



Policies & Procedures Manual UIT University

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Note: The policy is effective from 01-Jul-2025 and supersedes all previous versions. It will remain in force until revised or replaced by an updated policy issued by the University's authority.

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1. Introduction

To align with its vision, mission, and objective of maintaining high standards of education, UIT University (UITU or the University) is dedicated to enrolling students into various programs through a transparent and well elaborated method of identifying and selecting eligible candidates. The objective of this policy is to maintain high standards of education and ensure fair and transparent admission processes. This policy aims to provide comprehensive details and establish clear procedures for admission to the University. This policy ensures that the admission process at the University is conducted in a fair, transparent, and systematic manner, upholding the university's commitment to excellence in education.

2. Title

This policy will be called **Admission Policy 2025-26**.

3. Definitions

- (a) **'Academic Council'** means the Academic Council of the University;
- (b) **'Admission Committee'** means the forum of University's officials formed under this policy and notified to look after the matter of admissions in line with the scope defined;
- (c) **'Admission Department'** means the office or section managing the affairs of admission.
- (d) **'Admission Policy'** means the title document mentioned in serial 2 above and carries rules, policy and procedure for admission to different programs of the University;
- (e) **'Admission'** means the confirmation of admission after fulfilling all eligibility requirement mentioned in this policy and / or prescribed by regulatory bodies and accreditation councils.
- (f) **'Admit Card'** means a document ensuring the initiation application has been submitted on the portal and allowing the applicant to appear in UIT University Admission Entry Test (UAET);
- (g) **'Associate'** means 2-year program offered after Intermediate or equivalent level;
- (h) **'Authority'** means any of the authorities of the University as specified in Section 7 of The UITU Act, 2017;
- (i) **'Board'** means the Board of Governors of the University as specified in The UITU Act, 2017;
- (j) **'Chairperson'** means the Chairperson of the Board as specified in The UITU Act, 2017;
- (k) **'Chancellor'** means the Chancellor of the University as specified in The UITU Act, 2017;
- (l) **'Commission'** means the Higher Education Commission, Islamabad (HEC);
- (m) **'Dean'** means the Head of a Faculty;
- (n) **'Director Admission & External Affairs'** means an officer appointed as per Section 8 of the Act or the any other officer heading the charge of admission department;
- (o) **'Educational Institution'** means a university or higher educational institution (HEI) recognized by HEC / SHEC;
- (p) **'Eligibility requirement'** means meeting all conditions for admission including pre-qualification eligibility, UAET, interview, qualifying on the merit and paying required fee;
- (q) **'Enrolment'** means status granted to admitted student after completion of all eligibility and authentication requirements for admission in a program;
- (r) **'Faculty'** means the Faculty of the University;
- (s) **'Fall'** means the academic session of the University started anytime between July to December of the year;
- (t) **'Foundation'** means the Usman Memorial Foundation, established under the Societies Act of 1860, with registration number 3848;
- (u) **'Government'** means the Federal Government;
- (v) **'Graduate program'** means a master's study level offered after 16-year or equivalent level of education;

- (w) **'Head'** means Chairperson or Head of a Teaching Department;
- (x) **'Officer'** means any of the officers of the University specified in Section 8 of the Act of The UITU Act, 2017;
- (y) **'Official'** means a paid employee of the University either fall in the category of faculty member or staff including Vice Chancellor, Dean, Chairperson, Head and Officer.
- (z) **'Patron'** means the Patron of the University as specified in The UITU Act, 2017;
- (aa) **'policy'** means the Admission Policy 2025-26;
- (bb) **'prescribed'** means prescribed by statutes, regulations or rules;
- (cc) **'Prospectus'** means a booklet contains information, policy, rules and regulations of the University directly or indirectly related to applicant and admitted student;
- (dd) **'Provincial Commission'** means Sindh Higher Education Commission (SHEC);
- (ee) **'Provincial Government'** means the Government of Sindh;
- (ff) **'Provisional admission'** means the permission to an applicant to commence academic session and / or to attend classes unless all the eligibility requirements for admission are met;
- (gg) **'Provost'** means the Provost of the University as specified in The UITU Act, 2017;
- (hh) **'Registrar'** means the Registrar of the University as specified in The UITU Act, 2017;
- (ii) **'Regulatory authority'** means a body or organization or council entrusted by the Government of Pakistan and / or Government of Sindh for accreditation and / or regulation of University's one or more programs fall into its area of domain;
- (jj) **'Spring'** means the academic session of the University started anytime between January to June of the year;
- (kk) **'Statutes, regulations and rules'** means respectively the statutes, regulations and rules made under the UITU Act, 2017;
- (ll) **'Teacher'** means the Professor, Associate Professor, Assistant Professor, Lecturer and Junior Lecturer / Lab Engineer engaged by the University and such persons as may be declared to be teacher by regulations;
- (mm) **'Teaching Department'** means a Teaching Department established and maintained or recognized by the University;
- (nn) **'Undergraduate program'** means a 2-year, 4-year or 5-year level of study offered after Intermediate or equivalent level;
- (oo) **'University'** means the UIT University as specified in The UITU Act, 2017;
- (pp) **'Vice Chancellor'** means the Vice Chancellor of the University as specified in The UITU Act, 2017;

4. Admission to Open for All

Keeping in view the vision and mission of the University, the admissions are open to all purely on merit and reserved seats basis irrespective of religion, nationality, culture, community, gender, caste, creed, race, color or domicile subject to this policy. The University is open to all applicants who fulfill eligibility requirement for admission to its different programs of study offered in Fall and Spring sessions. The foreign nationals are also eligible to apply subject if there is no embargo enforced by the Government.

The merit for admission in the University is determined through previous academic achievements, UIT University Admission Entry Test (UAET), interview and seats allocated by the regulatory authority. There are no special quotas, reserved seats or donor seats nor any arbitrary age limit for the applicants although preference is given to recent qualified students.

It may be noted that the acceptance of admission form and / or appearance in the UAET and / or interview do not guarantee admission, which is made on the basis of merit and availability of seats. Any discrepancy, misinterpretation, forged or fake document, and ineligibilities found before, during and after provisional or confirmed admission will lead to immediate cancellation of admission without giving notice period and any academic, financial and non-financial benefit.

5. Admission Policy

The Admission Policy is part of the Prospectus and duly approved by the Academic Council (AC) every year before its formal implementation. This policy provides admission rules for the batches inducted in the academic year 2025-26 i.e., Fall 2025 and Spring 2026.

The policy is in line with the requirements and guidelines of the Commission, Provincial Commission and regulatory authorities including relevant accreditation councils. This policy applies to all associate, undergraduate and graduate degree program applicants desirous to seek admission in different programs offered by the University.

The policy is publicized through website and other sources of information for applicant, student, faculty member, staff, parents and others concerned, all of whom are held responsible for reading and adhering to these rules, policies and procedures.

6. Grant of Admission

Admission to the associate, undergraduate and graduate degree programs is decided on the basis of the applicant's previous education, eligibility to applied program, passing University Admission Entry Test (UAET) or other equivalent test of HEC, NUST etc. After that qualifying the interview, fulfill the merit criteria, paying prescribed fee, verification of previous education credentials and meeting all other prescribed requirements either part of this policy or the Prospectus communicated through email or other mode of communication to the applicant.

7. Programs Offered

The admissions are offered in the following programs:

7.1. Undergraduate Degree Programs

7.1.1. Department of Electrical Engineering

7.1.1.1. Bachelor of Engineering in Electrical - BE Electrical (Electronic)

7.1.1.2. Bachelor of Engineering in Computer Systems - BE Computer Systems

7.1.2. Department of Computer Science

7.1.2.1. Bachelor of Science in Computer Science - BS (CS)

7.1.2.2. Bachelor of Science in Software Engineering - BS (SE)

7.1.2.3. Bachelor of Science in Artificial Intelligence - BS (AI)

7.1.2.4. Bachelor of Science in Data Science - BS (DS)

7.1.3. Department of Management Sciences

7.1.3.1. Bachelor in Business Administration (BBA)

7.1.3.2. Bachelor of Studies in Accounting & Finance - BS (A&F)

7.1.4. Department of Engineering Technology

7.1.4.1. Bachelor of Engineering Technology in Computer - B.E. Tech (Computer)

7.1.4.2. Bachelor of Engineering Technology in Software - B.E. Tech (Software)

7.2. Graduate Degree Programs

7.2.1. Department of Electrical Engineering

7.2.1.1. Master of Science in Electrical Engineering - MS (EE)

7.2.1.2. Master of Science in Communication and Network Engineering - MS (CNE)

7.2.2. Department of Computer Science

7.2.2.1. Master of Science in Computer Science - MS (CS)

7.3. Condition for Commencement of Programs

7.3.1. The publicity and opening admission in a program does not guaranteed the commencement of program / classes. The public announcement for opening of admission in some cases limited to assessing the response of the market and interest of prospective students.

7.3.2. The commencement of classes in any program depends on the minimum number of admission making the program administratively and financially feasible to launch.

7.3.3. The University reserves the right to postpone or defer launching of program and commencement of classes in a specific semester.

7.3.4. In case a program has not been commenced, the application fee will not be refunded.

8. Faculty and Department Offering Admissions

The admissions in different programs are offered under following faculties and departments:

Sr.	Faculty	Department	Program Level	Programs	
1	Faculty of Engineering & Technology	Department of Electrical Engineering	Undergraduate	BE Electrical (Electronic)	
				BE Computer Systems	
		Department of Engineering Technology	Graduate	MS (EE)	
				MS (CNE)	
			Undergraduate	B.E. Tech (Computer)	
		B.E. Tech (Software)			
2	Faculty of Computing Sciences	Department of Computer Science	Undergraduate	BS (CS)	
					BS (SE)
					BS (AI)
					BS (DS)
			Graduate	MS (CS)	
3	Faculty of Management and Social Science	Department of Management	Undergraduate	BBA	
				BS (A&F)	

9. Programs wise Number of Approved Seats

The maximum seats available in the two admission sessions i.e., Fall and Spring are as follows:

Sr.	Program	Code	Fall Session	Spring Session	Total Seats	Open Merit	Self-Finance
1	BE Electrical (Electronic)		50	-	50	50	-
2	BE Computer Systems	UCE	100	-	100	90	10
3	BS (CS)	UCS	50	50	100	90	10

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4	BS (SE)	USE	50	50	100	90	10
5	BS (AI)	UAI	50		50	45	5
6	BS (DS)	UDS	50		50	50	
7	BBA	UBA	50	50	100	100	-
8	BS (A&F)	UAF	50	50	100	100	-
9	B.E. Tech (Computer)	UCT	45	-	45	45	-
10	B.E. Tech (Software)	UST	45	-	45	45	-
11	MS (EE)	GEE	15	10	25	25	-
12	MS (CNE)	GCN	15	10	25	25	-
13	MS (CS)	GCS	20	20	40	40	-
Total			590	240	830	795	35

10. Application Eligibility

10.1. Basic Eligibility Criteria

The basic eligibility criteria for application are as follows, based on the council's requirements:

Sr.	Program	Code	Pre-requisite Qualification
1	BE Electrical	UEE	Applicants must have secured at least 60% marks in either HSSC (Pre-Engineering), HSSC (Pre-Medical), a relevant DAE, or an equivalent examination.
2	BE Computer Systems	UCE	
3	BS (CS)	UCS	Applicants must have secured at least 50% marks in either HSSC (Pre-Engineering), HSSC (Science General), HSSC (Pre-Medical), or A-level with Mathematics is required for admissions.
4	BS (SE)	USE	
5	BS (AI)	UAI	
6	BS (DS)	UDS	Applicants must have completed HSSC with 45% marks, DAE (relevant) with 45% marks, or an equivalent examination.
7	BBA	UBA	
8	BS (A&F)	UAF	
9	B.E. Tech (Computer)	UCT	Applicants must have secured at least 50% marks in either HSSC (Pre-Engineering), HSSC (Pre-Medical), a relevant DAE, or an equivalent examination.
10	B.E. Tech (Software)	UST	
11	MS (EE)	GEE	BE / BS or equivalent 16-year HEC prescribed qualification acquired at least in 4-year after HSSC with a minimum CGPA of 2.0 (on a scale of 4.0) or 60% marks
12	MS (CNE)	GCN	
13	MS (CS)	GCS	

10.2. Other Eligibility Conditions

- 10.2.1. The pre-requisite (i) HSSC or equivalent local qualification shall be from authorized board and (ii) equivalent foreign qualification shall be accredited with relevant authority / institution of Pakistan;
- 10.2.2. The applicant awaiting result shall apply on the basis of results of Intermediate / HSSC Part-I and appearance (for which proof of admit card for appearing in the exam will be required as evidence) in Part II or equivalent examination for associate and undergraduate programs;
- 10.2.3. Applicant with Physics, Chemistry and Mathematics at HSSC or equivalent level is eligible for all programs.

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- 10.2.4. Applicant without Mathematics at HSSC or equivalent level is required to complete the requirement as follows:
 - 10.2.4.1. pass this deficiency course of 6 credit hours within one-year of regular studies offered by UITU for admission in computer science programs (Ref: **Annexure F**: Serial 3.2.4.1 (b) of NCEAC Manual 2023 and NCEAC/HEC/General/3-20, dated March 20, 2020)
 - 10.2.4.2. conduction of 8-week condensed program prior to become eligible for admission in engineering programs, however, they may be given provisional admission for foundation courses to become eligible for admission (Ref: **Annexure E**: PEC/EAD/49-GB/004/2024 dated July 11, 2024)
- 10.2.5. Applicant without Chemistry at Intermediate or equivalent level is required to pass this as remedial subject/ course in the 1st Semester after admission for admission in engineering programs (Notification Ref: **Annexure B**: PEC/EAD/004/ /2023 dated August 1, 2023 and PEC/EAD/46-VCCM/Edu. Policy/2023 dated March 30, 2023).
- 10.2.6. Eligibility marks are with or without grace marks if mentioned on the transcripts by the respective board subject to undertaking from parents (Ref: **Annexure D**: Clause 4c, Agenda Item No. 10 of 77th EA&QEC/EAB meeting).
- 10.2.7. Admission to Intermediate (Pre-Medical) applicants, if qualify all UITU admission requirement, shall not exceed 40% of total seats allocated to any engineering program (Ref: **Annexure E**: PEC 74th EA&QEC/EAB Meeting held on November 18-19, 2015).
- 10.2.8. Applicants coming with the background qualification of Diploma in Associate Engineer (DAE) can be considered for PEC approved undergraduate program (Ref: **Annexure G**: 106th EAB Meeting dated May 12, 2022).
- 10.2.9. All applicants have to provide proof of achieving basic eligibility as per the mentioned criteria for each program as soon as the result of HSSC Part II or equivalent is announced and / or within the specified time period.
- 10.2.10. All applicants are advised to carefully read the above eligibility criteria before applying for an admission. The candidates are responsible for fulfilling eligibility and must immediately contact the Admission Department if they are rendered ineligible upon declaration of results.
- 10.2.11. The Pakistan Engineering Council (PEC) has approved the admission of students with Intermediate/FSC (Pre-medical) backgrounds into Engineering programs. These students must complete an eight-week condensed course to cover deficient subjects like mathematics before becoming eligible for admission. (Annex E)

11. Self-Finance Admission

The self-finance admission is applicable to applicants willing to take admission on meeting actual cost of the specified undergraduate programs. The University offers a limited number of admissions under the Self-Finance Scheme.

For admission under self-finance scheme, an applicant must meet the eligibility criteria for the respective undergraduate program as specified here in the policy and prescribed by relevant regulatory authority. Admission under the Self-Finance Scheme does not exempt the candidate from any academic or admission requirements. The selection process remains merit-based, subject to the availability of seats under this category.

The applicant under this scheme shall pay a one-time non-refundable amount of PKR 500,000 at the time of admission. This amount is exclusive of the regular admission fee, tuition fee, semester fee, and any other applicable university and government charges.

The self-finance amount is to be paid in full prior to or on the date specified in the offer/admission letter. Failure to pay the self-finance amount within the stipulated time may result in the withdrawal of the admission offer.

In case of less applicants in this scheme, the seats reserved for self-finance will be allocated to open merit.

12. Application Procedure

12.1. Introduction

Admissions are managed by the Admissions Office during the duration of admission under the supervision of the Director Admission & External Affairs. The advertisements are placed in print and social media. The application of admission is processed remotely online, however, if an applicant would like to use Campus computer lab facility, then the same can be provided on request. The tentative application procedure is as below:

- 12.1.1. Register at University's admission portal i.e., "Apply Online" tab on www.uitu.edu.pk
- 12.1.2. Complete your application and upload required documents.
- 12.1.3. Submit an application and pay the admission-processing fee.
- 12.1.4. Print the admit card from the admission portal.
- 12.1.5. Appear in the UAET at designated test center.
- 12.1.6. Check results & merit list on website and / or email and proceed as per given instructions.

12.2. Important Points to Remember

The application will be rejected in case the candidate is found guilty of any suppression or misrepresentation of material facts. At any stage, it is found that the documents on the basis of which admission was granted are forged/ tempered, the admission will be canceled and the fee paid shall be forfeited. The candidate will not be considered for admission in future. The University reserves the right for legal action also.

12.3. Overseas Applicants

Overseas applicants may apply in line with above-mentioned guidelines for UAET, however, such candidates may be allowed to appear computer based online exams in the manner as prescribed.

13. UITU Admission Entry Test (UAET)

13.1. Introduction

The appearance in UAET is mandatory for admission in associate, undergraduate and graduate degree programs. The standard of test or equivalent for admission in associate and undergraduate degree programs is of Intermediate (HSSC level) whereas for graduate degree program, it is of undergraduate level. The passing of UAET as per University's set threshold (which may vary depending on overall outcomes of UAET) is necessary for onward processing of admission application. On qualifying UAET or other equivalent tests, the applicant become eligible for interview followed by becoming part of department's merit calculation. The test is conducted online in the computer lab(s) at the Campus whereas the eligible applicants are required to physically visit the campus.

The UAET comprises of multiple-choice questions based on the Pakistan's intermediate level for associate and undergraduate degree programs and relevant undergraduate level for the graduate programs. The mandatory portion of the admission test depends on the program and will generally includes Mathematics, English, Physics, Chemistry, Analytical and General Knowledge.

An applicant who has successfully filled-in application for admission and paid prescribed test fee is eligible for UAET. The passing the test is not the guarantee of admission and / or provisional admission.

A former student of the University whose enrollment was canceled due to unsatisfactory academic performance may also reappear in the admission test. If selected, she/he will be enrolled in the first semester as a fresh student.

13.2. UAET Requirement

All applicants are required to pass UAET or to provide equivalent passing status for which details are as follows:

Sr.	Program	Code	UAET Requirement
1	BE Electrical (Electronic)	UEE	Passing the recent or the last admission session
2	BE Computer Systems	UCE	UAET or secured at least 50% marks in HEC's Undergraduate Studies Admission Test (USAT) or passed the admission test as per PEC requirements, or achieved a minimum of 800/1600 in SAT-I and 800/1600 in SAT-II (Physics, Chemistry, and Mathematics) or any other equivalent test.
3	BS (CS)	UCS	Passing the recent or the last admission session
4	BS (SE)	USE	UAET or HEC's Undergraduate Studies Admission
5	BS (AI)	UAI	Test (USAT) with at least 50% marks, or SAT-I with
6	BS (DS)	UDS	a minimum score of 800/1600 and SAT-II with at least 800/1600 in Mathematics or any other equivalent test.
7	BBA	UBA	Passing the recent or the last admission session
8	BS (A&F)	UAF	UAET or HEC's Undergraduate Studies Admission Test (USAT) with at least 50% marks, or SAT-I with a minimum score of 800/1600 and SAT-II with at least 800/1600 in Mathematics or any other equivalent test.
9	B.E. Tech (Computer)	UCT	Passing the recent or the last admission session
10	B.E. Tech (Software)	UST	UAET or HEC's Undergraduate Studies Admission Test (USAT) with at least 50% marks, or secured a minimum of 800/1600 in both SAT-I and SAT-II (in Physics, Chemistry, and Mathematics) or any other equivalent test.
11	MS (EE)	GEE	Passing the recent or the last admission session
12	MS (CNE)	GCN	UAET or possessing a valid NTS GAT (General) test
13	MS (CS)	GCS	result with a minimum cumulative score of 50%, or holding a valid GRE (General) score with at least

13.3. UAET Subjects

The UAET is comprised of the following subject areas:

13.3.1. Undergraduate / Associate Degree Programs

The UAET of undergraduate and associate degree programs contains following subjects depending on the program:

- 13.3.1.1. Analytical, Quantitative and Verbal Reasoning
- 13.3.1.2. English
- 13.3.1.3. General Knowledge
- 13.3.1.4. General Mathematics
- 13.3.1.5. Physics
- 13.3.1.6. Chemistry

13.3.2. Graduate Programs

The UAET of graduate degree programs contains following subjects depending on the program:

- 13.3.2.1. Analytical, Quantitative and Verbal Reasoning
- 13.3.2.2. English
- 13.3.2.3. General Knowledge
- 13.3.2.4. General Mathematics
- 13.3.2.5. Relevant Subject Area

13.4. UAET Structure

13.4.1. Time

The maximum time allowed to answer all questions in a section is displayed in the test portal on the Instructions page. This time is also displayed on every page of the test so that the candidates can pace themselves according to the time left for that section.

13.4.2. Number of Questions

A section has a specified number of questions. This number is displayed in the test portal and also on every page of the test.

13.4.3. Weight of a question

All questions carry marks according to difficulty level which is used to calculate the candidate's score in that section.

13.4.4. Negative Marking

There is no negative marking.

13.4.5. Passing Criteria

The passing threshold is set by the Admission Committee based on overall outcome of UAET. The passing criteria for applicants for engineering programs accredited by HEC is in line with attached **Annexure A** (Ref: PEC/EAD/004/2023 dated August 1, 2023)

13.4.6. Alternate Admission Test

As mentioned in serial 12.2 above, there are various tests that can substitute or used as replacement of UAET, nevertheless, it has to be timely informed before the date of UAET. In line with PEC guidelines attached as **Annexure C** (Ref: PEC/EAD/46-VCCM/Edu.Policy/2023 dated March 30, 2023), the admission test for applicants for engineering programs may also be conducted at other university or educational institution. Please note: This alternate admission test is only applicable to PEC approved programs.

13.4.7. Exceptions

Any exception to the above mentioned UAET criteria may be considered / approved by the Admission Committee on a case to case basis. However, such relaxations / exceptions do not overrule the regulator's requirements and / or statutory bodies' rules.

14. UITU Admission Interview (UAI)

All applicants are required to pass UAI. The interview assesses applicant's interest, seriousness, physical fitness, communication skills, dedication level and commitment to financial affordability towards applied program. The interview is taken by experienced teachers or senior staff members.

15. Merit Determination Criteria

15.1. Merit Setting

All applicants who qualify the UAET and UAI are evaluated on the basis of following for merit determination:

15.1.1. Undergraduate / Associate Degree Programs

Sr.	Evaluation Attributes	Weightage
1	UAET or equivalent as specified in serial 13 above	50%
2	Weightage of HSSC marks or equivalent	40%
3	Weightage of SSC marks or equivalent	10%
4	Pre-Admission Interviews	Accept / Reject

In case of not having any result of HSC Part II or equivalent examination, the results of HSSC Part I or equivalent examination will be considered in serial 15.1.1 (2) and in case of not having any result of both HSC Part I and II or equivalent examination, then only serial 15.1.1 (1) and 15.1.1 (3) will be considered on pro-rata basis for determining merit criteria.

15.1.2. Graduate Programs

Sr.	Evaluation Attributes	Weightage
1	UAET or equivalent as specified in serial 13 above	50%
2	Weightage of marks of last pre-requisite qualification	50%
3	Pre-Admission Interviews	Accept / Reject

15.2. Hafiz-e-Quran

Additional 20 marks are added in the marks obtained by the applicant in HSSC or equivalent Examination on the basis of Hafiz-e-Quran subject to production of original Sanad from *Wifaq-ul-Madaris Arabia* Pakistan or equivalent wifaq and University's assessment. This addition will be considered for determining merit of the candidate and will not affect the eligibility condition for accepting of admission form.

15.3. Tie Resolution

In case of tie for merit position in the selection for admission, the aggregate marks obtained in UAET shall be the criteria for resolving the tie.

15.4. Waiting List

If an applicant does not qualify for the merit list of any program, then his / her name will be placed on the waiting list. Such applicant will be informed / intimated through a letter or email about waiting status along with other program options (subject to availability of seats) which he / she may opt in writing.

15.5. Applicant to Candidate

Once an applicant has received admission offer, his status would be changed to a candidate.

16. Provisional Admission Offer

16.1. Allotment of Program

The allotment of programs of a department is made strictly on merit basis and in order of choices given by candidates on their admission applications. However, a candidate may be offered admission in a different faculty/program of his/her choice if vacant seats are available or created by non-acceptance of admission offers by other candidates.

16.2. Admission Offer

Once a name of the candidate has appeared in the merit list, he / she is being offered admission in any one program of the University through a formal letter or email or SMS. On receiving the offer, candidate is required to submit following documents and submit fees within specified duration or extended (if any) otherwise University reserves the right to cancel admission offer:

16.2.1. Associate / Undergraduate Degree Programs

- 16.2.1.1. System generated UAET's admit card
- 16.2.1.2. Photocopy of SSC or equivalent examination marks sheet

Check

- 16.2.1.3. Photocopy of SSC or equivalent certificate
- 16.2.1.4. Photocopy of HSSC or equivalent examination marks sheet
- 16.2.1.5. Equivalence Certificate from IBCC for Foreign Examination, if applicable
- 16.2.1.6. Declaration of non-participation in political activities and no indulgence in unwanted activities on Judicial Stamp Paper of PKR 100
- 16.2.1.7. Two Passport Size Photographs (with Blue / White Background)
- 16.2.1.8. Photocopy of student, parent or guardian's CNIC
- 16.2.1.9. Undertaking by the candidate's parent or guardian to abide by the rules and regulations
- 16.2.1.10. Hafiz-e-Quran Sanad if applicable Original from Wifaq-ul-Madaris Arabia Pakistan
- 16.2.1.11. Original HSSC marks sheet after announcement of Intermediate Part II or equivalent result

16.2.2. Graduate Programs

- 16.2.2.1. System Generated Admit card of UAET (Printed)
- 16.2.2.2. Photocopy of last degree / transcript
- 16.2.2.3. Photocopy of SSC or equivalent examination marks sheet
- 16.2.2.4. Photocopy of SSC or equivalent certificate
- 16.2.2.5. Photocopy of HSSC or equivalent examination marks sheet
- 16.2.2.6. Equivalence of international degree from HEC is mandatory, if applicable
- 16.2.2.7. Declaration of non-participation in political activities and no indulgence in unwanted activities on Judicial Stamp Paper of PKR 100
- 16.2.2.8. Two Passport Size Photographs (with Blue / White Background)
- 16.2.2.9. Photocopy of student, parent or guardian's CNIC
- 16.2.2.10. Undertaking by the candidate's parent or guardian to abide by the rules and regulations
- 16.2.2.11. Proof of experience certificate in case any qualification requires work experience

Note: Generally, after admission offer email, three days are given to submit full fee and reserved the seat. If a candidate fails to pay fee within the specified time, then his / her admission will be cancelled and the seat will be offered to the next candidate in the merit list. Confirmation of all provisional admission will be subject to payment of tuition fee and other dues by the deadline mentioned in the offer letter and submission of medical certificate of fitness (if required). It may be noted that rules and regulations are subject to change from time to time.

16.3. Retaining Original Document

Original degree / marks sheet of last / eligibility examination will be retained by the University and the same will be returned after the completion or termination of the studies at the University or completion of necessary verification / authentication requirements. The applicants are cautioned 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. However, the Photostat of the required documents can be provided to the students on submission of application on the prescribed form on payment of Rs.50/- each of documents on the notice of seven working days, subject to availability of the documents. The admission of applicant, who does not submit the original documents on the specified scheduled date, may be cancelled.

16.4. Undertaking / Affidavit

Jaar

The applicants are required to submit undertakings / affidavits / forms applicable through this policy before admission.

17. Conversion of Provisional to Regular Admission

Provisional admission will be offered to all candidates who qualify as per merit. A candidate will however, be required to submit their HSSC Mark Sheet with having minimum marks as per eligibility criteria (refer to serial 15 above) otherwise, their admission will be cancelled. Similarly, for A-Level or other boards candidate along with their transcript or IBCC equivalency certificate with minimum equivalent marks as per eligibility criteria to be submitted soon after announcement of their respective results or by the time given by the University.

As per general guideline, we expect candidate to submit HSSC or equivalent completion certificate immediately after announcement of results or maximum by specified deadline date announced by the University. By any mean, completion certificate of HSSC or equivalent shall be submitted before commencement of final examination of the first semester. In case of non-submission or having secured lesser than eligibility marks, the admission will be cancelled.

Once the HSSC Part II or equivalent certificate will be received then the same shall be sent to respective board or institution for verification, the student may become eligible for the conversion of provisional to regular admission.

18. Enrollment

On confirmation of admission, each student is required to fill in an enrollment form available at the Registrar's Office or online on the University website. Each enrollment form must be filled, signed, and submitted in person or through portal by the student. Any form electronically submitted must be signed by the applicant before any further processing. Each enrollment form must be endorsed / attested by a magistrate of the first class officer or any officer of the University.

19. Option in case of Ineligibility of Confirmation of Admission

In case an applicant is unable to fulfill eligibility requirement for confirmation of admission and his / her fees cannot be refunded as per rules, then such applicant may be allowed to complete the semester in which he / she is provisionally admitted. Such course(s) will not be graded and on successful completion and recommendations from Academic Operations Department, the applicant will be provided participation certificate from the University's Centre for Continuing Education (CCE).

20. Rejection of Application

The University reserves the right to reject any application or cancel / withdraw any admission of a student.

21. Change of Program / Discipline

The change of program / discipline after confirming admission in one program is not allowed. However, student may be considered for change of program / discipline if there is a vacant seat (due to cancellation) after completion of the regular admission cycle. The offer of new program depends on the student's standing on the merit.

A student interested to change the program / discipline will be required to submit application specifying the reason along with the withdrawal of admission in the current program. In such cases, the submitted admission fee and semester charges will be forfeited whereas tuition fee will be transferable subject to not exceeding half duration (8 weeks) of the semester.

22. Duration of Program

The duration of all undergraduate courses of studies leading to the degree of BE, BS, BBA and B.E. Tech shall be of minimum four (04) academic year. 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, maximum seven academic years shall be allowed for each 4-year degree program. In case of extending the period beyond regular batch and / or four years, the left over courses will be offered with previous batches and the University will not be liable to offer a course exclusively for the student.

The duration of all master courses of studies to the degree of MS shall be of minimum 02 academic year. Any student who fails to complete all requirements for his/her degree in the prescribed time may continue study for further 02 academic years. Consequently, maximum four academic years shall be allowed for each 2-year degree program. In case of extending the period beyond regular batch and / or four years, the left over courses will be offered with previous batches and the University will not be liable to offer a course exclusively for the student.

23. Medium of Instruction

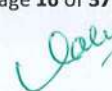
Instructions in all courses and laboratories are carried out in English Language. The examinations are also conducted in English.

24. Employment / Dual Enrolment

All undergraduate degree programs are regular and full-time day programs. No student admitted in this University shall be allowed to engage himself / herself in employment without NOC from the University. However, for practical reasoning, a student can engage him/herself in internship/trainings. Similarly, no student is allowed to simultaneously register in the undergraduate degree program or courses of studies in any other university or educational institution. The violation of above may lead to cancellation of admission.

25. Cancellation of Admission / Registration / Enrolment

- 25.1. In case at any stage it is found that the documents on the basis of which admission was granted are forged / tampered / bogus, the admission of the student will be cancelled and the fee paid shall be forfeited. University also reserves the right for legal action. However, he / she may file appeals against such decision with the Vice Chancellor within 15 days from the date of notification / intimation along with a fee of Rs.500/-
- 25.2. If a student fails to attend classes for four weeks consecutively in a regular semester (two weeks in Summer semester), without prior approval, his/her admission may be suspended. However, he/she may be allowed to continue studies in next semester on the recommendations by the Chairperson / Dean on the payment of prescribed fee.
- 25.3. Admission of any such student of any year/ semester who has been rusticated from the University on account of breach of any discipline for any specified period shall be cancelled and notified.



However, after expiry of the period the student may be allowed re-admission / registration in the same year / semester with junior batch, if otherwise eligible.

- 25.4. Admission and enrolment of any such student of any year/ semester who has been expelled from the University on account of breach of any discipline shall be cancelled after due process and subsequently notified / intimated. The student shall not be eligible for any subsequent admission in the University.
- 25.5. The Application shall be rejected in case the candidate is found guilty of any suppression or misrepresentation of material facts. In case at any stage it is found that the documents on the basis of which admission was granted are forged/ tempered, the admission will be cancelled and the fee paid shall be forfeited. The candidate will not be considered for admission in future. The University reserves the right for legal action also.

26. Fee Structure

The fee structure varies in each semester subject to the inflation and approval of the competent authority with the sole objective to meet the expenses of quality education. The fee is comprised of following components:

26.1. Application Fee

The application fee is charged once at the time of applying for any offered program at the University. It generally covers the cost of pre-application activity, UAET and UAI. It is mandatory to pay before issuance of admit card and appearing in UAET. Once the admit card has been issued, the application fee will not be refunded regardless of applicant's appearance in the UAET.

26.2. Admission Fee

The admission fee is charged once at the time of getting provisional admission. It generally covers the cost of processing admission. The admission fee is not refundable in case student himself / herself opt to leave the University. In case University does not commence the classes then the admission fee paid is either transferable or refunded on request.

26.3. Enrolment / Document Verification Fee

The enrolment is charged once at the time of getting admission. It generally covers the cost of verification of student previous academic record. The enrolment fee is not refundable in case student himself / herself opt to leave the University. In case University does not commence the classes then the admission fee paid is either transferable or refunded on request.

26.4. Security Deposit

The security fee is charged once at the time of getting admission. It generally covers the risk of non-payment of fee and financial liability in case of adverse behavior of student during the period of stay at the University. The security deposit is refundable at the time of leaving the University and / or cancellation of admission subject to submission of prescribed clearance form and deduction of outstanding dues, if any.

26.5. Semester Charges

The semester fee is charged every semester. In line with HEC guidelines, the university and educational institution will have to provide uninterrupted power and internet connectivity to students within and outside the class. These charges include various non-academic expenses for facilitating student to adequately fulfill academic requirements. It generally includes uninterrupted electricity, internet lab charges, internet connectivity, printing cost, etc.

26.6. Co-curricular Activity

The co-curricular activity fee is charged every semester. In line with HEC guidelines, the university and educational institution will have to provide necessary facilities for co-curricular activities so as to ensure wholesome development of student. These charges include cost of sports equipment and facilities, student society programs, etc.

26.7. Examination Fee

The semester fee is charged every semester based on number of courses registered. These charges include various expenses related to conduct of examination including development and printing of papers, invigilation, evaluation, etc.

26.8. Tuition Fee

The tuition fee is charged every semester based on number of credit hours opted by a student. This covers the cost of quality teaching, faculty member, support staff, classroom, teaching aid, etc.

26.9. Fee Installment

The installment of fee in the first semester is only available for few programs subject to approval of the competent authority with the addition of financial cost for defer payment.

For program wise details fee, kindly visit the website or contact Admission Department. The fee is refunded in line with HEC's fee refund policy.

27. Admissions Committee (Adcom)

27.1. Purpose

The purpose of this Adcom is to select meritorious and outstanding applicants for admission at UIT University. The committee will make sure that the selection of individual student for admission in a program should not be influenced by any political or financial factors. The Committee's authority originates by delegated powers from the competent authority of the University i.e., Academic Council.

27.2. Role / Scope

The Adcom is an oversight and decision making entity. The major responsibility of the committee is to identify and select applicants who demonstrate the ability to fulfill the purpose of the associate, undergraduate and graduate degree programs at the University. The committee ensures the admission process is applied equally and consistently to all applicants. The committee reviews all applicants in terms of their potential academic success in offered programs. The committee's role is as follows:

- 27.2.1. Monitor compliance with University policies and procedures related to student admission.
- 27.2.2. Review and recommend policies, requirements and procedures for admission to the Academic Council;
- 27.2.3. Evaluate and set the various tools, criteria and procedures used in the process of selection from the pool of applicants;
- 27.2.4. Receive and act on reports on external benchmarking related to admissions, including pre-admission entry test (or equivalent) thresholds;
- 27.2.5. Evaluate the qualification of applicant and determine final selection as per the approved admission policy;

- 27.2.6. Coordinate and guide the faculty members who serve as interviewers of prospective students; receive and evaluate interview reports and recommendations of interviewers as a source of information on the suitability of prospective candidates;
- 27.2.7. Receive and act on biannual reports on admissions data from Admission Department;
- 27.2.8. Advise on other matters referred to the Committee by the Vice Chancellor and / or Academic Council;
- 27.2.9. Where relevant, refer matters to the Academic Council;
- 27.2.10. Consider and dispose appeals related to admissions.

27.3. Composition of Admissions Committee

The Adcom shall comprised of University's official. During the meetings of Adcom, any other person can be invited on special invitation with the consent of the Convener to add value to the proceedings of the committee. The Chair has multiple duties that include moderating the Adcom meetings. The Convener is a non-voting member unless there is a tie and can cast his tie breaking vote (if needed). A simple majority vote is necessary to approve any motion reviewed by the Admissions Committee. The Admission Committee has the final authority to decide on the matters of admission, subject to the condition it does not overrule decisions of other statutory bodies of the University and rules prescribed by the Commission and the regulatory authority. The Convener in consultation with the Vice Chancellor may add or remove a member at any time at his/her discretion.

The committee membership is as follows:

- 27.3.1. Provost, Convener and Head of Committee
- 27.3.2. All Deans, Member
- 27.3.3. All Chairpersons, Member (departments which offered programs)
- 27.3.4. Registrar, Member
- 27.3.5. Director Admission & External Affairs, Member
- 27.3.6. Officer Admissions, Secretary

For serial 27.3.2 and 27.3.3 above, Dean and Chairperson may nominate someone on their behalf if in case they are unable to attend the meetings of the Committee. For Serial 27.3.6, Director Admission & External Affairs may nominate any officer of the Admissions Department.

The Adcom will regularly meet during the period admissions and as and when required by the Convener or requested by the Director Admission & External Affairs or any other member of the committee. The agenda, date, time and location of meeting will be determined by the Convener whereas notice of meeting and agenda will be circulated by the Secretary.

27.4. Quorum

Among the Convener and members, 50 % presence will constitute the quorum of the meeting.

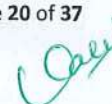
28. Superseding Laws / Rules

All laws of the land or policies and rules enacted and / or notified by the Government, Commission and / or regulatory authority including Sindh Higher Education Commission (SHEC), Charter Inspection Evaluation Committee (CIEC), Pakistan Centre for Philanthropy (PCP), Pakistan Engineering Council (PEC), National Computing Education Accreditation Council (NCEAC), National Business Education Accreditation Council (NBEAC), National Technology Council (NTC), etc will supersede this policy.

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29. Amendments in the Policy

The policy is subject to revision as and when required by the competent authority. Any change in the Policy shall initially be discussed in the Admission Committee and accordingly be recommended to the respective BOS and BOF through the Registrar's office for consideration and approval before being put up to the Vice Chancellor and Academic Council. In case of urgency, the Vice Chancellor on the recommendations of the Admission Committee (having presence of all Deans and Chairpersons) may directly send the item to the Academic Council for approval.



Annexure A: PEC Policy for Entry Test Marks for Admission in Engineering Programs



Pakistan Engineering Council

(Constituted under Pakistan Engineering Council Act, 1976 enacted by the Parliament)

Engineering Accreditation Department

Ataturk Avenue (East),
G-5/2, Islamabad

PEC/EAD/004/ /2023

August 1, 2023

All Vice Chancellors/ Rectors/ Heads of
Universities/ Higher Engineering Institutions (HEIs)
in Pakistan.

Subject: Policy Decision – Framework for Entry Test Relating Admission to Engineering Programs

Ref: PEC/EAD/46-VCCM/Edu.Policy/2023 dated March 30, 2023.

Reference to PEC letter quoted above, the subject policy was deliberated in 46th Governing Body held on May 23-24, 2023 and the decision taken is reproduced as under;

"Framework for entry test relating to admission in Engineering Programs communicated vide PEC letter No.PEC/EAD/46-VCCM/Edu.Policy/2023 dated March 30, 2023 was ratified to remain effective regarding the mechanism to be followed by all HEIs with the exemption to the extent of qualifying marks of 33% in the Entry Test similar to waiver given for last year vide PEC letter No.PEC-EAD/004/ET/2022 dated November 18, 2022.

However, it was reiterated that the HEIs may provide multiple chances (at least two) for Entry Test. Further, HEIs in Public and Private Sector having experience and credibility to conduct Entry Test are also allowed after taking NOC from PEC as per the provision mentioned at para 2 (2)(a)(vi) of PEC policy letter issued on March 30, 2023."

Forwarded for implementation and compliance, please,

Engr. Niaz Ahmed
HoD/ Additional Registrar
Ph: 051-9219050
engrniazahmed@pec.org.pk

Copy to:-

- Convener EAB, PEC
- Executive Director, HEC, Islamabad
- PS to Chairman/ Registrar PEC

P.O.Box: 1296, Islamabad Direct: 051-9219050, 9204466
Website: www.pec.org.pk Email: engrniazahmed@pec.org.pk

Annexure B: PEC Policy for Remedial Course in Chemistry



Pakistan Engineering Council

(Constituted under Pakistan Engineering Council Act, 1976 enacted by the Parliament)

Engineering Accreditation Department

Ataturk Avenue (East),
G-5/2, Islamabad

PEC/EAD/48-VCCM/Regulations/2023
March 30, 2023

All Vice Chancellors/ Rectors/ Heads
Universities/ HEIs in Pakistan

Subject: Policy Decision – Amendment in Article 2(a)(i) of PEC Regulations for Engineering Education in Pakistan

I am directed to state that 46th Vice Chancellors' Committee (VCC) in its meeting held on February 2, 2023 decided the following amendment on the subject matter:

"He or she has passed the Higher Secondary School Certificate (HSC/ HSSC) Pre-Engineering Examination with Physics, Chemistry and Mathematics, securing at least 80% marks in aggregate of a University, a Board of Intermediate or Board of Intermediate and Secondary Education in Pakistan. In addition, a combination of Physics, Mathematics and Computer Studies/ Computer Science (ICS) is allowed for admission in all Engineering Programs, with Chemistry as a remedial subject/ course in the 1st Semester after admission. A combination of Biology, Physics and Chemistry (Pre-Medical) is also allowed for admission in Bio-Medical or Bio-Engineering."

Forwarded for information and compliance as approved by the Competent Authority, please.

With regards

(Engr. Dr. Ashfaq Ahmed Sheikh)
Additional Registrar/Secretary VCC

Copy to:

- a. Convener EAB
- b. PS to Chairman / Registrar, PEC

P.O.Box: 1296, Islamabad Direct: 051-9204466, Fax: 051-9219050, 9214488
Website: www.pec.org.pk Email: drashfaq@pec.org.pk

Annexure C: PEC Policy for Conduct of Entry Test for Engineering Programs



Pakistan Engineering Council

(Constituted under Pakistan Engineering Council Act, 1976 enacted by the Parliament)

Engineering Accreditation Department

Ataturk Avenue (East),
G-5/2, Islamabad

PEC/EAD/46-VCCM/Edu.Policy/2023
March 30, 2023

All Vice Chancellors/ Rectors/ Heads
Universities/ HEIs in Pakistan

Subject: Policy Decision – Framework for Entry Test Relating Admission to Engineering Programs

I am directed to state that in light of decision of 44th Governing Body (GB) held on October 18, 2022, the 46th Vice Chancellors' Committee (VCC) in its meeting held on February 2, 2023 decided the following on the subject matter:

- i. The PEC policy of entry test along with designated entities/ testing agencies would be continued and extended for the upcoming admission in engineering programs.
- ii. Meanwhile, PEC with focus of quality intake in engineering programs would launch Centralized/ Unified Entry Test through transparent bidding process as a parallel option to the students and HEIs to opt as facilitation in addition to the designated/ existing entry test entities.

2. Accordingly, the approved policy regarding entry test for admission to Engineering Programs to be adhered by all HEIs offering engineering programs in Pakistan, as under:

(1) Open competition among F.Sc/ A-Level and relevant DAE holders for admission to engineering programs

- a. To allow admissions to engineering programs through open competition amongst the F.Sc/ A-Level and relevant DAE holders (as per Regulations of Engineering Education) providing a level playing field to ensure quality intake.

(2) Designated Entity/ Testing Agency to Conduct Entry Test

- a. The entry test being conducted would be applicable to all HEIs (both public and private) as:
 - i. Entry Test being conducted by UET Lahore
 - ii. Entry Test being conducted by NED-UET, Karachi and MUET, Jamshoro
 - iii. Entry Test being conducted by NUST Islamabad
 - iv. Entry Test being conducted by NTS
 - v. Entry Test being conducted by ETEA
 - vi. Any other existing recognized entity conducting entry test

Page 1 of 2

P.O.Box: 1296, Islamabad Direct: 051-9204466, Fax: 051-9219050, 9214488
Website: www.pec.org.pk Email: drashfaq@pec.org.pk

Waseer



Pakistan Engineering Council

(Constituted under Pakistan Engineering Council Act, 1976 enacted by the Parliament)

Engineering Accreditation Department

Ataturk Avenue (East),
G-5/2, Islamabad

(3) Determination of Merit through Entry Test

- Multiple chances (atleast 2 times) for Entry Test be allowed to facilitate maximum students as best result be taken.
- The admissions by all HEIs (both public and private) would only be made based on the result of entry test of the designated Testing HEIs/ entities regardless of provincial/ regional territories. The same lists would also be available through PEC website.
- The passing marks in the Entry Test by designated HEIs/ Entities will be minimum 33%.
- The weightages of Entry Test for merit determination would be minimum 33%.
- The remaining 67% weightage (out of which minimum 50% for FSc/ A-level/ relevant DAE, and rest for matric, interview etc.) would be the prerogative/ domain of concerned HEI subject to have well laid-out and transparent procedure to compute overall merit for admission into an engineering program.

Forwarded for information and compliance as approved by the Competent Authority, please.

With regards

(Engr. Dr Ashfaq Ahmed Sheikh)
Additional Registrar/Secretary VCC

Copy to:

- Convener EAB
- PS to Chairman Higher Education Commission (HEC)
- PS to Chairman / Registrar, PEC

Page 2 of 2

P.O.Box: 1296, Islamabad Direct: 051-9204466, Fax: 051-9219050, 9214488
Website: www.pec.org.pk Email: drashfaq@pec.org.pk

Annexure D: PEC Policy for Grace Marks given by Respective Board



Pakistan Engineering Council

(Constituted under Pakistan Engineering Council Act, 1976 enacted by Parliament)

Abbas Avenue (East),
G-5/2, Islamabad

PEC/AD/Policy/DL-77(Gen.)/2016

August 19, 2016

To:

All Vice Chancellors/Rectors/
Head of Universities/HEIs in Pakistan

Subject: **POLICY DECISIONS MADE BY PEC EA&QEC/EAB IN PREVIOUS MEETINGS FOR INFORMATION AND ADHERENCE TO ALL HEIs**

Dear Sir,

1. I am directed to convey that the subject matter was discussed under agenda item No 10 (b) in PEC 77th EA&QEC/EAB meeting and decision taken by the committee is as below:-

"All policy decisions made by EA&QEC/EAB will be notified, uploaded & conveyed by accreditation department to all HEIs and on PEC website for information and adherence".

2. In the light of above, policy decisions from PEC 77th to 61st EA&QEC/EAB meetings are enclosed for information and compliance, please.

With regards,


Engr. Qasim Mahmood Malik
Deputy Registrar (Accr.)

Encl: PEC 77th to 61st EA&QEC Policy Decisions (Page 1 to 11)

Copy to:

1. Chair/Convener EA&QEC/EAB
2. PS to Chairman/Registrar PEC
3. All PEC Regional/Liaison Offices
4. AM MIS, PEC HQ Islamabad

With the request to upload policy document on PEC website, as per decision of EA&QEC/EAB. Please

PABX: 2829296, 2829311, 2829348, 2870192 Fax: 2276224 / 2870347

Website: <http://www.pec.org.pk>

Email: info@pec.org.pk

Qasim

b) Agenda Item No. 07: Proposed Policy on fulfillment of Legal Requirements for launching an Engineering Program by Affiliated Institute/College and constituent campus

After deliberation the following policy was decided in light of the HEC and PEC guidelines regarding launching of an engineering program. In future, before conducting a zero visit, the following clearance on the legal status shall be required:-

- i. Recognition / due approval of affiliated institute or constituent college or a sub campus by DAI and HEC (in case of Federal Territory) or HED / Chancellor (in case of Provincial Territory) having provision of engineering faculty in the act of DAI.
- ii. In case any DAI wants to start an engineering programme and does not have the provision in its act, shall require the engineering faculty be added through a formal approval of HED/HEC/Chancellor [whichever applicable]. For the purpose of documentation, wherever required, the DAI may apply for NOC from PEC. In such cases, the formal application with applicable fee fixed for this purpose, be submitted to Engineering Accreditation Department through registrar PEC. The same shall be placed for the house (EA&QEC/EAB) to approve by checking the relevant provisions of the university / DAI's Act or Charter. This NOC shall not be equivalent to a formal green signal which may be given by PEC after a zero visit and confirm in writing that the DAI may enroll the students in the specified intake limit with effect from a certain intake.
- iii. Affiliated colleges shall be considered for zero visit only if the parent university seeks prior approval from PEC on the specific cases through a prescribed form and fee. Without such written approval, no engineering programme can be started at any affiliated institution / college.
- iv. To start an engineering programme at any institution within Pakistan, the zero visit is mandatory without which the programme shall not be considered for any accreditation. In addition to that, PEC shall not deploy the visitation team for zero visits unless the above legal status is clearly provided.

c) Agenda Item No. 10: Request for Admission in Engineering Programs on the Aggregate Percentage i.e. 59.73%

After detailed deliberations, the house decided that PEC has no objection if HEI admits a student with 60% marks (with or without grace marks) mentioned on the transcripts by the respective board. In this particular case, it was observed that the certificate of the Board of Intermediate, Karachi enumerates that the board has added three (3) marks to raise the grade to 'B' which is equal to 60% as mentioned. Therefore, the house unanimously approved and declared him eligible for admission.

5. Ref: PEC 72ND EA&QEC/EAB MEETING HELD ON APRIL 24, 2015

a) Agenda Item No. 01 (d): Recommendations of PEC EA&QEC/EAB Sub-Committee

After deliberation, the committee approved that for any change/addition of new stream/specialization under a mother discipline has to follow the assessment criteria of Zero visit, however Change in the Nomenclature only; for example B.Sc. Computer Engineering to Computer System Engineering, etc., where the scheme of study/course outlines is not affected, will be approved directly through EA&QEC on the request of concerned HEI.

Annexure E: PEC Policy for Admission to Intermediate (Pre-Medical) Students



Pakistan Engineering Council

(Constituted under Pakistan Engineering Council Act, 1976 enacted by the Parliament)

Engineering Accreditation Department

Ataturk Avenue (East),
G-5/2, Islamabad
July 11, 2024

PEC/EAD/49-GB/004/2024

All Vice Chancellors/ Rectors/ Heads
of HEIs in Pakistan

Subject: Policy Decision - Amendments in Article 2(a)(i) of PEC Regulations for Engineering Education in Pakistan

It is to inform that PEC Governing Body in its 49th meeting held on June 28, 2024, decided to allow the students having HSSC (Pre-Medical) qualification to be considered for admission in all engineering programs as per Article-2(a)(i) of PEC Regulations for Engineering Education in Pakistan. In this regard, the HEIs are advised to adhere the following approved guidelines/ SOPs for admissions of all such students:

- i. Entry Test mechanisms/ regimes be moderated to include above qualification and its weightages for admission eligibility.
- ii. Conduction of 8 weeks condensed program to compensate for deficient courses viz. Mathematics, prior to become eligible for admission in engineering programs. This may be considered as provisional admission for foundation courses to qualify to be eligible for admission through entry test.
- iii. The university conducting 8 weeks program would be responsible to develop condensed program and to ensure quality of Teaching, Learning and Assessment.
- iv. Students will be admitted in accordance with the admission admissibility criteria as per discipline's merit and student preference.
- v. 40% seats within the total allowed intake for each batch of the respective programs may be filled with the background qualification of HSSC (Pre-Medical) for those students who have successfully completed the aforementioned condensed program.
- vi. The university will conduct an entry test for students qualifying the condensed program separately for determining the merit for admission.
- vii. The university admissions cycle may vary in accordance with regional requirements for the commencement of the academic year.
- viii. The requirement of 60% in HSSC is mandatory for admission in engineering programs as per Article 2(a)(i) of PEC Regulations for Engineering Education in Pakistan.

2. The SRO for the amendment in PEC Regulations is under process and will be shared shortly.

Forwarded for your information and compliance, please.

With Regards,

Engr. Niaz Ahmed
Sr. Addl. Registrar/ HoD EAD

Copy to:

- a. The Convener, PEC EAB
- b. PS to Chairman/ Registrar, PEC
- c. Head-Engineers Registration Department, PEC
- d. Head-Legal Department, PEC

Direct: 051-9204466, Fax: 051-9219050, 9214488

Website: <http://www.pec.org.pk> Email: engrniazahmed@pec.org.pk

Annexure F: NCEAC Policy for Admission to Intermediate (Pre-Medical) Students

ACCREDITATION MANUAL

of the

**NATIONAL COMPUTING EDUCATION ACCREDITATION
COUNCIL**



Established by the

HIGHER EDUCATION COMMISSION OF PAKISTAN



Second Edition, December 2023

NCEAC SECRETARIAT, OFFICE #14, BLOCK N, HEC, H -8/1 ISLAMABAD PAKISTAN
www.nceac.org.pk

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each course must be maintained. The labs should be well-equipped with the requisite computing equipment/machines such as basic components, modules, measuring instruments, etc.

3.2.3.4 Design Projects

Computing relates to the design of solutions. The students of a computing program must be encouraged to undertake design projects as an integral part of every core subject. Such design projects should be geared towards solving complex problems and complex computing activity.

3.2.3.5 Final Year Design Project

The final-year design project (FYDP) should span over at least two consecutive semesters, that is, semesters 7 and 8, totaling 6 credit hours. It is the capstone of a computing program. Undertaking a final year design project is a compulsory requirement. It should mainly comprise literature search, individual analysis, formulation of a complex problem and its solution through complex computing activity.

The FYDP report shall adhere to the best practices and guidelines of report writing for projects.

3.2.3.6 Internship Program

The program should facilitate and promote cooperative learning through mandatory supervised internship program of continuous 6-8 weeks duration in a professional computing organization. The training program should be planned and agreed upon by both the institution and the host organization. The institution should receive a report about each trainee indicating the training details, interest shown by the student, his/her work habits and punctuality. Assessment of internship program through defined rubrics encompassing respective learning domains shall be demonstrated.

3.2.4 Criterion 4 - Students

The quality of students admitted, and their academic progression are important considerations in evaluating the success of a program in achieving its objectives.

3.2.4.1 Admission Criteria

- a At least 50% marks in Intermediate/ DAE with Mathematics as a subject or equivalent 12 years education with Mathematics as a subject are required for admission in all BS/ BSc Computing Programs except BS/ BSc/ BE Computing Engineering.
- b At least 50% marks in Intermediate Pre-medical (subject combination of Physics, Chemistry and Biology) or equivalent 12 years education are also eligible to apply. Such candidates, if admitted, are required to study additional two Mathematics courses, worth 6 credit hours, during first year of studies at the institution.
- c At least 60% marks in Intermediate/ DAE with Physics, Mathematics and Chemistry/ CS or equivalent 12 years education with Physics, Mathematics

and Chemistry/ CS are required for admission in all BS/ BSc / BE Computing Engineering program.

Note: The determination of equivalence and issuance of equivalent marks certificate up to HSSC level for certificates other than those issued by Pakistan's Boards is the jurisdiction of the Inter Board Committee of Chairmen (IBCC). The following are the addresses of the IBCC offices:

- IBCC at FBISE Building, H-8/4, Islamabad
- IBCC Regional Office at BISE Building, 86 Mozang Road, Lahore

3.2.4.2 Annual Intake

This aspect pertains to the number of students admitted considering the capacity of the program and its allied facilities through an assessment process. The program intake should be in line with the standards of NCEAC.

3.2.4.3 Transfer of Students

The institute shall develop a clear, documented and well publicized policy on the transfer of students from other institutions. The policy shall take into account evaluation of credit equivalence for the subjects studied in an accredited program of a HEC recognized institution and should be based on justifiable grounds. No more than a maximum of 50% of the total credit hours required for the degree program should be transferred. All such cases of student transfer should be intimated to NCEAC for information and record at the time of acceptance by the institution.

3.2.4.4 Academic Counseling

This aspect pertains to the guidance available to students from teachers through dedicated office hours beyond scheduled timetable. The office hours must be publicized by the instructors by posting them on the office doors/noticeboards. Tutorials, problem-solving and/or help sessions, when planned, should be scheduled, and made a part of the timetable. RAs and TAs / GAs engaged to provide extra coaching and/or subject assistance, especially when assisting the main instructor with a larger class-size, should also maintain specific designated hours for off-class assistance/counseling. Individual students' academic progress should be monitored, and corrective measures taken on a regular basis through well-defined mechanism.

3.2.4.5 Career and Student Wellness Counseling

In addition to the course specific guidance, the institute should have designated student counselors who would advise and counsel students regarding academic as well as career matters. A formal orientation session for the newly admitted students to apprise them about the salient requirements and policies/procedures of the program is highly desired. The student wellness counselor(s) should also provide assistance to students in managing their health, financial, stress, emotional and spiritual problems.

3.2.4.6 Class Size (Theory)

This aspect pertains to the number of students per section for the theory

Annexure G: PEC Policy for Admission to DAEs

Revised List of Diploma of Associate Engineers (DAEs) for Admission in Engineering Programs (Ref: 154th EAB Meeting held on May 12, 2022)

S#	Undergraduate Engineering Programs (Recognized Engineering Disciplines)	DAE with Same/ Relevant Technology/ Disciplines
1.	Civil Engineering	i. Architecture ii. Civil iii. Civil with any specialization iv. Environmental v. Land & Mine Surveying
2.	Transportation Engineering	Civil
3.	Urban Engineering	Civil
4.	Building & Architectural Engineering	i. Architecture ii. Civil iii. Construction
5.	Electrical Engineering	i. Automation ii. Avionics iii. Computer / CIT iv. Electrical v. Electronics vi. Information vii. Instrumentation viii. Instrumentation & Process Control ix. Mechatronics x. Precision Mechanical & Instrument xi. Radar xii. Radio xiii. Telecommunication
6.	Electronics Engineering	i. Automation ii. Avionics iii. Bio-Medical iv. Electrical v. Electronics vi. Instrumentation vii. Instrumentation & Process Control viii. Mechatronics ix. Radar x. Radio xi. Telecommunication
7.	Industrial Electronics	i. Automation ii. Electrical iii. Electronics iv. Instrumentation/Instrumentation & Process Control v. Mechatronics vi. Radar vii. Radio
8.	Information & Communication Engineering/ Information Security Engineering	i. Automation ii. Computer Information iii. Electrical iv. Electronics

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S#	Undergraduate Engineering Programs (Recognized Engineering Disciplines)	DAE with Same/ Relevant Technology/ Disciplines
		v. Instrumentation/ Instrumentation & Process Control vi. Radar vii. Radio viii. Software ix. Telecommunication x. Information Technology
9.	Telecommunication Engineering	i. Automation ii. Avionics iii. Computer iv. Computer Information v. Electrical vi. Electronics vii. Instrumentation viii. Instrumentation & Process Control ix. Radar x. Radio xi. Software xii. Telecommunication
10.	Energy Systems Engineering	i. Automation ii. Chemical iii. Electrical iv. Electronics v. Mechanical (Power) vi. Mechatronics vii. Petroleum & Gas viii. Power ix. Radar x. Telecommunication xi. Vacuum
11.	Mechanical Engineering	i. Aerospace ii. Auto & Diesel iii. Automation iv. Bio-Medical v. Dies & Mould vi. Mechanical vii. Mechanical (Automobile & Diesel) viii. Mechanical (Construction Machinery) ix. Mechanical (Foundry & Pattern Making) x. Mechanical (Metallurgy & Welding) xi. Mechanical with any specialization xii. Mechatronics xiii. Precision Mechanical & Instruments xiv. Refrigeration & Air Conditioning xv. Vacuum
12.	Energy & Environmental Engineering	i. Chemical ii. Civil iii. Electrical iv. Environmental v. Mechanical

S#	Undergraduate Engineering Programs (Recognized Engineering Disciplines)	DAE with Same/ Relevant Technology/ Disciplines
		vi. Mechanical with any specialization vii. Mechatronics viii. Petrochemical ix. Petroleum
13	Chemical Engineering	i. Chemical ii. Chemical Processing iii. Chemical with any specialization iv. Chemical with any specialization v. Footwear vi. Glass, Ceramics & Pottery Development vii. Leather viii. Petro Chemical ix. Petroleum
14	Polymer & Process Engineering	i. Chemical ii. Chemical Processing iii. Chemical with any specialization iv. Petro Chemical v. Petroleum
15	Polymer & Petrochemical Engineering	i. Chemical ii. Petrochemical
16	Petroleum & Gas/ Petrochemical Engineering	i. Chemical ii. Petrochemical iii. Petroleum
17	Agricultural Engineering	i. Auto and Diesel ii. Auto and Farm Machinery iii. Automation iv. Civil v. Machinery vi. Mechanical vii. Mechanical with any specialization
18	Metallurgy/Material Engineering	i. Cast Metal & Foundry ii. Foundry and Pattern Making iii. Glass, Ceramics & Pottery Development iv. Mechanical v. Mechanical (Foundry & Pattern Making) vi. Mechanical (Metallurgy & Welding) vii. Mechanical with any specialization viii. Metallurgy & Welding
19	Mining Engineering	i. Land and Mine Surveying ii. Mining
20	Geological Engineering	i. Civil ii. Land and Mine Surveying iii. Mining
21	Textile Engineering	i. Automations ii. Chemical iii. Dress Designing & Making / Fashion Design iv. Garments v. Leather

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S#	Undergraduate Engineering Programs (Recognized Engineering Disciplines)	DAE with Same/ Relevant Technology/ Disciplines
		vi. Printing & Graphic Arts vii. Spinning viii. Textile ix. Textile Dyeing and Printing x. Textile Weaving
22	Aerospace Engineering	i. Aerospace ii. Auto Diesel iii. Automation iv. Mechanical v. Mechanical with any specialization vi. Mechatronics
23	Avionics Engineering	i. Automation ii. Avionics iii. Computer / IT iv. Electronics v. Instrumentation/Instrumentation & Process Control vi. Mechatronics vii. Radar viii. Radio ix. Software x. Telecommunication
24	Biomedical Engineering	i. Automation ii. Biomedical iii. Electrical iv. Electronics v. Healthcare vi. Instrumentation vii. Instrumentation & Process Control viii. Mechatronics ix. Radar x. Radio
25	Food Engineering/ Food Processing Engineering	i. Chemical ii. Food iii. Food Processing & Preservation iv. Mechanical
26	Computer Engineering/ Computer Systems Engg/ Computer Software Engineering	i. Automation ii. Computer iii. Computer Information iv. Electrical v. Electronics vi. Instrumentation vii. Instrumentation & Process Control viii. Radar ix. Radio x. Software xi. Telecommunication
27	Industrial and Manufacturing Engineering	i. Auto & Diesel ii. Automation iii. Cast Metal & Foundry

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S#	Undergraduate Engineering Programs (Recognized Engineering Disciplines)	DAE with Same/ Relevant Technology/ Disciplines
		iv. Chemical v. Dies & Molds vi. Glass, Ceramics & Pottery Development vii. Mechanical viii. Mechanical (Construction Machinery) ix. Mechanical (Production) x. Mechanical with any specialization xi. Mechatronics xii. Vacuum
28.	Mechatronics / Mechatronics & Control Engineering/ Artificial Intelligence	i. Automation ii. Electrical iii. Electronics iv. Instrumentation & Process Control v. Instruments vi. Mechanical vii. Mechanical with any specialization viii. Mechatronics ix. Radar x. Radio xi. Artificial Intelligence
29.	Geo-Informatics Engineering	i. Civil ii. Computer iii. ICT iv. Information Technology v. Land & Mine Surveying
30.	Aeronautical Engineering	i. Aerospace ii. Avionics iii. Electronics iv. Mechanical with any specialization v. Mechatronics
31.	Automotive	i. Automobile ii. Mechanical iii. Mechanical (Foundry & Pattern Making) iv. Mechanical (Power) Automobile & Diesel v. Mechanical with any specialization vi. Metallurgy & Welding
32.	Engineering Sciences	i. Avionics ii. Computer iii. Electrical iv. Electronics v. Mechatronics vi. Telecom
33.	Bioinformatics	i. Computer ii. ICT iii. Information Technology iv. Biomedical v. Electronics vi. Instrumentation vii. Instrumentation and Process Control

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Annexure H: Undertaking / Affidavit Sample

Undertaking / Affidavit

I hereby solemnly declare and affirm that I have studied carefully the rules and regulations of the University as prescribed in the UIT University Prospectus, Student Handbook and this Undertaking and declare that I shall be responsible for ensuring that my son/daughter/ward will abide by all the rules, regulations and that he/she will observe proper conduct and behavior, if he/she is admitted to the University.

Further:

1. I affirm that I have or can arrange adequate financial resources to finance my son's/daughter's/ward's education at UIT University without relying on any funding/concession from UIT University. I affirm that UIT University will not be responsible for making available any funding/concessions in case of my inability to fund my son's/daughter's/ward's education.
2. I undertake that my son/daughter/ward will submit Original HSC marks sheet/equivalence certificate of his/her high school qualification issued by the Inter Board Committee of Chairmen (IBCC) Pakistan to UIT University latest by _____. In case of delay in announcement of result from the respective board, the above mentioned documents must be submitted within 15 days of the announcement of result. I understand that no official reminders will be sent to me for the submission of any document.
3. I undertake that my son/daughter/ward will only submit bona fide documents and will not submit any fake or tempered documents. I am aware that if, at any stage, my son/daughter/ward documents are identified as fake / illegal/ tempered, the University retains the right to cancel my son/daughter/ward admission without any right to appeal and / or any legal action.
4. I understand that my son/daughter/ward admission will be on a provisional basis until all the required bona fide documents have been submitted to UIT University.
5. I undertake that my son/daughter/ward will not get involved in any fund raising, recruiting or working for banned organizations; political, unethical, unfair, immoral, illegal, subversive, or generally undesirable activities in or outside of the UIT University while studying at UIT University.
6. I undertake that my son/daughter/ward will be bound by the academic and nonacademic rules (academic, administration, students' affairs, corporate liaison, finance, registration, etc.), regulations, deadlines, requirements and procedures identified in the UIT University's prospectus, student handbook, website, this undertaking and/or otherwise notified by UIT University's management; enforced at the present and/or those, which may be enforced at any time in the future.
7. I affirm that my son/daughter/ward is mentally healthy and is not suffering from depression or other mental ailments. Additionally, he/she does not have any ailment that can be detrimental to other students, management, faculty and/or staff of the University.
8. I affirm that my son/daughter/ward will be a full time student and will not be studying at any other university or will not be doing any job during his/her study at UIT University.
9. I undertake that my son/daughter/ward will not be involved in fighting, bullying, intimidation, rowdy behavior, catcalling, eve teasing, stalking, and/or harassment of any individual or group.
10. I undertake that my son/daughter/ward will not be involved in spreading false information; making/spreading sexually explicit images or videos; cyber stalking/bullying; hacking systems, email/phone; making videos/taking pictures and distributing without consent; hate speech including saying things that can hurt the religious feeling of others; spamming, spoofing, infecting any system with malicious code, unauthorized access to information, systems or data; unauthorized copying or transmission of data; electronic forgery; unauthorized use of identity information, or any other computer/cybercrime while being a student at UIT University.
11. I undertake that my son/daughter/ward will not create any social media/website page (s) that creates the impression that these page(s) are the official page(s) and/or website of UIT University.
12. I undertake that my son/daughter/ward will not be involved in the following activities on social media:
 - a. Discuss or post comments about any UMF Board members, staff and/or faculty members of UIT University and their family members.
 - b. Post or display any content such as images, videos, audio or text that in any way defame and/or show disrespects for UMF Board Members, UIT University, its faculty, staff, alumni and/or other students.
 - c. Discuss policy matters of UIT University.
 - d. Share any official information of UIT University or other personal information of employees or students without consent.
 - e. Undertake any other act/deed/discussion that defames or show disrespect to UMF Board Members, UIT University, management, faculty, staff, alumni and/or other students.
13. I undertake to pay for or compensate any loss or damage that might have been caused by my son/daughter/ward including but not limited to breakage of equipment, damage to property etc.
14. I undertake to oversee the academic progress of my son/daughter/ward and to remain in touch with the concerned department in this regard. I undertake that I will acknowledge the receipt of any communication from UIT University.
15. I undertake that my son/daughter/ward will treat all members of the UIT University Family including UMF Board Members, Management, Faculty, Staff, Students and Alumni with due courtesy and respect. Any display of disrespect toward a member of the UIT University Family may result in serious disciplinary action up to and including expulsion from the UIT University.

16. I undertake that in case of a dispute on any academic/nonacademic matter involving my son/daughter/ward, I will first discuss the matter or dispute with the concerned member of UIT University Management before seeking any alternative avenue of resolution.
17. That I understand that at least 75% attendance in classes/labs is compulsory and my son/daughter/ward will commit to adhere to the same. My son/daughter/ward also understand, in case the attendance falls short, for any reason, the competent authority may take action according to the University's rules and regulations.
18. I undertake that my son/daughter/ward is responsible for safeguarding his/her electronic ID and/or passwords. If any post is made using his/her ID, the respective student will be held responsible, if there is any violation of this undertaking and/or policies/regulation of UIT University.
19. I undertake that if my son/daughter/ward fails to withdraw security deposit within 3 years of leaving UIT University, I authorize UIT University to use the unclaimed security deposit towards student welfare (i.e. pay fee for the needy students)
20. I undertake that my son/daughter/ward who has passed HSC or equivalent examination with Pre-Medical subjects of Physics, Chemistry and Biology must pass deficiency courses of Mathematics of 6 credit hours within one year of his/her admission. **(This clause is applicable only for Pre-Medical Students)**

I understand and fully agree that UIT University reserves the right to fine/suspend/expel or impose any other punishment to my son/daughter/ward, if he/she violates this undertaking, any other rules and regulation enforced at UIT University at present and those, which may be enforced at any time in the future.

This undertaking is signed by me on this day in the presence of the witnesses whose signatures are affixed under:

Parent/Guardian Name : _____
 Parent/Guardian of : _____
 Address : _____
 CNIC Number : _____
 Contact No. : _____
 Email : _____

Parent / Guardian's
Signature

I undertake, in the presence of the witnesses whose signatures are affixed under, that I will be bound by the above undertaking/affidavit signed by my parent/guardian.

Student's Name : _____
 CNIC / B-Form No. : _____
 Roll Number : _____
 Program : _____
 Department : _____

Student's
Signature

Witness 1

Name : _____
 Address : _____
 CNIC : _____
 Contact No. : _____

Witness 2

Name : _____
 Address : _____
 CNIC : _____
 Contact No. : _____

End of Document

