Registration Guidelines
Spring Semester, 2021

1. Online Registration:

1.1 All students to login to the registration system (http://www.neduet.edu.pk/usms) through their user ids before the **online registration deadline: <mark>05th March, 2021</mark>**.

1.2 Depending on the student status, they will either be provided access to one of the two forms:

> Form-I, or Form-II

1.2.1 Form-I

i. Form-I shall be accessible to the student who at this stage is eligible for admission in Spring Semester 2021.

ii. The student shall be able to see all regular courses on the form. However, no option for backlog courses shall be available. This option would be accessible through registration system under Form-III after announcement of results.

iii. The student must take the print out of the Form-I before the **online registration deadline of 05th March, 2021**.

iv. The form must be signed by the student and endorsed by the class advisor.

v. After submission of the fee as per fee schedule, the form must be submitted in the department, where the student would be provided with the acknowledgement receipt by the department staff.

vi. Form-I cannot be unlocked.

vii. All students should be informed 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.

1.2.2 Form-II (Provisional Registration)

i. Form-II shall be accessible to the student whose eligibility for admission in Spring Semester 2021 is subjected to fulfillment of some requirement.

ii. The student shall be able to see all regular courses on the form. However, no option for additional/backlog courses shall be available. This option would be accessible through registration system under Form-III after announcement of results and subject to eligibility criteria

iii. The student must take the print out of the form before the registration deadline of **05th March, 2021**.

iv. The form must be signed by the student and endorsed by the class advisor.

v. The form must immediately be submitted in the department, where the student would be provided with the acknowledgement receipt.

vi. Students submitting Form-II should be informed that their registration is subject to fulfillment of eligibility criteria.

vii. Form-II cannot be unlocked.

viii. 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.

2 Selection of Additional Courses after announcement of Fall Semester, 2020 Results (Form-III)

2.1 After the announcement of Fall Semester, 2020 Examination results, a separate notice shall be issued, instruction students to access their online registration system for selection of additional/backlog courses.

2.2 Only those students will be provided this access who would have registered for Spring Semester 2021 before **05th March, 2021.**

2.2 When the students shall log-in to the system, they will be provided access to selection of backlog/additional/improvement courses which once selected shall reflect in **Form-III**.

2.3 The student must take print out of Form-III, sign it and get it endorsement by the class advisor.

2.4 The Form-III will also reflect the amount of fee to be submitted, which the student should submit in the bank.

2.5 The form stamped by the bank along with the fee vouchers must be submitted in the Department. Acknowledgement receipt should be obtained by the department.

2.7 Form-III can be unlocked by Class Advisor if at all necessary. However, it must be ensured that the student submits both forms to the department, so that DEO enters correct information in the system.

2.8 Non-submission of the Form(s) in the department shall result in cancellation of the registration.

3. Fee submission:

3.1 Students with **Form-I** shall submit the fees as per the following schedule:

No late fee	upto **05th March, 2021**
Rs. 1,000/- late fee	from **06th** to **12th March, 2021**

3.2 Students with **Form-II** shall submit fee on Form-III. They must however, submit Form-II immediately to the department.

3.3 Students with **Form-III** shall submit fee as shown on the Form-III in the bank**.** They must submit the Form-III after submission of fee to the Department.

4. Eligibility Criteria for Spring Semester, 2021 Registration:

Batch	Eligibility Condition	Eligible for Admission/ Registration in
2020	Registered in First Year (Fall Semester, 2020)	1st Year (Spring Semester, 2021)
2019	Registered in Second Year (Fall Semester, 2020)	2nd Year (Spring Semester, 2021)
2018	Registered in Third Year (Fall Semester, 2020)	3rd Year (Spring Semester, 2021)
2017	Registered in Final/Fourth Year (Fall Semester, 2020)	4th Year (Spring Semester, 2021)
2016-17	Registered in Fifth Year (Fall Semester, 2020) B.Arch	5th Year (Spring Semester, 2021)