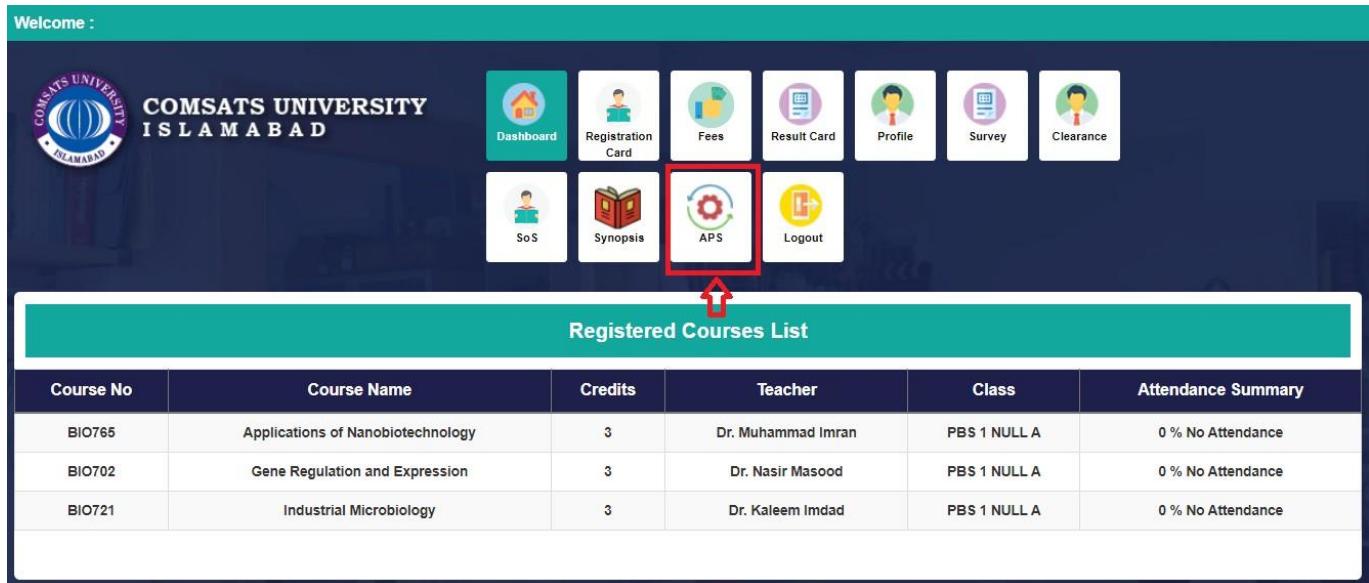


Student Application Processing System

Step 1: After login click on the APS option

- Applications Related to Student Affairs, Exam, Academics and concerned Departments etc.



Course No	Course Name	Credits	Teacher	Class	Attendance Summary
BIO765	Applications of Nanobiotechnology	3	Dr. Muhammad Imran	PBS 1 NULL A	0 % No Attendance
BIO702	Gene Regulation and Expression	3	Dr. Nasir Masood	PBS 1 NULL A	0 % No Attendance
BIO721	Industrial Microbiology	3	Dr. Kaleem Imdad	PBS 1 NULL A	0 % No Attendance

Step 2: Select the Application Category

- ! Important to Read the Notes and Instructions before Applying for any Application



Application Processing System

Note: It is Mandatory to Submit Required Documents (if any) to Student Affairs for the Processing of Application.

Note: In Case of Course Drop / Withdrawal and Semester Repeat / Withdrawal / Freeze Visit Coordination Office Personally for Verification.

***** Please see the user Manual before applying for any application.*****

category	---- Select Catagory ----	Applicaiton Type
Session From		
Applicaiton Name		
Processing Type	Normal <input type="button" value="Working Days :"/>	Fee Amount <input type="button" value="* Upload Challan Later from View Application Status menu."/>
Required Documents Only jpg.jpeg and pdf allowed. (Take Required Documents to Student Affairs (If Any).)		
Internship Specific *	Title (To Whome) <input type="text"/> Organization Name <input type="text"/>	
Why is this document required by you? (mandatory)	<input type="text"/>	
I Agree ?	<input type="checkbox"/>	

Submit Request **Clear**

Step 3: Select Application Type

- Application Type will depend upon Application Category



Application Processing System

Note: It is Mandatory to Submit Required Documents (if any) to Student Affairs for the Processing of Application.

Note: In Case of Course Drop / Withdrawal and Semester Repeat / Withdrawal / Freeze Visit Coordination Office Personally for Verification.

***** Please see the user Manual before applying for any application.*****

category	Student Affairs	Applicaiton Type	--Select-- Select Admission Cancellation Character Certificate Contact Information Update English Proficiency Certificate Name and / or Father's name Correction (Portal / Record) Provisional Certificate Studentship Certificate (Enrolled / Passout)
Session From			
Processing Type	Normal	Working Days :	Fee Amount
Internship Specific *	Title (To Whome) <input type="text"/> Organization Name <input type="text"/>		
Why is this document required by you? (mandatory)	<input type="text"/>		
I Agree ?	<input type="checkbox"/>		
<input type="button" value="Submit Request"/> <input type="button" value="Clear"/>			

- Different Applications have different requirements for processing.
- Some applications required some documents to be attached, some required processing fee (**not required in this version**) and some of them required nothing.
- Required documents and Fee is mandatory for the processing of the application.

Example 1: Application with no Requirements

Application Processing System

Note: It is Mandatory to Submit Required Documents (if any) to Student Affairs for the Processing of Application.

Note: In Case of Course Drop / Withdrawal and Semester Repeat / Withdrawal / Freeze Visit Coordination Office Personally for Verification.

***** Please see the user Manual before applying for any application.*****

category	Student Affairs	Applicaiton Type	English Proficiency Certificate
Processing Type	Normal	Working Days : 3	Fee Amount
Why is this document required by you? (mandatory)	<input type="text"/>		
I Agree ?	<input type="checkbox"/>		
<input type="button" value="Submit Request"/> <input type="button" value="Clear"/>			

Example 2: Application with Document Required but No processing Fee

Application Processing System

Note: It is Mandatory to Submit Required Documents (if any) to Student Affairs for the Processing of Application.

Note: In Case of Course Drop / Withdrawal and Semester Repeat / Withdrawal / Freeze Visit Coordination Office Personally for Verification.

*** Please see the user Manual before applying for any application.***

category	Student Affairs	Application Type	Name and / or Father's name Correction (Portal / Record)
Processing Type	Normal Working Days : 3	Fee Amount	0 * Upload Challan Later from View Application Status menu.

Required Documents Only jpg,jpeg and pdf allowed. (Take Required Documents to Student Affairs (If Any).)

Sl#	Name	Docs (Only Jpg,Jpeg And Pdf Allowed.)
1	SSC	Choose File No file chosen

Why is this document required by you? (mandatory)

I Agree ?

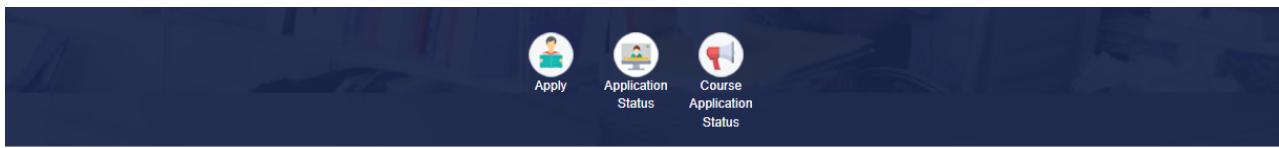
Submit Request Clear

Step 4: Uploading of Required Documents

- In case of Application where documents are required, Applicant must submit hard copies of the required documents to the student affairs office.
- If the applicant is applying from Home or other city and cannot visit the campus soon then he or she must upload the scanned copies of the required documents when applying online and have to submit hard copies by hand or through courier.
- In case of scanned copies processing will start if the uploaded documents matches the requirements but processing will complete on the submission of hard copies.

Note: Any Application without the required documents will not be processed and will be expired within a week.

- Documents can be uploaded from this option



Application Processing System

Note: It is Mandatory to **Submit Required Documents (if any)** to Student Affairs for the Processing of Application.

Note: In Case of **Course Drop / Withdrawal and Semester Repeat / Withdrawal / Freeze** Visit Coordination Office Personally for Verification.

*** Please see the user Manual before applying for any application.***

category	Student Affairs	Applicaiton Type	Admission Cancellation
Processing Type	Normal	Working Days : 3	Fee Amount 0 <small>* Upload Challan Later from View Application Status menu.</small>

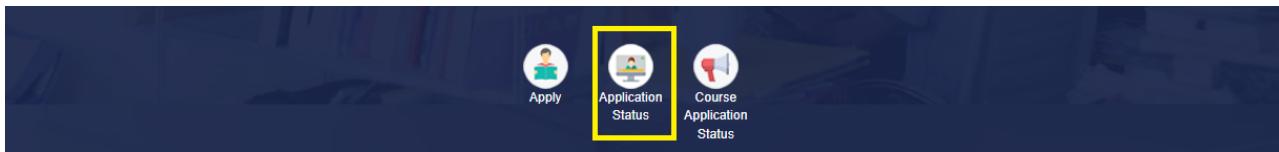
Required Documents Only jpg,jpeg and pdf allowed. (Take Required Documents to Student Affairs (If Any).)

S#	Name	Docs (Only Jpg,Jpeg And Pdf Allowed.)
<input type="checkbox"/>	Clearance Certificate Including Department Clearance	<input type="button" value="Choose File"/> No file chosen

Why is this document required by you? (mandatory)

I Agree ?

- As well as from Application Status menu

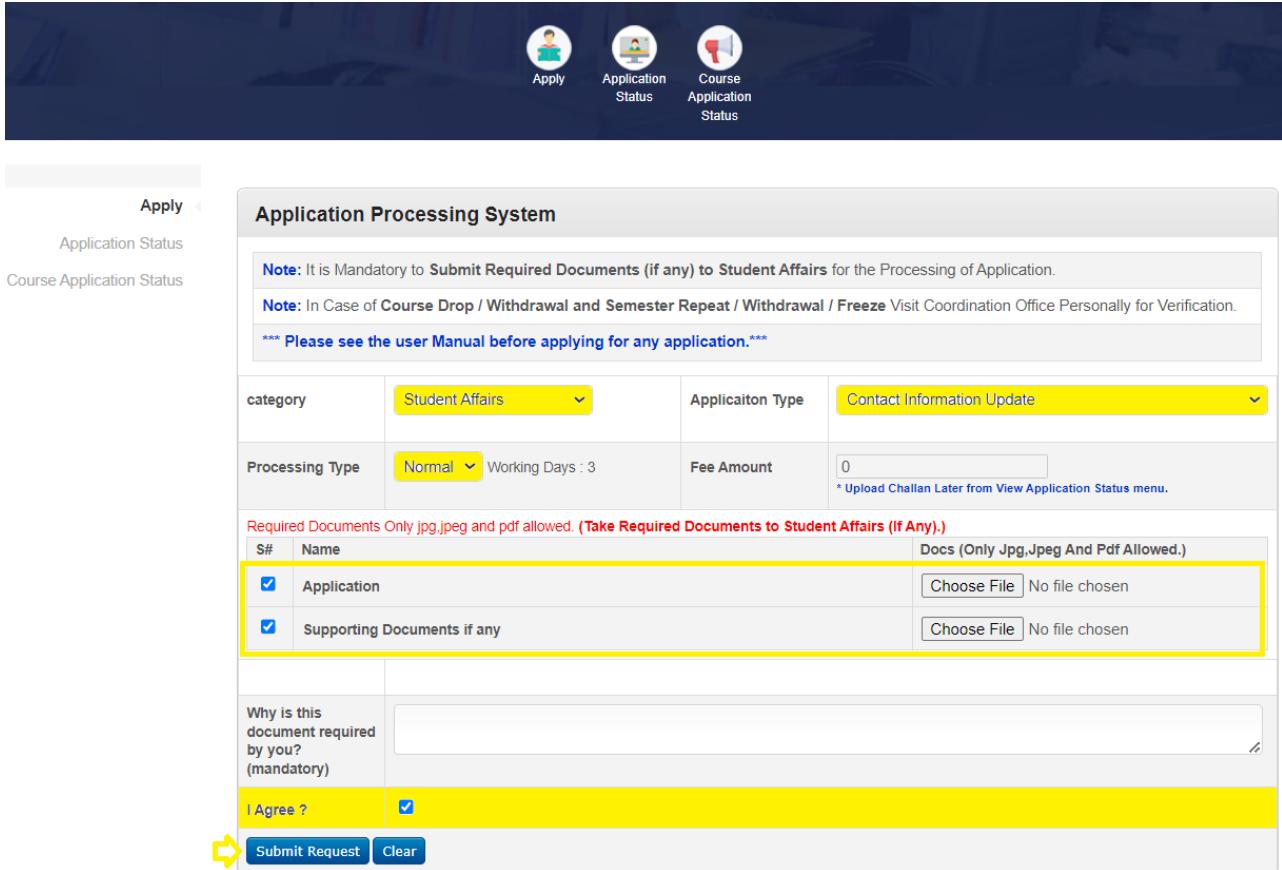


Application Status

S.No	Title	Challan	Application Date	Working Days	Remaining Days	Application At	Remarks	Status	Upload Docs / Challan
1	Name and / or Father's name Correction (Portal / Record)	Print	26/Sep/2024 15:14:29	3	0	Student Affairs	Initialized	Choose File N... Save	

Step 5: Submit Application

- After selecting desired application and after looking at all the details tick the check box named, I Agree and then click Submit



Application Processing System

Note: It is Mandatory to Submit Required Documents (if any) to Student Affairs for the Processing of Application.

Note: In Case of Course Drop / Withdrawal and Semester Repeat / Withdrawal / Freeze Visit Coordination Office Personally for Verification.

*** Please see the user Manual before applying for any application.***

category	Student Affairs	Applicaiton Type	Contact Information Update
Processing Type	Normal	Working Days : 3	Fee Amount 0 * Upload Challan Later from View Application Status menu.

Required Documents Only jpg.jpeg and pdf allowed. (Take Required Documents to Student Affairs (If Any).)

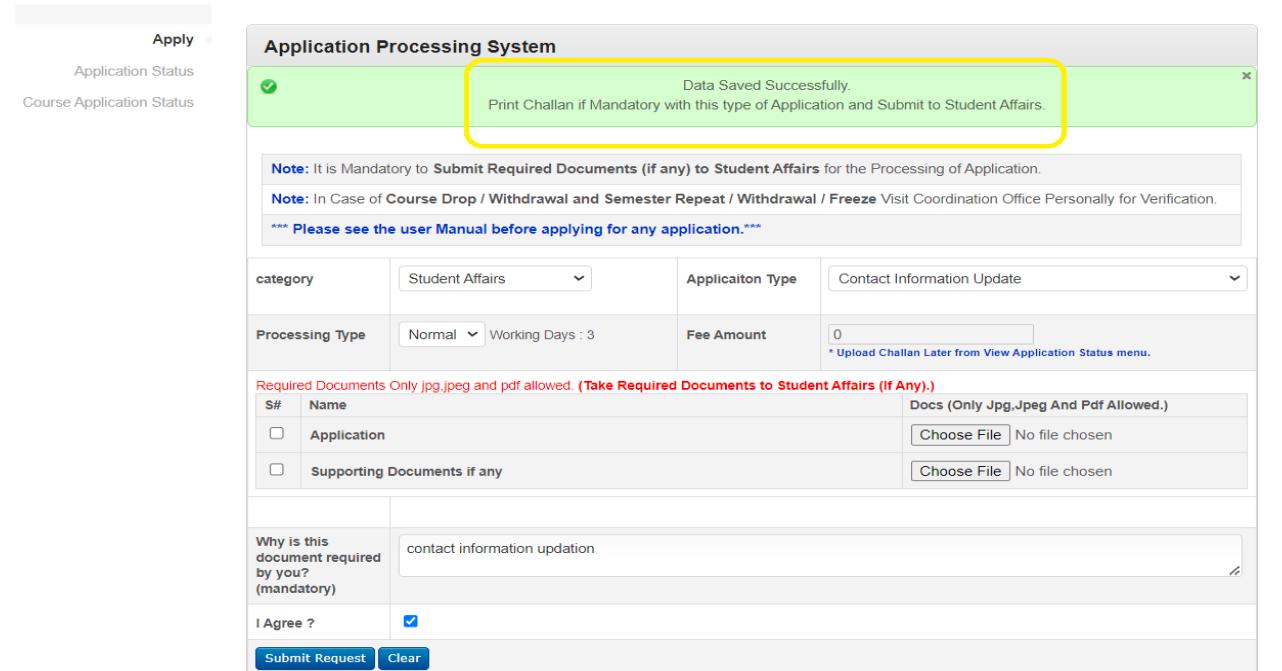
S#	Name	Docs (Only Jpg,Jpeg And Pdf Allowed.)
<input checked="" type="checkbox"/>	Application	Choose File No file chosen
<input checked="" type="checkbox"/>	Supporting Documents if any	Choose File No file chosen

Why is this document required by you? (mandatory)

I Agree ?

Submit Request **Clear**

- Once Application is Submitted Successfully, Print Challan (not required in this version) Option will appear on the Top of the Screen



Application Processing System

Note: It is Mandatory to Submit Required Documents (if any) to Student Affairs for the Processing of Application.

Note: In Case of Course Drop / Withdrawal and Semester Repeat / Withdrawal / Freeze Visit Coordination Office Personally for Verification.

*** Please see the user Manual before applying for any application.***

category	Student Affairs	Applicaiton Type	Contact Information Update
Processing Type	Normal	Working Days : 3	Fee Amount 0 * Upload Challan Later from View Application Status menu.

Required Documents Only jpg.jpeg and pdf allowed. (Take Required Documents to Student Affairs (If Any).)

S#	Name	Docs (Only Jpg,Jpeg And Pdf Allowed.)
<input type="checkbox"/>	Application	Choose File No file chosen
<input type="checkbox"/>	Supporting Documents if any	Choose File No file chosen

Why is this document required by you? (mandatory)

I Agree ?

Submit Request **Clear**

- After completing all the above steps you can keep the track of your application by using Application Status menu.

Application Status								
S.No	Title	Challan	Application Date	Working Days	Remaining Days	Application At	Remarks	Status
1	Contact Information Update	Print	26/Sep/2024 15:24:50	3	0	Student Affairs		Initialized
2	Name and / or Father's name Correction (Portal / Record)	Print	26/Sep/2024 15:14:29	3	0	Student Affairs		Initialized

Application Status:

- Initialized:** When the application is submitted by Applicant and Processing is not started.
- In Process:** When the application is Under Process.
- Pending Against Student:** When something is required from the applicant
- Ready:** When the application is ready to be collected by applicant at student affairs.
- Closed:** When the required document is handed over to the applicant by student affairs or Application is expired due to Non-Submission of Processing Fee or Documents.

Applications Inside Department

Step 1: Select the Application Category

- Inside Department (Applications Related to Department Coordination office, Drop, withdrawal etc.)

Application Processing System User Manual (Download)	
<p>Note: It is Mandatory to Submit Required Documents (if any) to Student Affairs for the Processing of Application.</p> <p>Note: In Case of Course Drop / Withdrawal and Semester Repeat / Withdrawal / Freeze Visit DDO Office Personally for Verification.</p> <p>* Please see the user Manual before applying for any application.</p>	
Applicant Category	<input type="text" value="Inter Department"/>
Applicant Type	<input type="text" value="Select--"/> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> -Select- </div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block; background-color: #ffffcc;"> Course Withdrawal (Under Grad) </div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block; background-color: #ffffcc;"> Course Drop </div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block; background-color: #ffffcc;"> Semester Repeat </div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block; background-color: #ffffcc;"> Semester Withdrawal </div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block; background-color: #ffffcc;"> Semester Freeze </div>
Processing Type	Course Withdrawal (Under Grad) Course Drop Semester Repeat Semester Withdrawal Semester Freeze
Fee Amount	An can be uploaded using View Application Status menu.
I Agree ?	<input type="checkbox"/>
Submit Request Clear	

In all inter department Applications there is no Fee or Additional documents are required.

Note: In inter department applications Applicant must visit Coordination office personally and verify that he or she has applied for course drop / Withdrawal, Semester Freeze / Repeat etc. Otherwise, application will not be processed, and it will be rejected after a while.

Step 2: Course Related Applications

- In case of Course Drop / Withdrawal applications, list of registered courses will appear, and applicant must select the course for drop or withdrawal
- A minimum credit hour check is implemented so minimum 12 credit hours are mandatory to be registered.
- Once the courses are selected check the I agree check box and submit the application.

<p>Note: It is Mandatory to Submit Required Documents (if any) to Student Affairs for the Processing of Application.</p> <p>Note: In Case of Course Drop / Withdrawal and Semester Repeat / Withdrawal / Freeze Visit DDO Office Personally for Verification.</p> <p>* Please see the user Manual before applying for any application.</p>																											
Application category <input type="text" value="Inter Department"/>																											
Application Type <input type="text" value="Course Drop"/>																											
Processing Type <input type="text" value="Normal"/> Working Days : 1																											
Fee Amount <input type="text" value="0"/> * Challan can be uploaded using View Application Status menu.																											
<table border="1"><thead><tr><th>S#</th><th>Course Title</th><th>Class</th><th>Faculty</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>Communication Skills</td><td>BCS 3 A</td><td>Dr. Sardar Muhammad</td></tr><tr><td><input type="checkbox"/></td><td>Data Structures</td><td>BCS 3 A</td><td>Dr. Raja Wasim Ahmad</td></tr><tr><td><input type="checkbox"/></td><td>Database Systems</td><td>BCS 3 A</td><td>Ashfaq Ahmed</td></tr><tr><td><input type="checkbox"/></td><td>Differential Equations</td><td>BCS 3 A</td><td>Dr. Ali Ahmad Farooq</td></tr><tr><td><input type="checkbox"/></td><td>Digital Logic Design</td><td>BCS 3 A</td><td>Aftab Ahmad Khan</td></tr></tbody></table>				S#	Course Title	Class	Faculty	<input type="checkbox"/>	Communication Skills	BCS 3 A	Dr. Sardar Muhammad	<input type="checkbox"/>	Data Structures	BCS 3 A	Dr. Raja Wasim Ahmad	<input type="checkbox"/>	Database Systems	BCS 3 A	Ashfaq Ahmed	<input type="checkbox"/>	Differential Equations	BCS 3 A	Dr. Ali Ahmad Farooq	<input type="checkbox"/>	Digital Logic Design	BCS 3 A	Aftab Ahmad Khan
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<input type="checkbox"/>	Digital Logic Design	BCS 3 A	Aftab Ahmad Khan																								
<input type="checkbox"/> I Agree ?		Activate Windows Go to Settings to activate Windows.																									
<input type="button" value="Submit Request"/> <input type="button" value="Clear"/>																											

Once the application is submitted and applicant visits the department coordination office and confirm his or her case the he or she can check the status from **Course Application Status** menu

Application Status					
S.No	Title	Forward By	CourseName	Status	Remarks
1	Course Withdrawal (Under Grad)	Department Coordinator	Material and Construction I	Forward to AR Office	Remarks by Coordinator

Step 3: Semester Related Applications

- In case of Semester Withdrawal / Freeze / Repeat applications just select the application and submit the request

Application Processing System User Manual (Download)

Note: It is Mandatory to Submit Required Documents (if any) to Student Affairs for the Processing of Application.

Note: In Case of Course Drop / Withdrawal and Semester Repeat / Withdrawal / Freeze Visit DOO Office Personally for Verification.

* Please see the user Manual before applying for any application.

Application category	Inter Department
Application Type	Semester Withdrawal
Processing Type	Normal Working Days : 1
Fee Amount	0 * Challan can be uploaded using View Application Status menu.
I Agree ?	<input type="checkbox"/>
Submit Request Clear	

Once the application is submitted and applicant visits the Coordination office and confirm his or her case or they can check the status from Application Status menu.

Thank You
