Mode of Admission
6.1 ADMISSION IN FIRST SEMESTER

6.1.1. Reporting in Person

Applicants whose names appear in the Merit list should personally report for Submission of documents and Medical Fitness Test at Admission Office on the date and time specified for reporting, according to the schedule, provided by the University.

6.1.2. Documents Required

Candidate for admission must submit the following documents as mentioned against each of them, to the Admission Office:

a. Admit Card of Pre-Admission
Entry Test Attested Photocopy

b. S.S.C. or Equivalent Examination Mark sheet and Certificate Attested Photocopy

c. HSC or Equivalent Examination Mark-Sheet
Original - to be retained by the University

Equivalence Certificate from IBCC for Foreign Examination; if applicable Original - to be retained by the University

d. Domicile; Original - to be retained by the University

f. Affidavit of non-political activities Original

g. Three Passport Size Photographs

h. Hafiz-e-Quran Sanad; if applicable Original

i. Migration Certificate (except Karachi Board) Original

Original documents retained by the University will be returned after the completion or termination of the studies at this University.

Applicants are warned that in their own interest they should retain sufficient number of attested photocopies of their documents/ certificates as the originals are not likely to be returned during their period of study at the University.

The name of applicants who do not submit the original documents on the specified scheduled dates for each category, shall stand deleted from the Merit List. No plea whatsoever shall be acceptable in case any applicant fails to appear on the scheduled date.

6.1.3. Medical Fitness Test

Each candidate shall be examined for Medical Fitness being offered admission in this University. For Medical Fitness Test candidates shall have to:

a) Deposit Rs.1,200/- (Rupees One Thousand and Two Hundred only) with the NBP and HMB, NED University Branches, and

b) Produce Bank deposit slip to the Principal Medical Office (PMO) of the University along with Chest PA view X-Ray, two passport size photographs and attested photocopy of Matriculation Certificate. In case of foreign examinations candidate’s proof of date of birth should be produced.

NOTE: The applicants, who fail to appear for medical examination on the specified scheduled dates as notified for the respective category, shall stand deleted from the Merit List. No plea whatsoever shall be acceptable in case any candidate fails to appear on the scheduled date.

6.1.4. Medical Fitness

a) The eyesight, aided or unaided, should not be poorer than 6/9 in one eye and 6/12 in other eye while near vision should be N5 at least with glasses.

b) The chest expansion should not be less than 4cm and X-ray of chest should be satisfactory.

c) The limbs, including the feet and toes, should be well formed and developed with perfect and unrestricted movement of all joints.

d) The candidate should not suffer from any remarkable skin disease.

e) Colour blindness—even if vision is otherwise normal—will disqualify applicants for the disciplines of Mechanical, Electrical, Computer & Information Systems, Textile, Industrial & Manufacturing, Electronics and Telecommunications Engineering. Candidates may, however, be considered for other disciplines.

6.1.5. Interview & Admission

(i) Candidates would then be required to appear for Interview before the Admission Committee to choose the discipline from the available seats in their respective category. The selection of Discipline/Programme is based on a computerized interactive process. The choice of available seats would decrease as one goes down in the order of merit and each candidate will have to make “on-the-spot” choice from the seats available. To assist the candidate in making the decision he/she may bring his/her parents (or guardian) on the day of interview.

(ii) If the candidate decides to get admission, then he/she shall be required to:

a) Pay the following amount either in cash or through Pay Order in favour of Director of Finance, NED University, which should have been acquired earlier.

• Rs.38,200/- for all Engineering programmes and BS (Computer Sciences & Information Technology)

• Rs. 39,700/- for candidates being admitted in Architecture Department

• Rs. 54,200/- for candidates being admitted in all remaining BS programmes. Those admitted in BS (Industrial Chemistry) shall be required to pay Rs 55,200/- (including Rs.1000/- as Bench Fee)

NOTE: Merit/Need Scholarship Rs.5,423/- shall be awarded to the deserving newly admitted students by the University.

b) Submit a declaration of non-participation in political activities and non-indulgence in unwanted activities on Non-Judicial Stamp Paper of Rs.20/.

(iii) If the candidate is unable to attend the interview in case of ‘exceptional circumstances’ he/she may authorize any person, preferably a parent, to come on the interview day and take decision
on behalf of candidate. The person so authorized shall have to complete all formalities required by the University regarding admission process. Candidates who expect to face 'exceptional circumstances' should contact the Chairman Admission Committee after the Medical Fitness Test.

iv) A Candidate applying under more than one category- once admitted in any category will automatically forego his / her preference and candidature under other categories.

(v) The name of candidates who do not appear for medical, do not submit the original documents and/ or fail to appear for interview / Admission on the specified scheduled dates for each category, shall be deleted from the Merit List. The candidate may, however, appeal, giving justification for non-appearance on the scheduled date for consideration about inclusion in subsequent Merit List to be issued.

### 6.1.6 University Identity Card

Candidates who are admitted shall be issued University Identity Cards. All students are required to carry and produce original University Identity Cards whenever required.

### 6.2 EMPLOYMENT / SIMULTANEOUS ENROLMENT

All undergraduate degree programmes are regular full time day programmes. No student admitted in this University shall be allowed to engage himself/ herself in employment or maintain simultaneous enrolment in any other course of studies in other educational institutions. Violation of above may lead to cancellation of admission.

### 6.3 CANCELLATION / WITHDRAWAL OF ADMISSION

The Vice Chancellor will be competent to cancel or withdraw admission of any candidate.

### 6.4 MEDIUM OF INSTRUCTIONS

The medium of instructions and examinations shall be English.

### 6.5 ADMISSIONS IN SUBSEQUENT SEMESTER/ YEARS OF STUDY

6.5.1 Admission in any Semester shall be allowed only during first three weeks after commencement of classes of that Semester.

6.5.2 Admission in Fall Semester of any Year shall be open to any student who was registered in the Spring Semester of that Year. Similarly, admission in Spring Semester of any Year shall be open to any student who was registered in Fall Semester of the preceding Year.

6.5.3) a Any student who fails to obtain at least 2.0 CGPA in any Semester shall remain on probation during next Semester. In any case, if such student still obtains less than 2.0 CGPA in the subsequent semester shall remain on second probation and shall be allowed to register in the succeeding semester.

b Any further registration in subsequent semester shall be allowed subject to the condition that the student has obtained at least 2.0 CGPA after second probation, otherwise; he/she shall not be allowed to register in subsequent semester and shall be required to improve grades of previous courses already attempted, if not in violation of clause 6.8.4(i).

Along with CGPA, the student shall also be required to fulfill the following conditions:-

i) For admission in Third Year, the student must have passed all courses of the First Year, or 80% of the courses up to the Second Year.

ii) For admission in Fourth Year, the student must have passed all courses up to the Second Year.

iii) For admission in Fifth Year, the student must have passed all courses up to the Third Year.

6.5.4 In all circumstances, re-admission to any student shall only be granted in the semester where the student has discontinued his/her study due to any reason.

### 6.5.5 a) A student admitted in any Semester shall be registered in all such courses prescribed in that Semester which the student has not passed earlier.

b) In any Semester, the student shall be allowed to register in maximum of seven theory courses in total including the additional courses.

c) Registration in any additional course(s) offered for any junior batch(es) in the Semester may also be allowed by the Chairperson of the Department concerned in the following cases subject to payment of prescribed fees:

i) If the student has been admitted in Second Year Spring Semester on migration basis and consequently required to pass (additional) course(s) of First Year in which he/she is not eligible for exemption.

ii) The student having been allowed change of discipline is required to pass such course(s) in which either transfer of credit has not been allowed or the student has not studied the course(s) earlier.

iii) The student having been allowed to register any course(s) in which he/she had failed earlier.

iv) The student’s request for registration in any course(s) as permissible under Para 6.10 for grade improvement.

### 6.6 ADMISSION ON MIGRATION BASIS

Admission on migration shall be allowed in relevant discipline under extra ordinary circumstances subject to the following conditions:

a) Seat(s) is available in relevant discipline.

b) Applicant must have passed First Year of studies completely in the institution where he/ she was initially admitted.

c) Admission shall only be offered in Second Year (Spring Semester).

d) Applications for migration shall be called in the
month of November on prescribed form which is required to be submitted along with processing fee of Rs. 1,500/-.  

e) Candidates offered migration shall be required to pay non-refundable migration fee of Rs. 700,000/- (Rupees Seven Hundred Thousand Only) through pay order in favour of Director Finance, NED University.

f) Student admitted on migration shall be given exemption in all such courses of First and Second Year which he/ she has passed during study in previous institution. However, he/ she shall be required to register and pass all such courses of the discipline in which he/ she is offered admission which he/ she has not studied in previous institution.

6.7 DURATION OF PROGRAMME

6.7.1 Courses of studies leading to the degree of Bachelor of Engineering (BE) and Bachelor of Sciences (BS) shall be of four (4) academic years’ duration.

6.7.2 Courses of studies leading to degrees of Bachelor of Architecture shall however be of five (5) academic years’ duration.

6.7.3 Any student who fails to complete all requirements for his/her degree in the prescribed time may continue study for further three academic years. Consequently, including the academic year of his/her first admission;
   
a) Maximum seven academic years shall be allowed for each Four-year degree programme.
   
b) Maximum eight academic years shall however be allowed for each Five-year degree programme.
   
c) i) Any student admitted in second year on migration basis shall have one year reduced from maximum allowable period.
   
ii) Any student admitted in third year on the basis of B.Tech. Conversion Programme shall have two years reduced from maximum allowable period.

6.8 CANCELLATION OF ADMISSION/ENROLMENT

6.8.1 Admission of any such student of First Year of Studies in any discipline shall be cancelled who is not a candidate for the Spring Semester Examination.

6.8.2 Admission of any such student of any Year/ Semester who has been rusticated from the University on account of serious breach of discipline for any specified period shall be cancelled and notified. However, after expiry of the period the student may be allowed readmission in the same Year/ Semester with junior batch, if otherwise eligible.

6.8.3 Admission and enrolment of any such student of any Year/ Semester who has been expelled from the University on account of major breach of discipline shall be cancelled after due process and subsequently notified. The student shall not be eligible for any subsequent admission in the University.

6.8.4 Admission and enrolment of any such student shall be cancelled:
   
i) who after being on second probation during Second Year Spring Semester fails to obtain 2.0 CGPA on completion of that semester.
   
ii) who without information fails to register in any Semester even after passing of the permissible registration duration.

6.9 WITHDRAWAL FROM SEMESTER/PROGRAMME

6.9.1 Withdrawal from any semester or programme may be allowed only in extra-ordinary circumstances. Withdrawal from First Year Spring Semester shall not be allowed.

6.9.2 The student shall be required to apply for withdrawal through concerned Chairman along with evidence supporting his/her request for withdrawal.

6.9.3 Any such student(s) seeking readmission after withdrawal shall only be considered for readmission with junior batch provided that:
   
a) The applicant has officially withdrawn earlier from the semester or programme.
   
b) The period of discontinuation of his studies does not exceed three academic years.
   
c) He / She produces an Affidavit on Stamp Paper of prescribed amount declaring that during the period of his/her discontinuation of studies he/she was neither on the Rolls of any other Educational Institution nor was convicted by any Court of law.

6.10 GRADE IMPROVEMENT

6.10.1 a) Any student may be allowed by the Chairperson of the Department concerned to repeat course(s) offered in that semester in which he/she has obtained grade point lesser than 2.0.

b) The student will be allowed to register in such courses at any time, if simultaneously admitted in any other semester/ year of study and the maximum number of courses shall be in accordance to Para 6.5.5.(b)

   c) The student may however register in the course(s) as and when offered.

   d) Better grades in course(s) shall be considered for determining his/her GPA/CGPA.

6.10.2 Any student who is eligible for award of degree under Para 7.7 (Chapter 7) but still desires to improve CGPA for any reason may be allowed by the Chairperson of the Department concerned, subject to the following conditions:
   
a) No provisional certificate/ degree has been issued to him/her.
   
b) Duration of completion for the degree does not exceed the maximum limit described under Para 6.7.3.
   
c) The student requests registration in desired courses within two weeks after announcement of his/her result.