NED UNIVERSITY OF ENGINEERING & TECHNOLOGY
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No. Acad/58(24)/21-22/2153
Dated: 04-03-2022

ATTENTION: <u>ALL STUDENTS OF UNDERGRADUATE PROGRAMMES</u>
<u>SCHEDULE FOR SUBSEQUENT ADMISSION IN SPRING SEMESTER, 2022</u>

All students of Undergraduate Programmes are hereby informed that the registration of First to Final year Students will open from Monday 07-03-2022. Accordingly, Subsequent Online Registrations System can be accessed according to the following schedule:-

Online Registration Open (Phase-I):	<u>**07th March, 2022**</u>
Online Registration Deadline:	<u>**18thMarch, 2022**</u>

Registration Procedure:

Login to Online Registration System: (http://www.neduet.edu.pk/usms) by the deadline (**18th March, 2022**), 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. 36,000/-
- Tuition and Examination Fee for all other programmes 1st year onwards: Rs. 30,000/-
- 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 HSK-I Chinese language course for regular students.
- For each additional/ backlog course Rs. 5,600/= per course will be charged.

Important Notes:

a) All students **must** register online before **18th March, 2022**, irrespective of the announcement of Fall Semester, 2021 Examination Results.
b) Fee should be paid in the National Bank of Pakistan and Habib Metropolitan Bank, NED University (Main Campus) Branches only.
c) Acceptance of registration by the University is subject to fulfilment of eligibility criteria **(see registration guidelines)**.
d) Selection of Additional/backlog courses shall be made accessible after the announcement of Fall Semester, 2021 Examinations results, only to those students who would have successfully registered themselves by **18th March, 2022.**
e) *Those having not registered online by* <u>**18th March, 2022,**</u> *will neither be allowed to register after this date nor will be allowed to register for additional/ backlog course(s).*
f) The classes of Second to Final year Students will commence from Monday 14-03-2022.
g) The classes of 1st year students (Batch-2021) will commence from Monday 21-03-2022

Sd/-
Dated: 04-03-2022
REGISTRAR

To,

1- All Deans
2- All Chairpersons of Teaching Departments

Copy to:

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

Copy for information to:

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

REGISTRATION GUIDELINES

Spring Semester, 2022

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: 18th March, 2022**.

    1.2 Depending on the student status, they will either be provided access to Form-I, or they can only be registered provisionally.

    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 2022.

    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 18th March, 2022**.

    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. <u>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.</u>

    1.2.2 Provisional Registration

    i. Students may be registered provisionally whose eligibility for admission in Spring Semester 2022 is subjected to fulfilment of requirements.

    ii. 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 be registered provisionally before the registration deadline of **18th March, 2022**.

    iv. <u>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.</u>

2. **Selection of Additional Courses after announcement of Fall Semester, 2021 Results (Form-III)**

    2.1 After the announcement of Fall Semester, 2021 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 2022 before **18th March, 2022.**

2.3 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**.

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

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

2.6 The form stamped by the bank alongwith 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.

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**18th March, 2022**

3.2 Provisionally registered Students shall submit fee on Form-III. They must however, registerin Phase-I.

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, 2022 Registration:

Batch	Eligibility Condition	Eligible for Admission/ Registration in
2021	Registered in First Year (Fall Semester, 2021)	1st Year (Spring Semester, 2022)
2020	Registered in Second Year (Fall Semester, 2021)	2nd Year (Spring Semester, 2022)
2019	Registered in Third Year (Fall Semester, 2021)	3rd Year (Spring Semester, 2022)
2018	Registered in Final/Fourth Year (Fall Semester, 2021)	4th Year (Spring Semester, 2022)
2017	Registered in Fifth Year (Fall Semester, 2021) B.Arch.	5th Year (Spring Semester, 2022)