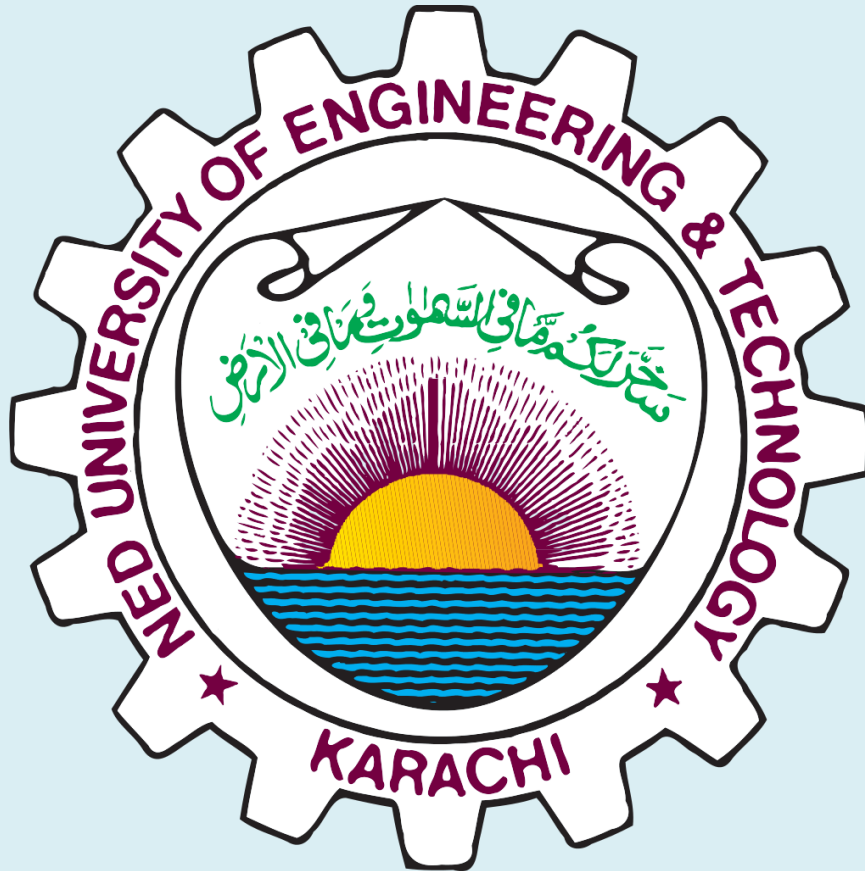


**NED University of  
Engineering & Technology**



**NED Student  
Hand Book**

## **Welcome to NED University of Engineering & Technology**

Coming to NED University of Engineering & Technology could be one of the most rewarding experiences of any student's life after getting admission on the basis purely of merit within the category under which he or she applies. Intellectual challenges to extend knowledge and skills of each student have to be faced; however there would also be chances to develop new acquaintances - possibly also some friendships. The discipline of choice must in each case be decided at the time of coming for admission.

The NED University is presently located in three campuses, the main one on University Road in Gulshan-e-Iqbal, the LEJ Campus near TV Station and the City Campus on Maulana Din Muhammad Wafai Road near Pakistan Chowk - with possibly more being added in the near future.

The NED University always looks forward to welcoming successful performers at one of the two oldest institutions in Pakistan for teaching and training Graduates in Engineering.



## Department of Students Affairs

### Services & Facilities

The Students' Affairs Department is the "HUB" of Students activities where students can achieve facilitation regarding scholarship, document attestation, clearance certificates, provision of bus-pass for the point buses of NED and concession on railway and air travel. Students' Affairs Department is also organizing co-curricular activities through Societies and Sports activities at local and national levels. Besides these, 6 photocopy Machine Shops and 9 Canteens on 3 different campuses are functioning under the purview of Students' Affairs.



### Scholarships through Department of Students' Affairs

Various scholarships are available for deserving and meritorious students of the University on Need-cum-Merit bases.

These scholarships are funded through various sources, including Alumni, the Government of Sindh, private donors, the Higher Education Commission (HEC), the Sindh Higher Education Commission (SHEC), and other sponsoring organizations.

Students interested in applying for scholarships are required to submit the prescribed application form, duly recommended by their respective Class Advisors, to the Department of Student Affairs whenever scholarship opportunities are announced through departmental notice boards and other official channels. The Department of Student Affairs also arranges interviews for shortlisted candidates for various scholarship programs, as and when required by the sponsoring organizations.

In addition, financial assistance is available for students facing hardship cases, subject to the availability of funds provided by the respective sponsors and donors.

### **Document Processing**

Attestation of academic documents submitted by the students regarding PEC registration and higher studies is accomplished by the Students' Affairs Department.

### **Class Adviser Setup**

The students may discuss all the problems with their Class Adviser. The Class Adviser is the academic counselor and he/she is there to help and resolve any difficulties. Students must use the same channel (Class Adviser) to communicate with the Chairman, then the Dean and then the Vice Chancellor if required.

### **Cafeteria & Common Room Facilities**

Facility of Cafeteria, Boys Common Rooms (BCR), Girls Common Rooms (GCR) and Seven Canteens situated at various locations on the Main Campus are maintained under the administration of Students' Affairs Department. Besides these, one canteen each is functioning at the City Campus & the LEJ Campus each.

#### **Name of the various canteens are:**

- 01 | Food Center for Girls
- 02 | Humanities Corner
- 03 | Teaching Staff Center
- 04 | LEJ Tuck Shop
- 05 | City Campus
- 06 | NEDEA Canteen
- 07 | Girls Common Room (GCR)
- 08 | Main Cafeteria Canteen
- 09 | Student Resident Canteen



## Printing & Photocopy

There are six Photocopy Machine Shops functioning under the supervision of Students' Affairs Department.

01	GCR-I Photocopy Shop	05	GCR-II Photocopy Shop
02	Environmental PPC Shop	06	City Campus PPC Shop
03	LEJ Campus PPC Shop	07	NED Stationary Store
04	Engr. Abul Kalam Library PPC Shop		



## Girls' Common Room (GCR)

A Girls' Common Room is also available at the University. Necessary facilities such as prayers room, telephone, reading material, attached bath/ powder room etc. are available; two maid servants have also been deputed to look after the GCR.



## **Stationery Shop**

There is a University General Store in the Main Campus for meeting the general stationery requirements of the students. It works on a no-profit basis and is managed under supervision of Controller Students' Affairs.

## **Banks**

Two Banks are functioning at NED Campus:

1. National Bank of Pakistan
2. Habib Metropolitan Bank



## **Buss Passes**

Shuttle / Buss Passes are provided to the students on monthly payment of Rs. 600/-. Shuttle / Buss Passes will be provided by Department of Students' Affairs.

## **Students Concession**

Fare Concession from Railway and Air travel certificate is issued to the intending bona-fide students by the Department of Students' Affairs.

## **Co-Curricular Activates Organized by Department of Students' Affairs**

Extracurricular activities are arranged by providing guidance to the students for participating in various events through different Societies. Trials of the students in order to evaluate their performance are conducted via concerned in-charges before sending them to participate in the events arranged by other institutions. This Department also entertains

the students from other universities, who visit the University for their Project Work, Survey, etc.



## **Engr. Abul Kalam Library**

Engr. Abul Kalam Library (<https://eakl.neduet.edu.pk/>) is one of the University's core facility for supporting teaching, learning, and research in engineering and allied disciplines. Established in 1922 as a college library, it was upgraded and inaugurated as the University's "Central Library" in 1977 and subsequently renamed Engr. Abul Kalam Library in 2014.

The Library comprises two adjacent buildings. The Reference and Administration Building consists of three floors: the ground floor houses the Reference Section, the first floor accommodates the Periodicals Section and Digital Library, while the second floor contains the Non-Book Materials Section and the Book Bank. The Circulation Section is located on the ground floor of the adjoining building.

In addition to the main facility, departmental libraries are operational at the City Campus, LEJ Campus, TIEST Campus, and within various academic departments at the main campus. The Library provides seating capacity for more than 500 users at a time.



## Library Collection

The Library maintains a comprehensive collection of approximately 117,686 printed resources, organized into the following sections:

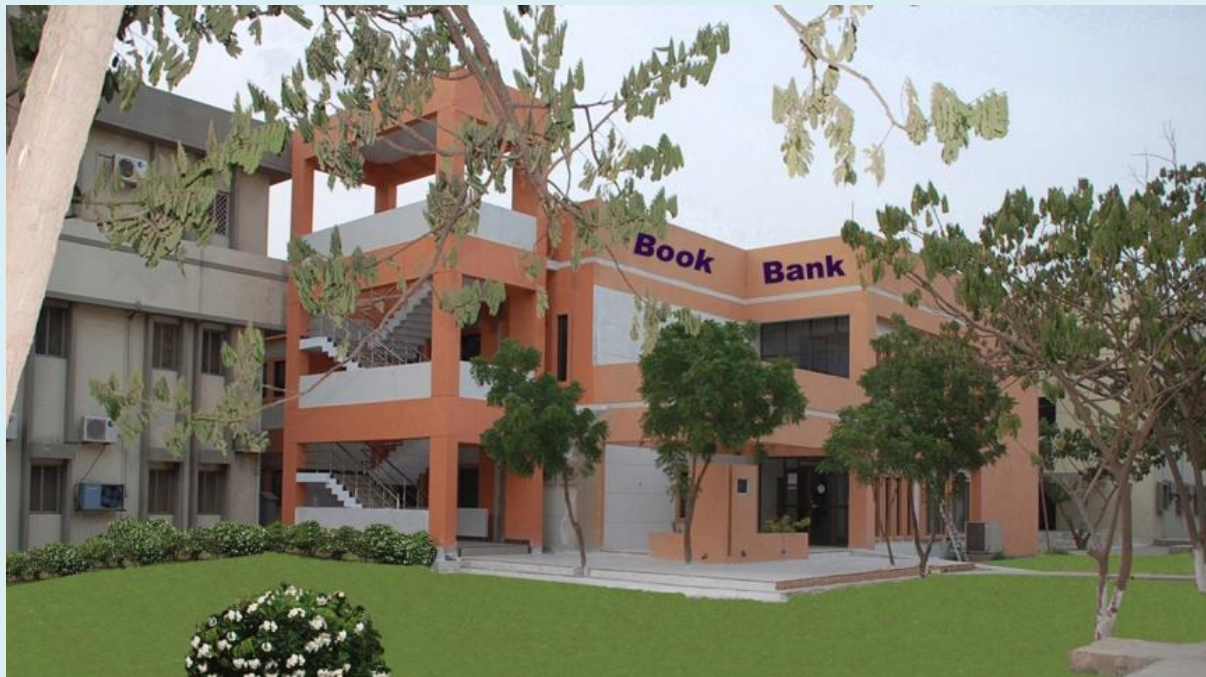
- **General Circulation:** A broad collection of textbooks and general reading materials available for borrowing.
- **Book Bank:** A dedicated service primarily for undergraduate students, offering essential textbooks on a semester-long rental basis at nominal cost.
- **Reference Collection:** Includes encyclopedias, dictionaries, handbooks, technical manuals, and other essential reference materials.
- **Periodicals:** Print journals (including back volumes), newspapers in multiple languages, and magazines.
- **Government Documents & Archives:** A specialized collection comprising Acts and Ordinances, service rules, statistical and survey reports, policies, and annual budgets.
- **Digital Resources & E-Databases:**
  - **E-Books:** Access to electronic book collections, including JSTOR Books.
  - **E-Journals:** Access to multiple leading international journal databases.
  - **Indexing & Research Tools:** Access to globally recognized research and indexing platforms such as Scopus, Web of Science, and Journal Citation Reports (JCR).

## Library Opening Hours

Section	Location	Timings
Reference Section*	Reference Library	0830 – 2100 hrs
Digital Library	Reference Library	0830 – 2100 hrs
Periodicals / Non-Book Materials / Government Documents	Reference Library	0830 – 1630 hrs
Circulation Section	Circulation Library	0830 – 2100 hrs
Book Bank	Reference Library	0830 – 1630

Section	Location	Timings
Remote Campus Libraries (City Campus)	City Campus	hrs 0830 – 1800 hrs
Remote Campus Libraries (LEJ Campus)	LEJ Campus	0830 – 1630 hrs
Remote Campus Libraries (TIEST Campus)	TIEST Campus	0830 – 1630 hrs

*\*Extended library services are available on weekends from 1100 to 1700 hrs.*



## **Library Services**

The Library provides a wide range of services to facilitate academic and research activities, including book lending, reference assistance, printing, photocopying, scanning, access to digital resources, and online search facilities.

### **a. Reference Services**

Library users may consult books, journals, and other materials within the Reference Library upon presentation of a valid University ID card.

## b. Lending Services

The lending sections contain over 62,500 books, including more than 39,900 in the Circulation Section and over 22,700 in the Book Bank. The Book Bank enables undergraduate students to borrow textbooks for the duration of a semester on a rental basis.

Students must obtain membership of the Circulation Section and/or Book Bank, as applicable, to avail these services.

Category	Circulation Section		Book Bank*	
	No. of Books	Loan Period	No. of Books	Loan Period
Students (1st-4th Semester)	2	21 days		
Students (5th-6th Semester)	3	21 days	6	Entire Semester
Students (7th-10th Semester)	4	21 days		
Postgraduate Students	4	21 days		<i>*Applicable to undergraduate students only.</i>

### Book Loan Policy (Circulation & Book Bank)

- Undergraduate students must obtain library membership by submitting two passport-size photographs. Borrower cards for both Circulation and Book Bank are issued upon registration.
- Library membership cards shall be renewed for the subsequent semester through the SIS, subject to the payment of the prescribed semester fee.
- Books issued from the Circulation Section may be renewed once online through the Library App or web portal.
- Borrower cards are non-transferable and must be presented at the time of borrowing.
- A fine of Rs. 10 per book per day will be charged for overdue materials.

- Loss of a borrower card must be reported immediately in writing; a duplicate card will be issued upon payment of the prescribed fee.
- In case of loss or damage to library materials, the borrower will be required to replace the item or compensate as per Library policy.
- For No Dues Clearance, student must present the University ID Card.

### **Digital Library Services**

The Digital Library is equipped with 50 Core i5 computer systems, providing access to a wide range of high-quality, peer-reviewed journals, research databases, articles, and e-books across multiple disciplines.

Users can access electronic textbooks and reference materials through the e-books program. Additionally, remote access to digital resources is available via a Virtual Private Network (VPN), enabling authorized users to securely access library resources from off-campus locations.

### **Web & Portal Services**

The Library maintains a dedicated website that offers access to the Online Public Access Catalogue (OPAC), enabling users to search for books, periodicals, and other materials.

Through the University portal, users can access a variety of services, including:

- Viewing borrowing records
- Online reservation and renewal of books
- Self-registration
- Acquisition tracking

The Library's mobile application, "**AMBITION**" (available on the Google Play Store), further enhances accessibility by providing convenient access to library resources and services on mobile devices. Further, Wi-Fi connectivity is available across the Library premises, ensuring seamless access to online academic resources.

# **Academic Section**

## **Registrar Office**

The Academic Section is responsible for maintaining and safeguarding the academic records of all current and former students at NED University. Our team is committed to providing excellent service to students, faculty, staff, and alumni.

### **Services**

#### **Transcripts and Certifications**

Need official transcripts or certifications? Our department can assist you in obtaining your academic records and official documents. Whether you need them for employment, further education, or any other purpose, we are here to help.

#### **Graduation and Degree Verification**

We manage all aspects of graduation and degree verification. If you are an upcoming graduate, we'll guide you through the process, from applying for graduation to receiving your credentials.



## **Academic Records Maintenance**

Keeping accurate academic records is our priority. We handle updates to student records, if you notice any discrepancies or have questions about your records, do not hesitate to get in touch.

## **Academic Calendar**

Stay up-to-date with important dates, deadlines, and university events through our comprehensive academic calendar. You can access it online or download it to your devices for easy reference.

## **Academic Policies and Procedures**

We provide information on university academic policies, regulations, and procedures. Familiarizing yourself with these guidelines is essential to ensure a smooth academic journey at NED University.

## **Important Links**

- [Academic Calendar](#)
- [Student Portal](#)
- [One Window](#)

# Medical Department

## (GENERAL INFORMATION)

The Medical department provides emergency as well as routine medical facilities under the supervision of Principal Medical Officer assisted by a Medical Officer and one Lady Medical Officer, who are providing various medical facilities to the Students, Staff of NEDUET, colony residents and hosteler's.

Main campus is also running two peripheral Medical Sub Centres i.e. one at City Campus and the other at LEJ Campus to extend medical facilities to students at their respective campuses too.



**WORKING HOURS:**

<b><u>Centre / Campus</u></b>	<b><u>Working Hours</u></b>	<b><u>Days</u></b>
MAIN CAMPUS:	Morning --- 8.30 a.m. till 4.30 p.m. Evening OPD --- till 8.00 p.m.	Monday to Friday
SUB CENTRES: (LEJ & City Campuses)	Morning --- 8.30 a.m. till 4.30 p.m.	

**FOLLOWING FACILITIES ARE AVAILABLE IN MEDICAL DEPARTMENT:**

**(a)- Medical Department (Main campus):-**

1. Emergency routine services
2. Ambulance Service.
3. Routine Pathological Blood Tests.
4. X-ray facility.
5. E.C.G.
6. Nebulizer facility.
7. Counselling session by Psychologist.

**(b)- Medical Sub Centre (City Campus):-**

Emergency / routine services.

Nebulizer facility.

**(c)- Medical Sub Centre (LEJ Campus):-**

Emergency / routine services and

Nebulizer facility.

# **NED Academy**

## **The Training Wing of NED University**



## **Introduction**

NED Academy is the training and professional development wing of NED University of Engineering & Technology. Catering to students, graduates, and working professionals across various disciplines. With a strong emphasis on techno-managerial skill, leadership, and entrepreneurship, the NED Academy bridges the gap between academia and industry, ensuring career growth and national development.

---

## **Key Objectives**

- **Capacity Building of Participants** – through skill-based certification and diploma.
  - **Promote Industry Linkages** – via corporate partnership and training.
-

## Our Centres

### 1. Centre for Continuing Engineering Education (CCEE)

#### Overview

CCEE established in 1998, offering Short Courses, Certifications, Vocational Trainings, Workshops, Undergraduate Diploma Programmes, Postgraduate Certification Courses, Youth Development Programmes etc.

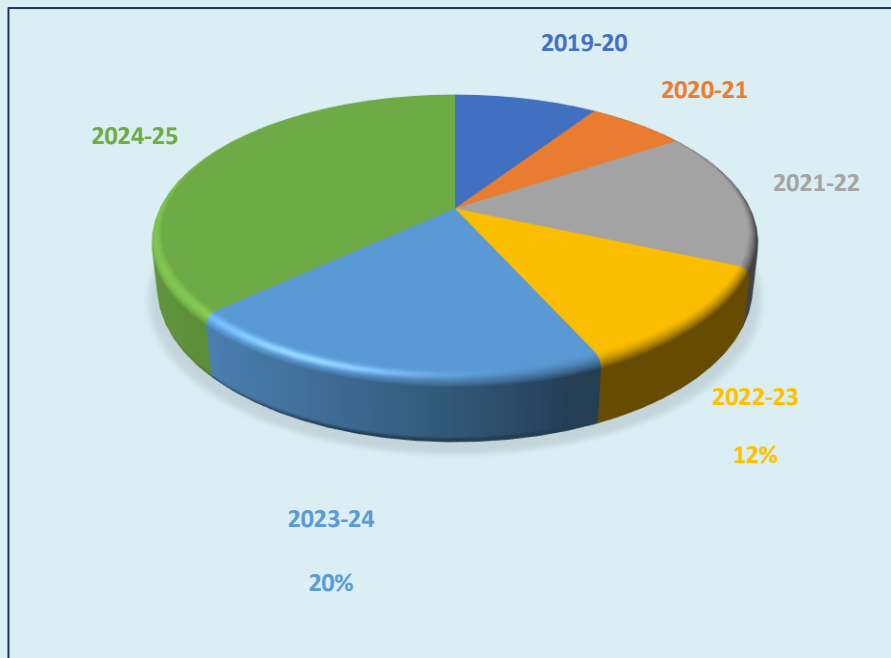
#### Key Disciplines

- Technical Upskilling: Courses in Artificial Intelligence, Power BI, Information of Things, Cyber Security, Devops, Ethical Hacking, Python Programming etc.
- Engineering & Management: Project Management, Supply Chain Management, Inventory Management, Human Resource Management etc.
- Taxation & Labour Laws: Business and Taxation Laws, Certified Labour Law & Industrial Relation, Certified Labor Laws Practitioner & Industrial Relations Analyst etc.
- Accounting and Finance: Certified Accounting Software Professional (with ERP Implementation)
- Mind Science and Psychology: Mind Science and Mind Engineering, Industrial Psychology and Organizational Behaviour etc.
- Industry Collaboration: Partnerships with leading engineering firms.
- Professional Accreditation: Helps Engineers meet PEC and International Certification Standards.

#### Impact

11,000+ professionals and students trained since inception.





## 2. Centre for Multidisciplinary Postgraduate Programmes (CMPP)

### Overview

CMPP established in 2008, offering Postgraduate Diploma Programmes in hybrid and distance learning modes.

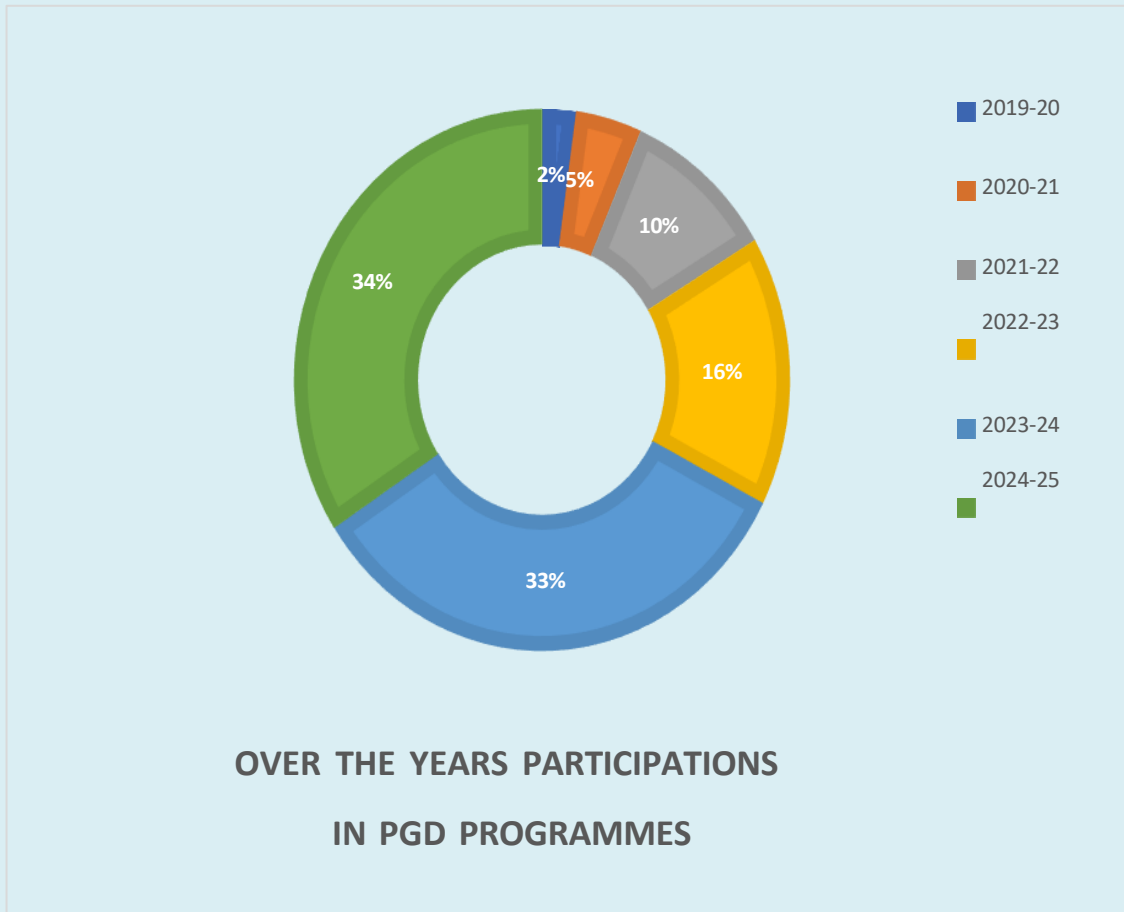
### Key Disciplines

- Computer Science & IT (Cybersecurity, Cloud Computing etc.)
- Engineering & Management (Project Management, Supply Chain, Business, Production, Human Resource, Total Quality etc.)
- Textile & Garment Technology
- Linguistics & Education (English Language Teaching)
- Procurement and Accounts
- Mind Science and Psychology



### Impact

1000+ graduates since 2020.



### 3. Pak-Türkiye Media Centre (PTMC)

#### Overview

Pak-Türkiye Media Centre (PTMC) established in December, 2024 with the help of Turkish Cooperation and Coordination Agency offering Undergraduate Diploma Programmes, Certifications and various media services.

#### Key Discipline

Different media programmes like Film Production, Voice Acting (ADR) and Sound Editing, Digital Media & TV Production and Media Sciences.

#### Facilities & Services

- High-quality video production for online courses.
- Live webinars and expert interviews.
- Support for NED Academy's distance learning programmes.

## Impact

300+ recordings produced in one quarter.

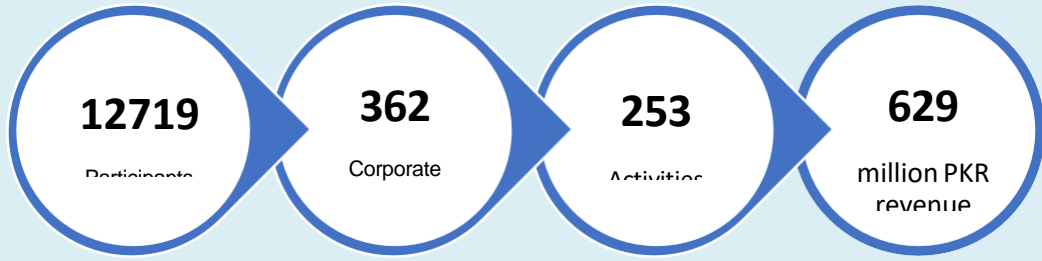


## Why Choose NED Academy?

- **Industry-Relevant Curriculum** – Aligned with global standard.
  - **Flexible Learning** – For students and working professional.
  - **Youth Development & Entrepreneurship** – Holistic skill development.
  - **State-of-the-Art Facilities** – Modern lab, media studio, and workshop.
-

## New Initiatives

- A **Digital Media Studio** is working in a full swing at NED Academy floor, supported by **Turkish Cooperation and Coordination Agency (TIKA)**.
- **Peoples' Information Technology Programme (PITP)**, fully funded by Government of Sindh. The programme aimed to provide the youth with not only knowledge but also practical skills and industry recognized certifications they need to stand out in a competitive job market.
- Developed a dashboard for Peoples' Information Technology Programme (PITP) to monitor registration process, attendance, examination and results.
- **Habbah Parwaaz Programme** was fully funded by **Habbah Educational Trust**. The programme vision was to enhance the employability of the participants and adhere them with the job market.
- **Pakistan Education Endowment Fund** has raised **70 scholarships worth PKR 50,000** each for **Undergraduate Diploma** students.
- Under the title of **Tech-Pro Certification**, NED Academy and Dawlance has signed an MoU where NED Academy is organizing 10 different training programmes at NED Academy for their officials.
- NED Academy floor equipped with adequate lighting, false ceiling, versatile notice boards in the corridors. Split air conditioners are mounted in the marketing and examination sections. Proper reception including waiting area for visitors is under construction.
- NED Academy has designed different types of training proposals with companies i.e., Gul Ahmed Textile, Mekotex Industries, KWSSIP, Ismail Industries, Army Quality Control Lab, CodiSkill, Enar Petroleum, etc.
- NED Academy has signed various Memorandum of Understandings (MoUs) with Tabbha Foundation, Okhai Memon Youth Services, Risk Training, Deutsche Gesellschaft Für Internationale Zusammenarbeit (GIZ), etc.

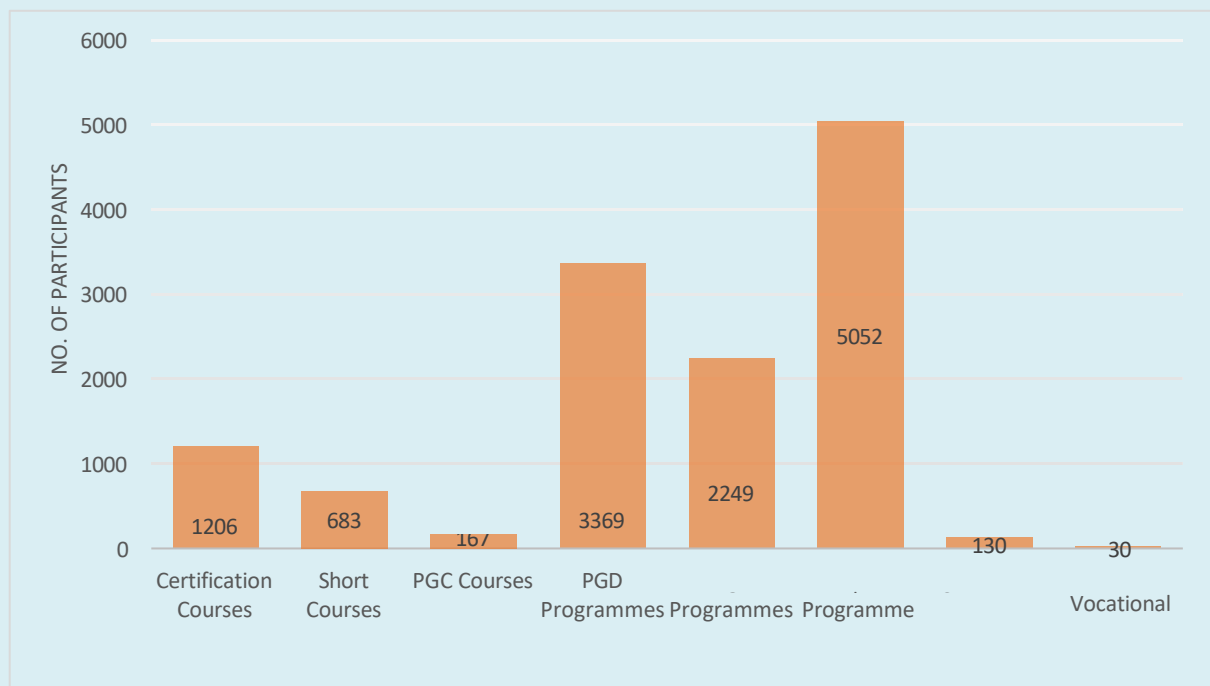


## Collaborative Partners



## Training Areas

<b>53 Certification courses</b>	<b>43 Short courses</b>	<b>33 UGD Programmes</b>	<b>49 PGD Programmes</b>
<b>133 PGC Courses</b>	<b>01 Vocational Training</b>	<b>06 Corporate Programmes</b>	<b>04 Youth Development Programmes</b>



## Revenue Chart

**Rupees in Millions**

Financial Years	Revenue / Income	Expenditure	Net Income / Profit
<b>2024-25</b>	629	420	209
<b>2023-24</b>	155	90	65
<b>2022-23</b>	127	71	56

Pictures



# Information Technology Department

## Overview of IT Department

The Information Technology Department (ITD) of NED University of Engineering & Technology was established in 1998–99. Since its inception, the ITD has served as the central hub for all IT-related services across the university campus, enabling a modern, connected academic environment for students, faculty, and staff.

## Internet & Network Services

The ITD provides robust and reliable network infrastructure to support university-wide digital operations. The following services are available to all registered users:

- **24x7 Broadband Internet Access**
- 24x7 Network Operation Centre (NOC) and Technical Support
- Campus-wide Wireless LAN (Wi-Fi) Coverage

## Portal & Information Systems

The ITD offers a comprehensive suite of digital portal services through the indigenously developed Enterprise Resource Planning (ERP) system — the

**NEDUET Campus Management System (NEDUET-CMS)**, accessible at <https://pl.neduet.edu.pk/>. The portal offers the following features:

- Personal and Academic Profile Management
- Subject-wise, up-to-date Attendance Status
- Class and Examination Schedules
- Downloadable Course Material uploaded by faculty
- Access to Official Letters issued by the Registrar's Office
- Portal Notice Board with institutional announcements
- Online Semester Course Registration (excluding first-semester students)

For further information, visit the ITD website: <https://itd.neduet.edu.pk/>

## **Service Registration Procedures**

### **Internet & Network Access**

To register for internet services, follow the steps below:

- **Step 1:** Obtain the Account Opening Form (valued at Rs. 75/-) from the ITD Help Desk or download it online at: [Account Opening Form](#)
- **Step 2:** Complete the form and submit it at the Help Desk along with payment for the required internet hours (charged at Rs. 5/hour).
- **Step 3:** Collect your receipt containing your assigned User ID and Password.

### **Accessing Intranet (Local Resources)**

No internet connection is required for intranet access. Simply open any web browser and navigate to the desired local resource directly.

### **Accessing the Internet via LAN**

Proceed to your designated computer lab, open a web browser, and enter 1.1.1.3 as the URL. Press Enter, then log in using your User ID and Password. Consult your lab administrator if you require assistance.

### **Accessing the Internet via Wi-Fi (EDUROAM)**

EDUROAM is available campus-wide. Use the credentials below to connect:

Field	Value
<b>SSID</b>	eduroam
<b>Username</b>	your-internet-username@ad.neduet.edu.pk
<b>Password</b>	Your existing Internet account password
<b>Certificate Validation</b>	Do not validate

## **NEDUET Portal Access**

All enrolled students are automatically registered on the NEDUET Portal. User credentials are distributed by the Portal Focal Person of each respective department, and a GSuite Email ID is embedded within the portal account.

A formal orientation and demonstration of the portal's Information System Services is conducted by the Portal Focal Person for all students at the beginning of their academic programme.

To access the portal, log in at: <https://pl.neduet.edu.pk/> using your Portal account credentials. Access is available from within the university network only.

## **Online Course Registration**

With the exception of first-semester students, all students may register for regular, additional, and failed courses at the commencement of each semester. Semester Registration Forms can also be printed via the online portal.

Course registration portal: <http://www.neduet.edu.pk/usms>

## **Password Management**

### **Routine Password Changes**

### **Internet Account Password**

Email the ITD Help Desk at [helpdesk@cloud.neduet.edu.pk](mailto:helpdesk@cloud.neduet.edu.pk) to request a password change.

### **NEDUET Portal Password**

Log in to <https://pl.neduet.edu.pk/> and navigate to “Portal Account Settings” (top-right corner) to change your password.

### **GSuite Email Account Password**

Email the ITD Help Desk at [helpdesk@cloud.neduet.edu.pk](mailto:helpdesk@cloud.neduet.edu.pk) to request a password change.

## **Forgotten Password Recovery**

If you are unable to access your account due to a forgotten password, the following recovery options are available:

- **Internet Account:** Complete the Password Change Request Form available at the ITD Help Desk, or send a request via email to [helpdesk@cloud.neduet.edu.pk](mailto:helpdesk@cloud.neduet.edu.pk).
- **NEDUET Portal Account:** Contact the ITD by telephone at extension 2373 or visit the department in person.

## **Contact Directory & Support**

The IT Department provides multiple channels for assistance. Please use the appropriate contact for your specific query to ensure the fastest response.

Service	Contact	Details
General Queries	Call: 2222 or 2490	ITD Help Desk, Main IT Building
Internet Support (24x7)	Call: 021-99261261-8 Ext: 2445	Email: support@cloud.neduet.edu.pk
Information Systems / Portal	Call: 021-99261261-8 Ext: 2373	NEDUET Portal queries
Help Desk (General)	Email: helpdesk@cloud.neduet.edu.pk	Password resets & general requests
ITD Website	<a href="https://itd.neduet.edu.pk/">https://itd.neduet.edu.pk/</a>	Online resources & forms

## Office Hours

Schedule	Time
Office Hours (Mon – Fri)	08:30 hrs – 16:30 hrs
Lunch Break	13:10 hrs – 14:00 hrs
Internet Support	24 x 7 (All days)

# Examinations Department

## Undergraduate

### Semester Examinations

- Each Candidate for the Examination of First Year Fall Semester shall have to submit an Examination Form with in the date which shall be notified by the Examinations Department

### Class Attendance

- Any candidate who has been student during the Semester will be allowed to appear only in such Course(s) in which his/ her attendance is at least 75% during the semester.
- Any candidate who has been student during the Semester will be allowed to appear in all courses of the Semester provided his / her aggregate attendance in all courses shall be at least 75% of all classes held in the Courses during the Semester



## Admit Card

- Admit Card for the Examination shall be issued/ uploaded to student portal, to all such candidates who are eligible / allowed to appear in the Course(s) as mentioned in his/ her Admit Card.
- The Admit card must be Possession of the Candidate while appearing in the examination for any Course for which he / she has been allowed.
- No candidate shall be allowed to appear / enter into the Examination Hall/Center without Admit Card

## Grade Point

- Grade point average (GPA) for any Semester and Cumulative Grade Points Average (CGPA) for more than one semester shall be calculated as under:

$$\text{GPA/CGPA} = \frac{\sum (\text{credit hours of a course} \times \text{grade point})}{\text{Total credit hours of the courses}}$$

**Note:** In the above calculation, total credit hours of courses (denominator value) include count of course(s) with “F” grade as well.

## Grade Table

Grade	Grade Point	% Marks	Remarks
A+	4.0	94– 100	Outstanding
A	4.0	85 – 93	Excellent
A-	3.7	80 – 84	Very Good
B+	3.4	75 – 79	Good
B	3.0	70 – 74	Above Average
B-	2.7	67 – 69	Average
C+	2.4	64 – 66	Fair
C	2.0	60 – 63	Acceptable
C-	1.7	57 – 59	Pass
D+	1.4	54 – 56	Weak
D	1.0	50 – 53	Poor
F	0.0	Below 50	Fail
P	-	50 – 100	Pass in non-credit course
IP	-	-	In progress
X	-	-	Exempted
I	-	-	Incomplete
W	-	-	Withdrawal
WU	-	-	Withdrawal Unofficially

## **Marks Distribution**

Marks distribution for each Final examinations and Sessional evaluation shall be as under:

- a) Each Theory Paper shall have 60% marks for Final examination and 40% marks for Sessional evaluation.
- b) Each practical, design course (Studio work) and Final Year Project shall have 60% marks for Final Examination and 40% for Sessional evaluation.

## **Criteria for award of Merit positions**

- c) Three merit positions shall be awarded in each Discipline based on the overall CGPA upto three decimal points, passing all University Examinations i.e. First year to Final year examinations in one attempt. In case of tie for merit position, it shall be decided on the maximum number of A+ in overall years of study. In case of a further tie, decision will be made on number of A+ in courses of the final year of studies. If it is still a tie, two or more merit positions on the same merit shall be awarded to the students on each three merit positions. However, the consecutive merit position(s) will be skipped. Such students, who shall not graduate with their original batch, shall not be considered for the award of merit positions.

## **Gold Medal**

Gold Medal shall be awarded to only First Position Holders in Undergraduate examinations only.

## **Merit Certificate**

Merit Certificate shall be awarded to First, Second and Third Position Holders of Undergraduate examinations only.

**Note:-** Gold Medal and Merit Certificate are awarded in Convocation as and when held by the University.

## **Postgraduate**

### **Semester Examination**

- I. There shall be a final examination at the end of each semester as scheduled by the Controller of Examinations.
- II. The maximum marks in each course shall be 100; distributed as 40 marks for the sessional work and 60 marks for the final examination.
- III. The maximum marks in planning and design studio courses shall be 100; distributed as 60 marks for sessional work and 40 marks for final examination
- IV. Thesis shall be assessed as described in clause Thesis shall be equivalent to six credit hours and shall be required to be completed within duration of two semesters, with

three credits hours enrolled in each of the two semesters. Three credits of thesis may include laboratory work. Extension of one semester may, however, be granted by the concerned Chairperson in special circumstances if the student was unable to complete the Thesis requirements in two semesters because of unavoidable circumstances not related to his/ her own lack of commitment. However, in such case, student shall register in Thesis in the additional semester and shall pay fees equivalent to semester registration, library fee, internet fee, Endowment fee and one-fourth fee of one course of the respective programme.

### Class Attendance

- The students shall be expected to attend the classes regularly and submit the home assignment when due.
- A candidate with less than 75 percent attendance in any course shall not be allowed to take the final examination in that course.

### Grade Point Average

The following grades / grade points with the equivalent marks shall be awarded to the students on the basis of their performance in each course of study.

Grade	Grade Point	Marks	Marks
A	4.0	85 – 100	Excellent
A –	3.7	80 – 84	Very Good
B +	3.4	75 – 79	Good
B	3.0	70 – 74	Above Average
B –	2.7	67 – 69	Average
C +	2.4	64 – 66	Fair
C	2.0	60 – 63	Acceptable
C –	1.7	57 – 59	Pass
D +	1.4	54 – 56	Weak
D	1.0	50 – 53	Poor
F	0.0	Below 50	Fail
S	-	-	Satisfactory (for Thesis)
U	-	-	Unsatisfactory (for Thesis)
P	-	50 – 100	Pass in non-credit course
X	-	-	Exempted
I	-	-	Incomplete
IP	-	-	In Progress
WU	-	-	unofficial withdrawal

*Note: IP to be awarded for Thesis after completion of one semester.*

### Academic

Academic performance shall be determined on the basis of;

- I. Grade point average (GPA) to be calculated for the courses completed in any semester or for some selected courses completed in more than one semester.
- II. Cumulative Grade point average (CGPA) to be calculated for all courses completed upto any semester or on completion of thirty-two (32) credit hours. (w.e.f. Batch 2025-2026)
- III. GPA and CGPA shall be calculated as:

$$\text{GPA/CGPA} = \frac{\sum (\text{credit hours of a course} \times \text{grade point})}{\text{Total credit hours}}$$

### Performance

## **Total credit hours of the courses**

**Note:** In the above calculation, total credit hours of courses (denominator value) include count of course(s) with “F” grade as well.

### **Examinations Timing**

University examinations are usually conducted on following timings (Mon to Fri) :

**Morning : 9:30 hrs to 12:30 hrs**  
**Four Hours Paper: 9:00 hrs to 13:00 hrs**

**Afternoon: 14:00 hrs to 17:00 hrs**  
**Four Hours Paper: 14:00 hrs to 18:00 hrs**

## **Award of Degree of BE, BS & B.Arch., M.Engg., MEM, MS, MURP & M.Arch.**

### **For Undergraduate**

- Any student who was admitted in First year and has passed all courses as prescribed for his /her discipline with CGPA of at least 2.0 shall be eligible for Award of degree in the discipline.
- Any student who was admitted directly in Second year on migration from any HEC recognized institution and has passed all courses as prescribed for that discipline with CGPA of at least 2.0 shall be eligible for Award of degree in that discipline. The course(s) if any, in which the student was allowed exemption on the former institution, shall not however be counted for determining his/her GPA/ CGPA
- Any student who was Admitted directly in Third year on the basis of B.Tech (Pass) conversion programme of this university and has passed all courses of third year onward as prescribed for that discipline with CGPA of at least 2.0, shall be eligible for Award of degree in that discipline.

### **For Postgraduate**

Any Student who has fulfilled following conditions shall be eligible for the award of Master Degree in relevant Field;

- Passed all non-credit courses, if required.
- Passed all credit courses counted toward degree with minimum 3.00 CGPA with in specified time.

- Satisfactorily completed Thesis.
- Satisfactorily completed all other requirements.

**Note:** - These Regulations or part thereof may be revised / corrected by the Competent Authority as and when necessary and shall be notified accordingly

### **Issuance of Transcript (Undergraduate & Postgraduate)**

- After announcement of results, grades obtained in courses (i.e. grade sheet) is uploaded on student portal on same day.
- After announcement of all undergraduate & postgraduate results, transcript will be uploaded at student portal.
- Transcript for graduates will be issued along with HSC documents by Registrar Office. Distribution will be made in concerned teaching department.
- Transcript for postgraduates will be dispatched in concerned teaching department.

### **Timing for Public Dealing**

**Morning: 8:30 hrs to 13:00 hrs**  
**Afternoon: 14:00 hrs to 16:30 hrs**

**Friday Morning: 8:30 hrs to 12:45 hrs**  
**Friday Afternoon: 14:30 hrs to 16:30 hrs**

### **Mode of Payment for the Issuance of Documents / Verifications**

#### **Cash Payment**

Payments can be made either in cash by depositing the prescribed amount in A/C No 138.1, National Bank of Pakistan NED University Branch, A/C 29313-714-169434 Habib Metro Bank Ned University Branch or through any local bank pay order/ demand draft in favour of Director Finance NED University of Engineering & Technology.

#### **Online Payment**

Bank Name: Habib Metropolitan Bank Limited Bank Branch: University Road Branch,  
Karachi  
Branch Code: 50  
Title of Account: NED University of Engineering & Technology, Karachi.  
Account No. 20614-714-105061  
IBAN Code: PK80MPBL0150217140105061  
Swift Code: MPBLPKKA

OR

<https://paymentgateway.neduet.edu.pk/>

### Issuance of Documents/Verification and Fee

Sr. No	Documents	Mode	For Undergraduate		For Postgraduate	
			Fee in PKR (For Pakistani Residents)	Fee in USD (For Foreigners /Overseas Pakistanis)	Fee in PKR (For Pakistani Residents)	Fee in USD (For Foreigners /Overseas Pakistanis)
1.	Issuance of Degree	Normal	3450	USD 125	6000	USD 175
		<b>Urgent</b>	6900	USD 175	12150	USD 225
2.	Issuance of Duplicate Degree	Normal	10350	USD 200	13800	USD 250
		<b>Urgent</b>	20700	USD 300	29400	USD 375
3.	Issuance of Provisional Certificate	--	4500	USD 125	4500	USD 125
4.	Issuance of Mark Certificate	Normal	1750	USD 125	3500	USD 125
		<b>Urgent</b>	3000	USD 125	5250	USD 125
5.	Issuance of Transcript of Academic Record	Normal	2000	USD 125	4500	USD 125
		<b>Urgent</b>	4500	USD 125	5750	USD 125
6.	Verification of Degree per copy (Original/ Photocopy)	--	1750	USD 125	3500	USD 125
7.	Verification of Provisional Certificate per copy (Original/ Photocopy)	--	1500	USD 125	3500	USD 125
8.	Verification of Transcript of Academic Record per copy (Original / Photocopy)	--	1500	USD 125	2500	USD 125
9.	Verification of Marks Certificate per copy (Original / Photocopy)	--	1000	USD 125	1750	USD 125
10.	Scrutiny of Results per course	--	2500	USD 125	4500	USD 125
11.	Dispatch of Documents within Pakistan	--	1250	---	1250	----
12.	Any Other Certificate	--	2500	USD 125	2500	USD 125
13.	Email Correspondence for Sending Verified Documents to Foreign Universities / Foreign Agencies	--	1000	USD 10	1000	USD 10
14.	Verification fees for Foreign Verification Agencies/ Institutes/ 3 <sup>rd</sup> Party (Per case)	--	--	USD 125	--	USD 125

Note:

- Urgent Processing time for all above: 10 – 15 working days
- Normal Processing time for all above 20 – 30 working days

**For general query**

Contact 021-99261261-8 Ext 2210      Email [contexam@neduet.edu.pk](mailto:contexam@neduet.edu.pk)

- Query Related to Issuance/ Verification of Degree

Contact 021-99261261-8 Ext 2288      Email [aced@neduet.edu.pk](mailto:aced@neduet.edu.pk)

- Query Related to Issuance / Verification Undergraduate Transcript & Results

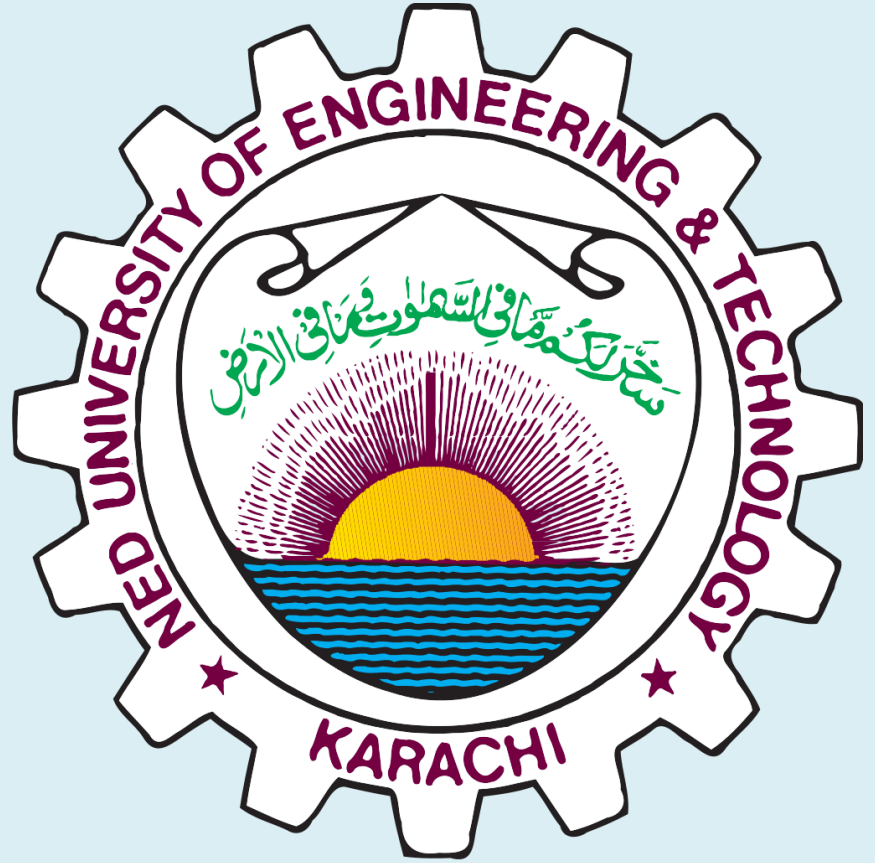
Contact 021-99261261-8 Ext. 2269      Email [acer@neduet.edu.pk](mailto:acer@neduet.edu.pk)

- Query Related to Issuance/ Verification of Postgraduate Transcript & Results

Contact 021-99261261-8 Ext 2489      Email [acem@neduet.edu.pk](mailto:acem@neduet.edu.pk)

- Query Related to Admit Card, Exam Schedule / Venue & Affiliated colleges

Contact to 021-99261261-8 Ext 2289      Email [acee@neduet.edu.pk](mailto:acee@neduet.edu.pk)



Prepared by

**Department of Students Affairs**  
**NED University of Engineering & Technology**