera Ghazi Khan.

#### **1.3.3 Aims and Objectives**

The aims and objectives of the Admission Policies and Procedures are to ensure that:

- a. Applicants are appropriately supported and guided through the admission process.
- b. Sound decision making by applicants and the University is assured.
- c. University's strategic objectives are recognized.
- d. Encouraging all who have the ability and motivation to succeed in order to benefit from higher education being offered at Ghazi University, Dera Ghazi Khan with the maximum ease and the greatest flexibility.

### **1.4 Scope of Admission Policies and Procedures**

1.4.1 These Policies and Procedures shall apply to all faculty/staff and students of Ghazi University. All faculty and staff of Ghazi University who are involved in selection and admissions activity is required to comply with the Policies and Procedures stated in this document.

1.4.2 All statutes, regulations, instructions, procedures and guidelines pertaining to admissions and approved by the Statutory Bodies of Ghazi University mentioned below, shall be part of this Policy:

- a. Academic Statutes.
- b. Academic Regulations
- c. PhD Statutes, Regulations and instructions.
- d. MS/MPhil Statutes, Regulations and instructions.
- e. Examination Regulations/Policy.
- f. Academic Audit Policy.
- g. HEC's Plagiarism Policy.
- h. HEC's 'Policy Guidelines against Sexual Harassment in Institutions of Higher Learning'.
- j. HEC Disabled Policy.
- k. Students Discipline & Conduct Regulations.
- l. Quotas for nominees of Tribal Area of D. G. Khan Division, Balochistan and AJK.

1.4.3 Any other document which spells out rules on Admission matters.

## 1.5 **Principles underlying Admission Policy**

- a. The policy and procedures are transparent, explicit, clear and consistently applied to all students who will be admitted in Ghazi University, Dera Ghazi Khan.
- b. Entry requirements shall explicitly identify the knowledge, skills and competences required at admission and relating these to content, mode of delivery and outcomes of the award.
- c. A commitment to equality in education. Students shall be selected on the basis of their individual merits, abilities and aptitudes.
- d. The admission of students is based on the reasonable expectation that the applicant will be able to fulfill the objectives and achieve the standard required for the award of degree for which they are registered.
- e. Increase the diversity of Ghazi University student population.
- f. To offer clear advice and guidance to prospective applicants to enable them to make informed choices and to apply to programs appropriate to their interests, academic qualifications and potential.
- g. Admissions in Ghazi University shall be subject to the availability of seats.
- h. Constant monitoring and review of admissions practices and procedures is necessary to effect improvements as required and to respond to any changes in the institutional mission and external factors including changing patterns in the market.

## 1.6 **Definitions**

In these Policies and Procedures, unless there is anything repugnant in the subject or context, each definition listed below when appearing in the text shall begin with a capital letter to convey its reference to the original word/words it is defining:

- 1.6.1. **“Academic Council”** means the Academic Council of the Ghazi University constituted under Section 22(1) of the Ghazi University Dera Ghazi Act, 2012;
- 1.6.2. **“Admission”** means the process for identifying applicants eligible to receive an initial offer of enrolment in a program at the Ghazi University;
- 1.6.3. **“Admission Period”** means the period during which applications for admission to program are considered;
- 1.6.4. **“Admission Year”** means the year the student expects to start the program;
- 1.6.6. **“Academic Program”** means a program of studies which leads to the award of a University Degree/Diploma to the students, after successful completion of all its requirements;
- 1.6.7. **“Bi-Semester”** means Academic year format comprising of two semesters of 18-week each, with inter-semester breaks (if required) and summer session. The two semesters shall be called Spring (starting in Feb) and Fall (starting in Sep/Oct.) each year.
- 1.6.8. **“Constituent College”** means a Constituent College maintained and administered by Ghazi University, Dera Ghazi Khan.

- 1.6.9. **“Credit Hour”** means the successful completion of a course of one semester hour in theory or 2-3 semester hours in practical per week. One credit hour will be equal to 50 minutes student teacher contact per week for 16 weeks and for laboratory/practical work its duration will be 100 minutes per week.
- 1.6.10. **“Cumulative Grade Point Average” (CGPA)** means the summation of multiples of Grade Points and Credit Hours of all Credit Courses divided by the total number of Credit Hours taken by a student beginning from his/her admission till the last examination held;
- 1.6.11. **“Enrollment”** means a period of time in a student’s candidature, commencing at the time the student has complied with all the University requirements for enrollment; and unless the student re-enrolls, ceasing at the date on which the University cancels, or the student withdraws from or discontinues enrolment; or the next new enrolment period commences;
- 1.6.12. **“Exemption” means** a student is not required to take a similar course if he/she has already passed it within or outside Ghazi University at any HEC recognized University. When granted exemption, credits for that course earned previously are not counted towards credits or CGPA requirements for the degree. The student shall be required to take another course to make up for the total number of credits or CGPA required to meet the degree requirements;
- 1.6.13. **“Extended / Maximum Program Duration”** means maximum possible duration during which a student must complete the program and meet all the degree requirements, failing which he/she shall be considered Time-Barred and denied permission to continue studies in the program;
- 1.6.14. **“Grade Point Average” (GPA)** means the summation of multiples of grade points and Credit Hours of all Credit Courses divided by the total number of credit Hours taken by a student during a semester;
- 1.6.15. **“Major”** means the main field of specialization during graduate or undergraduate studies which will be in addition to and incorporate a core curriculum. Ghazi University shall define a framework including a certain number of required courses;
- 1.6.16. **“Migration”** means the act of a student leaving Ghazi University to joining another HEC recognized University or joining Ghazi University as per Migration Policy devised by the Ghazi University;
- 1.6.17. **“Misconduct”** means Any act, conduct, disorder or neglect which is considered prejudicial to good order or discipline or unbecoming of a student and a gentleman, by the Competent Authority, including any act on the part of a University student to bring or attempt to bring political or other outside influence directly or indirectly to bear on the Chancellor, the Pro-Chancellor, the Vice chancellor or any Officer, or any Authority or Teacher of the University;
- 1.6.18. **“Non-Credit Course”** means A course of study, successful completion of which would not be a requirement for the degree;

- 1.6.19. **“Plagiarism”** means Taking and using the thoughts, writings and inventions of another person as one’s own;
- 1.6.20. **“Pre-requisite”** means a course that a student must complete before being registered for a subsequent higher course;
- 1.6.21. **“Qualification”** means an academic attainment recognized by the University;
- 1.6.22. **“Regular/Normal Program Duration”** means the road mapped duration of a program, without any extension, within which a student is expected to complete the program and meet all degree requirements;
- 1.6.23. **“Semester”** means teaching time of 18 weeks inclusive of admission, conduct of examination, preparation and declaration of results etc. and gazetted holidays;
- 1.6.24. **“Student”** means A person who has registered for a certain number of courses in a regular degree program or a short course offered by Ghazi University;
- 1.6.25. **“Summer Session”** 8–10-week academic period that is devoted to conduct courses of requisite Credit duration and Contact Hours. The Contact Hours during each week of Summer Session will be doubled to ensure that the Course contents are thoroughly taught. Summer Sessions are arranged for the students to complete their academic deficiencies;
- 1.6.26. **“Central Admission committee”** means the central Admission Committee constituted by the Vice Chancellor; **and**
- 1.6.27. **“Departmental Admission committee”** means the Departmental Admission Committee constituted by the Chairperson of the concerned department.

## CHAPTER 2

### ADMISSION POLICIES

#### **2.1 Fair Admissions:**

2.1.1 Ghazi University is committed to delivering a fair admissions system that admits students who have the potential and are most able to benefit from the University's learning, teaching and research environment. Underlying this strong belief there are three factors that are key to indicating the likely success of a student:

- a. Ability at a certain level in thinking and learning.
- b. Foundation of skills to extend their study.
- c. Motivation and commitment.

2.1.2 Admissions to all programs of Ghazi University, Dera Ghazi Khan are granted on the basis of merit alone. Candidates from all over Punjab can apply for admission.

2.1.3 The policy and procedures defined in this document shall be used to admit students by providing equal opportunities to all students regardless of gender, race, colour, culture and religion.

2.1.4 Ghazi University has responsibility for determining the specific entry requirements and selection criteria for their programs of study, keeping in view HEC regulatory defined guidelines.

2.1.5 Abridged version/extracts of this policy document shall also be articulated in the Ghazi University profile and respective programs prospectuses; the same shall be kept updated in line with the changes /amendments adopted by the Academic Council/Syndicate.

#### **2.2 Admission Entry Requirement**

2.2.1 Chairpersons through respective Board of Studies and Deans through respective Board of Faculty shall forward specific entry requirements and selection criteria for their programs of study for all academic courses/programs/degrees being offered for Admission at Ghazi University. Such details for respective programs shall be made available on Ghazi University website and prospectuses specifying:

- a. Academic entry requirements.
- b. Program contents and structure.
- c. Degrees/ transcript required for verification.
- d. Other accepted experience and/or qualities.

## **2.3 Class Size / Strength**

2.3.1 The class size / strength for Under-and-Postgraduate Programs is as under:

- |                   |   |       |
|-------------------|---|-------|
| a. Undergraduates | - | 10-70 |
| b. Post Graduate  | - | 5-50  |

## **2.4 Academic Session**

2.4.1 Academic Session at Ghazi University comprises two regular semesters each of 18 weeks duration:

Fall Semester: 18 weeks (September/October – February)

Spring Semester: 18 weeks (March – July)

2.4.2 Fall and Spring semesters are the two regular semesters whereas, summer semester (8-10 weeks from July – September) is offered to failed students and for the benefit of those who want to improve their grades in any course or want to pass a deficiency course.

## **2.5 Admissions Guidelines**

2.5.1 Central Admission Committee of Ghazi University in close coordination with Departmental Admission Committees and Registrar Office will conduct admissions into various degree programs offered in a semester by Ghazi University. Central Admission Committee shall devise Admission Schedule for a particular Semester and submit it to Registrar Office for approval of Vice Chancellor.

2.5.2 Admissions will be opened Once/Twice (Fall/Spring) a year, or as stated otherwise for specific programs. At the time of granting new admissions, Ghazi University will invite applications through major newspapers and Ghazi University website from the candidates domiciled in Punjab. Candidates applying for admission to Ghazi University are required to submit application complete in all respect. Admission/enrollment in any program shall be limited to the number of students who can be accommodated.

2.5.3 Applicants for admission must meet the relevant academic qualifications needed for the program being applied for before being considered for admission. These qualifications shall be determined by the Academic Council and shall be notified from time to time. Admissions shall be granted purely on the academic merit described by the Ghazi University, if so provisioned, academic record and interview.

2.5.3.1 Candidate must forward their Application Dossier in time to ensure that applications are received at the Central Admission Desk, on or before the notified closing date.



**2.5.3.2 Attested copies of following documents must accompany the Application Dossier for Undergraduate Programs:**

1. Secondary School Certificate (SSC) or its Equivalent Certificate
2. Higher Secondary School/ Intermediate or its Equivalent Certificate
3. Certificate with details about marks obtained
4. Documents in support of additional qualification (if any)
5. Domicile Certificate
6. Computerized National Identity Card (CNIC) of Student and Parent/Guardian. CRC Form (B-Form) in case candidate is less than 18 years of age.
7. Original Bank Challan (Admission Application Fee)
8. Sports Certificates (mandatory for Seats reserves for Sports Quota)
9. Hafiz-E-Quran Certification (if Applicable)

**2.5.3.3 Attested copies of following documents must accompany the Application dossier for Postgraduate Programs**

1. Secondary School Certificate (SSC) or its Equivalent Certificate
2. Higher Secondary School/ Intermediate or its Equivalent Certificate
3. Certificate with details about marks obtained
4. BA/B.Sc./BS /B.Sc. (Hons) degree or equivalent certificate
5. Documents in support of additional qualification (if any)
6. Domicile Certificate
7. Computerized National Identity Card (CNIC) of Student and Parent/Guardian
8. Original Bank Challan (Admission Application Fee)

**Hafiz-E-Quran:** Addition of 20 marks to the marks obtained by the candidate in HSSC / Equivalent Examination will be allowed to Hafiz-e-Quran (minimum eligibility criteria will be computed without marks of Hafiz-E-Quran).

1. Production of original Hafiz-E-Quran Sanad (Certificate) issued by Wifaq-ul- Madaris, Pakistan
2. Qualifying the Oral Test to be conducted by the Ghazi University for Hafiz-E- Quran through a Committee to be constituted by the Vice Chancellor.

Note: Candidates provisionally granted admission shall be required to submit other documents as directed (e.g., NOC), before registration/enrollment to the Ghazi University.

2.5.4 No qualified candidate on merit will be refused admission on the basis of his / her inability to pay Ghazi University fees; such candidates are required to apply for financial assistance and shall meet the criteria for the same.

2.5.5 Candidates who inadvertently selects wrong program during his online application shall be allowed to change the program provided that applicant submits a fresh admission application fee for the new program and will be considered on merit in the new program on the recommendations of the Central Admission Committee subject to availability of seat after approval of the Vice Chancellor provided that the applicant meets with the 75 percent attendance requirements.

2.5.6 Candidates applying for an admission in a program will have one of three outcomes:

- a. Candidate is successful and gets an offer of admission.
- b. Candidate is successful and an offer of provisional Admission is made.
- c. Candidate is unsuccessful for not falling on merit or is ineligible for the required degree.

2.5.7 The following guidelines shall be used to determine application outcome:

- a. A student who meets all the eligibility and academic requirements will be offered an admission, subject to availability of seat in the program.
- b. A student who fails to meet entry requirements or unable to qualify the admission test (where required) of the university will be unsuccessful in his/her attempt and will therefore be advised to re-apply for a program in next semester as and when fresh admissions are made.

## **2.6 Rejection of Application**

2.6.1 The University reserves the right to reject any application for admission without assigning any reason.

## **2.7 Admissions Deadlines**

2.7.1 The University has set Policies and Procedures stipulating the period within which an applicant must apply for an admission in a chosen program. The start and end dates of admission session for each semester shall be promulgated in Academic Calendar and advertised in the National Press/ University Website.

2.7.2 The University admission deadlines for a given semester shall be appropriately advertised through print media as well as through University website. Applicants are therefore advised to submit their applications to Ghazi University on or before the stipulated deadline. All applications received by the published and agreed deadlines shall receive equal consideration.

2.7.3 In order to attract larger segment of student community and also to synchronize with the academic fraternity of the region/city, the University may extend deadlines for admission. Such cases of extension shall be processed by the Registrar Office and notified with the approval of the Vice Chancellor.

## **2.8 Instructions on Eligibility**

2.8.1 Applicants for admission must meet the minimum eligibility requirements set forth by the Ghazi University. Candidates are advised to confirm their eligibility prior to applying online.

2.8.2 In case of annual system, eligibility will be determined on the basis of result in percentages/ Division.

2.8.3 In case of semester system, eligibility will be determined on the basis of CGPA.

2.8.4 In case the result is shown both in CGPA and percentage, CGPA will be considered.

- 2.8.5. In case the candidates in a degree program are both from annual system and semester system, the merit list will be determined as per criteria determined by the Ghazi University, Dera Ghazi Khan.

## **2.9 Eligibility Criteria for Admission**

Minimum eligibility criteria for applying for admission for various Undergraduate and Postgraduate Programs offered by Ghazi University are as under:

### **2.9.1 Eligibility Criteria for BS/BBA/BSc. (Hons.) Degree Programs**

- a) **Faculty of Agricultural Sciences:** F.Sc. (Pre-Medical /Pre-Engineering/ Pre-Agriculture) with at least 2nd Division (45% aggregate marks) (Open Merit). 3-Year Diploma in Agriculture, with at least 2nd Division (45.0% aggregate marks), against 3 (Three) Reserved Seats.
- b) **Faculty of Sciences:** F.Sc. or equivalent with at least 2nd Division (45% aggregate marks) & minimum 45% marks in in relevant subjects.
- Mathematics:** Intermediate or equivalent with Mathematics, with at least 2nd Division (45.0% aggregate marks) & minimum 45% marks in Mathematics. (Open Merit). Three Year Diploma of Associate Engineer, with Mathematics with at least 2nd Division (45.0% aggregate marks), & minimum 45% marks in Physics, against 5 (Five) Reserved Seats.
- Physics:** Intermediate or equivalent with Physics, with at least 2nd Division (45.0% aggregate marks) & minimum 45% marks in Physics. (Open Merit). Three Year Diploma of Associate Engineer, with Physics with at least 2nd Division (45.0% aggregate marks), & minimum 45% marks in Physics, against 5 (Five) Reserved Seats.
- Botany:** F.Sc. (Pre-Medical) with at least 2nd Division (45.0% aggregate marks) and minimum 45% marks in Biology.
- Zoology:** F.Sc. (Pre-Medical) with at least 2nd Division (45.0% aggregate marks) and minimum 45% marks in Biology.
- Chemistry:** F.Sc. (Pre-Medical/Pre-Engineering) with at least 2nd Division (45.0% aggregate marks) and minimum 45% marks in Chemistry.
- Information Technology:** F.Sc. (Pre-Medical/ Pre-Engineering)/ ICS with Computer/Mathematics/Statistics with at least 50.0% marks (for Open Merit). DAE in CS/IT with minimum 50% Marks (Reserved Seats)
- Statistics:** F.Sc. (Pre-Medical/ Pre-Engineering)/ ICS/ Intermediate with Statistics (200 Marks), with at least 2nd Division (45.0% aggregate marks).
- IT:** F.Sc. (Pre-Medical/ Pre-Engineering)/ ICS with at least 2nd Division (50.0% marks) (for Open Merit). 3 Year Diploma in CS/IT with at least 2nd Division (50.0% aggregate marks) against Five (5) Reserved Seats.
- c) **Faculty of Arts:** Intermediate or equivalent with at least 2nd Division (45.0% aggregate marks). Candidates having three-year diploma in Business Administration will only be considered on merit against reserved seats.
- English:** Intermediate or equivalent with at least 2nd Division (45% aggregate marks) & minimum 45% marks in English.
- d) **Faculty of Managements and Social Sciences:** Intermediate or equivalent with at least 2nd Division (45.0% aggregate marks). Candidates having three-year diploma in Business Administration will only be considered on merit against reserved seats.

### **2.9.3 Eligibility Criteria for MA/M.Sc. Programs.**

- a) MA English: Graduation with at least 2nd Division (45.0% aggregate marks) & 45.0% marks in English
- b) MA (Islamic Studies/ Urdu/History/ Political Science/ Pakistan Studies/Education)/ MSc Economics/Sociology) BBA-2 Year: Graduation with at least 2nd Division (45.0% aggregate marks).
- c) MSc Botany: BSc (with Botany), with at least of 2nd Division (45.0% aggregate marks) & 45% marks in Botany.
- d) MSc Chemistry: BSc (with Chemistry), with at least 2nd Division (45.0% aggregate marks) & 45% marks in Chemistry.
- e) MCS: Graduation (with any of the following subjects: Mathematics, Physics, Computer Science, Commerce, Statistics), with at least 2nd Division (45.0% aggregate marks).
- f) MSc Mathematics: BSc [Math (A & B) & Physics], with at least 2nd Division (45.0% aggregate marks) & 45% marks in Mathematics.
- g) MSc Physics: BSc (with Physics), with at least 2nd Division (45.0% aggregate marks) & 45% marks in Physics.
- h) MSc Statistics: Graduation with at least 2nd Division (45.0% aggregate marks).
- i) MSc Zoology: BSc (with Zoology), with at least 2nd Division (45.0% aggregate marks) & 45% marks in Zoology.

### **2.9.4 Eligibility Criteria for MS/M.Phil. /M.Sc. (Hons.) Programs**

All the applicants for admission to the MS/M.Phil. /M.Sc. (Hons.) must have valid GAT score otherwise they have to qualify the departmental admission test for the specific degree program.

- a) **Faculty of Agricultural Sciences:** B.Sc. (Hons.) Agriculture with relevant specialization (Agronomy/ Horticulture/ Plant Breeding & Genetics/ Agricultural Entomology/ Plant Pathology/Soil Science) with at least 2.5/4.00 CGPA.
- b) **Faculty of Sciences:** BS / M.Sc. in concerned subject with at least CGPA 2.5/4.00 CGPA (Semester System) or 45.0% aggregate marks (Annual System).  
Computer Science and IT: BS / M.Sc. in concerned subject with at least CGPA 2.5/4.00 CGPA (Semester System) 50.0% aggregate marks (Annual System)
- c) **Faculty of Arts:** BS / MA. in concerned subject with at least CGPA 2.5/4.00 CGPA (Semester System) or 45.0% aggregate marks (Annual System).
- d) **Faculty of Managements and Social Sciences:** BS / MA. in concerned subject with at least CGPA 2.5/4.00 CGPA (Semester System) or 45.0% aggregate marks (Annual System).  
Business Administration (MS-BA): 16 Years of Education with relevant degree with at least 2.5/4.0 (Semester System) or 50.0% aggregate marks (Annual System).

Note: Applicant should have a minimum qualifying score of 50% in GAT General / 60% in the Departmental Test organized by Ghazi University, Dera Ghazi Khan.

### **2.9.5 Eligibility Criteria for Ph.D. Degree Programs**

- a) M.Phil/MS/M.Sc. (Hons.) degree with first division or CGPA of 3.00 on a scale of 4.00 or overall, 60% marks in annual system or equivalent in the relevant subject.
- b) In case of foreign degree, it will be ascertained that it is equivalent to Pakistani M.Phil/MS/M.Sc. (Hons.) degree from any recognized University / Institution.
- c) All the applicants for admission to the Ph.D. must have valid GAT-Subject score

otherwise they have to qualify the departmental admission test for the specific degree program.

- d) Selection of a candidate shall be made on the basis of cumulative merit that will be determined by reviewing the candidate's previous academic records, entry test and interview. The allocation of marks will be as follows: Academic Qualification: 70% Admission Test: 20% Interview: 10%

Note: Applicant should have a minimum qualifying score of 60% in GAT Subject / 70% in the Departmental Test organized by Ghazi University, Dera Ghazi Khan.

## **2.10 Age Limits**

2.10.1 A candidate must not be more than 24 years on the last day fixed for the receipt of applications for admission in undergraduate degree programs respectively.

2.10.2 However, the Vice Chancellor may relax upper age limit in very exceptional cases on the recommendations of the Dean/Director/Principal concerned.

## **2.11 Preferences and Restrictions/Ineligibility Criteria**

2.11.1 Candidates with any of the following deficiencies shall be NOT eligible for applying for admission: -

- a. Having secured less than prescribed marks in the HSSC/BA/B.Sc./BS/BBA/ B.Sc.(Hons) certificates/degrees.
- b. Having failed / not appeared in any subject in the last certificate/degree program.
- c. Awaiting result of supplementary exam of certificate/degree.
- d. Expelled from Ghazi University/any other University/Institute on disciplinary grounds.
- e. Having criminal conviction in offences of moral turpitude.
- f. A student who was rusticated/expelled or whose entry in any college/University campus was banned for any reason what so ever at any time during his/her academic career shall not be admitted to any class Their readmission shall be dealt as per provision of Students and Discipline and Conduct Regulations.
- g. At any stage the University reserves the right to cancel the admission of a student who has obtained his/her admission by making any mis-statement or concealing a material fact, as well as, whose admission is found to be in violation of these admission regulations. The Dean of Faculty/ Director Campus and in the absence of the Dean, the Chairperson/Principal/HOD/ concerned is authorized to cancel the admission of such student(s).
- h. The student may within seven days of the cancellation order may appeal to the Vice-Chancellor after depositing Rs.1000/- appeal fee. The decision of the Vice Chancellor shall be final.
- i. The University reserves the right to rectify any error / omission in the admission lists etc. without incurring any liability. The Central Admission Committee shall be authorized to take such corrective action.

## **2.12 Admission Quotas**

- a. Two seats in each under-and-postgraduate degree morning programs are for Nominees of Tribal Area of D. G. Khan Division (less developed regions).
- b. Two percent quota in each under and postgraduate morning degree programs for Nominees of Baluchistan (less developed regions of Pakistan)
- c. Two percent quota is in each under-and-postgraduate morning degree programs for Nominees of FATA (less developed regions of Pakistan).
- d. Two percent quota is in each under-and-postgraduate morning degree

- programs is for Nominees of AJK (less developed regions of Pakistan).
- e. Three percent quota is in in each under-and-postgraduate morning degree programs for disabled candidates.
  - f. Two seats in each under-and-postgraduate degree morning programs are for the Children/self/spouse of the working/retired/deceased teachers of the Ghazi University in under-and-postgraduate degree programs.
  - g. Two seats in each under-and-postgraduate degree morning programs are for the Children/self/spouse of the working/retired/deceased employees of Ghazi University in under-and-postgraduate degree programs as may be determined by the Academic Council).

Following order of preference will be observed:

- Teachers/Employees (serving or retired) having regular service in the University not less than five years.
  - Teachers/Employees (regular/contract) having less than five years' service.
- h. Two seats on Sports quota in each under-and-postgraduate degree morning programs
  - i. One seat in each under-and-postgraduate degree morning programs for Overseas Pakistanis. The eligibility criteria for such applicants shall be determined by the Central Admission Committee in coordination with the departmental admission committee, subject to the procedure laid down by the HEC/HED/Government Agencies.
  - j. One seat in each Department/Institute for Children of Martyred (Shudaha) of Armed Forces/Security Forces subject to the condition that nominations for admission against the quota will be sent/forwarded through the relevant quarters.
  - k. One seat in each Department/Institute for Transgender. Transgender may also apply for admission on open merit.

## **2.24 Procedure for admission against three percent disabled Quota:**

- 2.24.1 The procedure for admission against three percent quota disabled quota is as under:
- a. Applicants with disabilities can request admission offices of relevant department/campus for required facilities during the admission process. All such requests must be supported by documentary evidence.
  - b. Accessibility Committee will be constituted at Ghazi University to ensure the provision of appropriate facilities for admission.
  - c. Student with disability while applying for admission must provide attested copies to disability certificate issued by District Social Welfare Board/Provincial/National Council for the Rehabilitation of Disabled Persons and/or CNIC with disability logo.
  - d. Applicants who have declared a disability on their application form will be consulted about their needs and given advice on how the University will manage their accessibility requirements.
  - f. Upon confirmed admission, students with disabilities will be offered an opportunity to provide additional information and documentation about their accessibility needs.

## **2.25 Criminal Conviction**

- 2.25.1. Applicants are required to inform Ghazi University of any criminal conviction. Full details are to be provided.
- 2.25.2 The University reserves the right to refuse admission to any applicant with a criminal conviction that may jeopardize the reputation of the University.
- 2.25.3 Failure to declare any criminal conviction by a student already enrolled in Ghazi University shall result in immediate cancellation of his/her admission.
- 2.25.4 Where admission to the program is denied on the basis of the criminal conviction, the applicant will be notified of the decision in writing by the Ghazi University after providing due opportunity of personal hearing.

**CHAPTER 3**  
**ADMISSION PROCESS**

**3.1 The Admission Cycle**

- 3.1.1 A typical admission cycle in Ghazi University commences well before the start of the Fall/Spring Semester. The Admission Cycle starts with receipt of Academic Calendar and consists of following stages:
- a. Preparation of Admission Schedule / Plan
  - b. Admissions Advertisement, Media Campaign / Outreach Program.
  - c. Online Registration of Applicants.
  - d. Admissions / Entry Test (for MS/MPhil/MSc (Hons). and PhD Programs)
  - e. Approved Merit List.
  - f. New Student Orientation.
  - g. Registration.
  - h. Commencement of the Semester

**3.2 Admission Plan/Schedule**

- 3.2.1 All planning with respect to admissions for under-and-postgraduate programs shall be centralized with Registrar Office, who shall:
- a. Seek inputs from stakeholders on admission intakes, new programs to be offered, and changes to the prospectuses for the following semester.
  - b. Make an Admission Plan, charting out the admission schedule and intakes for the next semester, based on the inputs from Departments.
  - c. Promulgate the Admission Plan for implementation.
  - d. Review the prospectuses, send them for print, and dispatch them.
  - e. Review advertisement requirement, then advertisement shall be given in print media.

**3.3 Implementation of Admission Plan/Schedule**

- 3.3.1 To implement the admission plan, following action shall be undertaken.
- a. Review prospectuses, forecast admission intakes, forecast the admission schedule. Provide the following inputs to the Director Academics/Central Admission Committee:-
    - (1) Changes to Prospectuses.
    - (2) Proposed admission intakes.
    - (3) Proposed Admission Schedule.
    - (4) New programs to be offered along with NOC details.



- b. Advertise the admission schedule in accordance with Admission Plan, making minor adjustments according to Academic Calendar of Ghazi University.
- c. Keep Central Admission Committee informed of response to each admission program. Admissions state indicating forecast intake, number of applicants applied and processing fee deposited shall be forwarded to Director Academics on weekly basis till admissions deadline.
- d. Conduct the Departmental Test as directed in the Admissions Plan.
- e. Disseminate/display/upload approved entry test results for MS/MPhil/M.Sc.(Hons.)/PhD programs.

#### 3.4.1 **Admissions Advertisement and Media Campaign:**

3.4.1 Ghazi University endeavors to offer appropriate information and support to both potential and actual applicants, enabling them to make informed choices and decisions at the relevant stages of the admissions process through advertisement utilizing a variety of media. Ghazi University shall provide accurate and up-to-date material on its academic and support services (e.g. Accommodation, Library, transportation and IT provision) requirements, inclusive of entry requirements, fees and student regulations, to all enquirers and applicants at key stages in the admissions cycle.

3.4.2 In order to increase Ghazi University popularity among potential aiming target audience, a comprehensive Media Plan shall be prepared prior to start of each semester. The plan shall aim at effectively utilizing various modes and to bring synergy in Ghazi University media campaign. The plan shall cover the following modes of media.

##### a. **Newspapers Advertisements (Print Media)**

(1) Admissions shall be advertised by Ghazi University only in daily English, Urdu, regional languages etc. After 15 days of publication of 1<sup>st</sup> Insertion of advertisement the 2<sup>nd</sup> insertion will be sent for printing. The advertisement shall be error free, imaginative and should offer courses/programs which are duly approved by Ghazi University Academic Council/Syndicate and HEC.

(2) Advertisements given in print media shall also be uploaded on Ghazi University website by Admissions Directorate.

b. **Social Media.** Leveraging social media to attract prospective students is increasingly becoming an important tool for an effective media campaign. To this effect, social medial avenues such as official Facebook page, Twitter, WhatsApp, etc. shall be exploited to advertise Ghazi University Admissions.

c. **Outreach program (University visits & tour).** As per the Strategy devised by Ghazi University.

d. **Orientation Sessions.** A committee is to be formed to define program outline of Orientation sessions to the newly admitted students.

### **3.5 Online Application Submission**

3.5.1 Ghazi University Online Application System is a centralized integrated application for conducting the online admission for all its Degree Programs; step by step guide to Ghazi University Online Application System shall also be made available on the admission portal.

### **3.6 Selection, Admission & Registration Procedure**

a. The candidate shall have valid GAT (General) result or will pass Ghazi University Departmental Test for admission to postgraduate degree programs.

b. Merit List shall be prepared by the relevant Department in coordination with the Central Admission Committee.

e. Approved Merit List shall be made available online.

### **3.7 Determination of Merit**

3.7.1 Determination of Merit for admission to undergraduate degree programs:  
Selection will be made on merit that will be determined on the basis of academic record only.

3.7.2 Determination of Merit for admission to MS/MPhil/M.Sc. (Hons.) degree programs:

Selection will be made based on cumulative merit determined from previous academic degree(s) / certificate(s) CGPA / percent marks (semester system / annual system), and marks obtained in the written entry test, minimum qualifying score of 50% in GAT or 60% in the Departmental Test with following weights.

a. Academic Qualifications: 70%

b. Admission test: 30%

3.7.3 70% Academic Qualification for admission to MS/MPhil/M.Sc. (Hons.) degree programs will be determined according to the following Criteria:

<b>Matric</b>	<b>Intermediate</b>	<b>BS/B.Sc.+M.Sc.</b>	<b>Gold Medal</b>	<b>Total</b>
10	15	40/20+20	5	70

3.7.4 Determination of Merit for admission to PhD degree programs:

Selection of a candidate will be made on the basis of cumulative merit that will be determined by reviewing the candidate's previous academic records, written test (minimum qualifying score of 60% in GAT Subject or 70% in the Departmental Test) and interview. The allocation of marks will be as follows:

a. Academic Qualification: 70%

b. Admission test: 20%

c. Interview 10%

3.7.5 70% Academic Qualification for admission to PhD degree programs will be determined according to the following Criteria:

Matric	Intermediate	BS/B.Sc.+M.Sc.	MS/MPhil	Gold Medal	Publications	Total
10	10	30/15+15	10	5	5	70

3.7.6 Note:

- 10% additional weightage will be given to the applicants coming from the annual system for the admission to the postgraduate degree programs.
- Marks for the Research Publications for admission to the PhD will be awarded to only Principal author.
- Maximum 5 Marks for publications will be awarded according to the following criteria.

HEC Journal Category	Marks per Publication
W	5
X	4
Y	3

- Final approval for admission/registration of candidates will be considered from the date on which Board of Advanced Studies & Research meeting will be held.

### 3.8 **Final Merit List**

- After verification by the Departmental Admission Committees, merit list will be announced and posted at prominent places in Ghazi University and will also be uploaded on the official website of the Ghazi University, Dera Ghazi Khan.
- Original documents are to be produced by the candidates to Departmental Admission Committee.

### 3.9 **Registration and Generation of Enrollment Numbers**

- The selected candidates shall be required to register on or before the date given in the offer letter, failure to do so shall result in cancellation of admission. Upon fee submission Registrar Office shall generate enrollment numbers of candidates, subsequently registration of enrolled students. A student admitted in the University at undergraduate degrees and subsequently admitted to postgraduate degree courses, they will continue to have their previous registration number.

### 3.10 **New Student Orientation**

- Orientations are designed to provide fresh students with information regarding University services, policies and procedures, student responsibilities and faculty expectations etc. Orientation shall take place prior to start of semester and shall include development of learning, study skills and development of computing skills. All new students shall be required to attend orientation session just before commencement of semester.

3.10.2 All fresh students will be given information regarding Academic Regulations, policies and instructions.

3.10.3 All fresh students shall be issued with following documents during orientation:

<b><u>S.No.</u></b>	<b><u>Documents</u></b>
a.	Prospectus(on payment of prescribed charges).
c.	Academic calendar
d.	List of key personnel on Campus
e.	Bus routes.
f.	Research & collaboration of Ghazi University
g.	Departmental Information
h.	Medical proforma and blood group slips
j.	Rules for the Ghazi University Library
k.	Brochure on Student Support Center
l.	Events, Clubs and Societies.
m.	Student ID Cards
n.	Students Discipline and Conduct Regulations.