No. Acad/58(24)/22-23/1589
Dated: 20-02-2023

ATTENTION: <u>ALL STUDENTS OF UNDERGRADUATE PROGRAMMES</u>
<u>SCHEDULE FOR SUBSEQUENT ADMISSION IN SPRING SEMESTER, 2023</u>

All students of Undergraduate Programmes are hereby informed that the registration of First to Final year Students will open from Monday 27-02-2023. Accordingly, Subsequent Online Registrations System can be accessed according to the following schedule:-

Online Registration Open:	**27th February, 2023**
Online Registration Deadline:	**10th March, 2023**

Registration Procedure:

Login to Online Registration System: (http://www.neduet.edu.pk/usms) by the deadline (**10th March, 2023**), print the registration request form, follow the registration guidelines and submit the form immediately after completion of all requirements in the concerned Department. Take the acknowledgement receipt from the Department.

Fee Details:

- Tuition & Examination Fee for TIEST/BS (CF, AP, IC, TS, DS, MG, EG, EC): Rs. 37,000/-
- Tuition and Examination Fee for all other programmes 1st year onwards: Rs. 34,000/-
- Rs.1,500/= will be charged from the students of Bachelor of Architecture on account of Studio Fee.
- Rs.1,000/= will be charged from the student of Industrial Chemistry on account of Bench Fee for Chemicals.
- Rs. 4,500/-/= will be charged for Foreign Language course for regular students.
- For each additional/ backlog course Rs. 6,000/= per course will be charged.

Important Notes:

a) Fee should be paid in the Habib Metropolitan Bank and National Bank of Pakistan NED University (Main Campus) and (TIEST) Branches only.
b) *Those having not registered online by* **10th March, 2023**, *will neither be allowed to register after this date nor will be allowed to register for additional/ backlog course(s).*

Sd/-
20-02-2023
REGISTRAR

To,

1- All Deans
2- All Chairpersons of Teaching Departments

Copy to:

1- Director Finance
2- Director, I.T. Department
3- Resident Auditor
4- All Notice Boards

Copy for information to:

1- PA to the Vice-Chancellor
2- PA to the Pro-Vice Chancellor
3- Provost
4- Librarian
5- Controller Student Affairs
6- I.T. Manager (Registrar Office)
7- Manager, NBP, NED Branch
8- Manager, HMBL, NED Branch

Registration Guidelines for Students

Spring Semester, 2023

1. **Online Registration:**

   All students have to login to the registration system (www.neduet.edu.pk/usms) by using their Portal account credentials before the **online registration deadline: 10th March, 2023**.

   1.1 The student shall be able to select ONLY those courses (Regular or Additional/ Backlog) of which he/ she has passed the relevant prerequisite course(s).

   1.2 Phase-I will be open for Regular Course(s) Registration

   1.3 Phase-II will be open for Backlog Course(s) Registration.

   1.4 As Phase-I and Phase-II are in parallel in Spring 2023, and any student despite having additional/ backlog course(s), does not want to register in additional/ backlog course(s) then he/ she may generate Phase-1 Fee Voucher without registering in backlog courses after giving his/her consent through Student Portal Dashboard.

   1.5 The student shall be allowed to register in maximum seven Theory Courses including Additional/Backlog courses.

   1.6 In B.Arch. Programme, students shall not be allowed to register in more than one design studio course in any semester.

   1.7 In Phase-I, Student must have to register at least one regular course if regular courses screen appears and must submit full regular semester fee along with additional/backlog course(s) fee, if any.

   1.8 Once student locks the registration, he/ she may contact to the advisor to UNLOCK the registration

   1.9 Student may register in additional/backlog course offering in any discipline by keeping in mind the timetable of that course.

   1.10 Student may select any equivalent course if required course is being offered or not.

   1.11 Equivalency for Grade improvement will be applied.

   1.12 The student must take the print out of the Fee Voucher and submit fee on OR before the **online registration deadline**.

   1.13 After submission of the fee as per fee schedule, the stamped Fee Voucher department copy must be submitted in the department, where the student would be provided with the acknowledgement receipt.

2. **Fee Submission:**

   Student are advised to check their fee on Student Portal just after submission of fee. University will not be responsible in case of fee not submitted timely, nor any compensation will be provided to any student. Student should have to bear all the responsibility due to not tracking his fee status despite of availability of Fee Status on his Portal.

   In case of Fee Status Pending, Student should contact the relevant bank very next day to after checking fee status again on Portal.

Note: **All students must note that the attendance in classes shall be marked and counted from day one of the semester, and it will not be subjected to the date of registration, in Regular Courses and Additional/Backlog Courses as well.**