



HITEC UNIVERSITY TAXILA

ADMISSION POLICY - FALL SEMESTER 2022

1. The admission process of the universities for the Fall Semester 2022 will be affected due to delay in conduct of HSSC Examinations. The Intermediate and Secondary Education Boards have announced to conduct the 2nd year examination in June / July and the result is expected to be announced in September / October. Keeping in view that a very unique situation for the University, as the admissions in BS Programs are granted provisionally on the basis of Part 1 of HSSC result. Under the prevailing conditions, there is a need to prepare an Admission Policy which can address the prevalent issues effectively and complete the admission process of the HITEC University smoothly.

Aim

2. To prepare policy for the completion of admission process and set procedure and standards for the calculation of merit in all disciplines.

3. General Conditions

- a. This Policy is applicable for admission to both undergraduate and postgraduate programs being offered by the HITEC University for Fall Semester 2022.
- b. The University is open to all persons for admission irrespective of gender, religion, race, creed, color or domicile and the admission is strictly based on merit. Admission shall be granted on the basis of eligibility criteria given in this policy.
- c. Students will be required to submit attested copies of their certificates/degrees within two weeks after the declaration of their final intermediate results by the respective Board/University, failing which the University has the right to cancel their admissions. The registration will be offered only to the students who would complete all the admission formalities including deposits of their 100 % fees and other dues on the prescribed date.
- d. Every undergraduate student shall be expected to take the full teaching load of the courses scheduled for the semester. A master level student, however, will have the option to register for fewer courses.

a. **Eligibility Criteria: Undergraduate Admission**

4.1 **BS (Civil/Electrical/Mechanical Engineering)**

- a. FSc/A Level or equivalent with Physics, Chemistry or Mathematics with minimum 60 % marks
or
- b. Diploma of Associate Engineers in relevant discipline (As per PEC criteria) with minimum 60% marks

4.2 **BS (Computer Engineering)**

- a. FSc/A Level or equivalent with Physics, Chemistry / Computer Science and Mathematics with minimum 60% marks
or
- b. Diploma of Associate Engineers in relevant discipline (As per PEC criteria) with minimum 60% marks

4.3 **BS (Bio-Medical Engineering)**

- a. FSc/A Level or equivalent with Biology/Mathematics, Physics, Chemistry with minimum 60% marks
or
- b. Diploma of Associate Engineers in relevant discipline (As per PEC criteria) with minimum 60% marks

4.4 **BS (Computer Sciences/Software Engineering)**

- a. Intermediate / equivalent with Biology/Mathematics, Chemistry/ Computer Science and Physics with minimum 50% marks
or
- b. Diploma of Associate Engineers in computer / electrical /electronic with minimum 50% marks

4.5 **BS (Mathematics)**

- a. Intermediate / equivalent with Mathematics with minimum 50% marks
or
- b. Diploma of Associate Engineers with 50 % marks

4.6 **BS (Statistics)**

- a. Intermediate / equivalent with Physics and Mathematics with minimum 50% marks

or

- b. Diploma of Associate Engineers with 50 % marks

4.7 **BS (Islamic Studies)**

- a. Intermediate / equivalent / Khassa Certificate recognized by HEC with minimum 45% marks

4.8 **BBA**

- a. Intermediate / equivalent with minimum 50 % marks

5. **Eligibility Criteria - Graduate Admissions**

5.1 **MS Engineering (Electrical / Mechanical / Computer)**

BE / BS / BSc Engineering in relevant discipline

Minimum CGPA 2.00/4.00 or 50% marks

GAT General conducted by NTS / University Admission Test with minimum 50% cumulative score

5.2 **MS (Computer Science/Software Engineering)**

BS (Computer Science / Software Engineering), MCS / MSc Computer Science

Minimum CGPA 2.00/4.00 or 50% marks

GAT General conducted by NTS/University Admission Test with minimum 50% cumulative score

5.3 **MS (Mathematics)**

BS/MSc Mathematics

Minimum CGPA 2.00/4.00 or 50% marks

GAT General conducted by NTS / University Admission Test with minimum 50% cumulative score

5.4 **MS (Islamic Studies)**

MA/BS (Islamic Studies / Shariah / Arabic)

Dars-e-Nizami from HEC recognized institution with 50% marks

Minimum CGPA 2.00/4.00 or 50% marks

GAT General conducted by NTS / University Admission Test with minimum 50% cumulative score

5.5 **PhD**

- a. MS/MPhil or equivalent (in relevant discipline) with minimum CGPA 3.00/4.00 from an HEC recognized institution

- b. GAT Subject Test conducted by NTS with minimum 60% cumulative score
OR University Admission Entry Test

Admission Test

6. A written Admission Test is compulsory for admissions in all undergraduate engineering programs as advertised in the national press. Students with valid **NTS, NAT, IE/ICS, HEC HAT, SAT and UETs** Entry test results are also eligible to apply. There will be no Admission Test for admission in BS Computer Science, BS Software Engineering, BS Mathematics, BS Islamic Studies, BS Physics, BS Accounting & Finance and Bachelor of Business Administration. Admission Test for engineering programs will be held at the prescribed date comprising following pattern.

For Admission Test Conducted by University	
Civil/Mechanical/Electrical Engineering	
English	20%
Physics	30%
Chemistry	20%
Mathematics	30%
Bio-Medical Engineering	
English	20%
Physics	30%
Chemistry	20%
Biology / Mathematics	30%
Computer Engineering	
English	20%
Physics	30%
Mathematics	30%
Chemistry/Computer Science	20%

7. Determination of Merit

- a. The final merit for admission in BS engineering programs will be determined by allocating the percentages given below to Admission Test, HSSC and SSC or equivalent results. Final selection will be based on securing the eligibility standards given in para 4. Applicants will be required to submit an Undertaking that they are aware of the fact that their admissions will be cancelled in case they fail to meet the minimum eligibility requirement.

a. University Admission Test	50%
b. HSSC / A-level	30 %
c. SSC / O-level	20%

- b. The final merit for admission in BS Computer Science, Software Engineering, Mathematic, Islamic Studies, Physics and BBA will be determined on the basis of HOPE CERTIFICATE issued by the college/ institution of the applicant clearly specifying the list of subjects in which the student has appeared in the Examination with minimum expected 50% marks in FSc, excluding Islamic Studies whereby HOPE CERTIFICATE with minimum expected 45% marks will be considered.

8. **Submission of Documents:** Candidates will be required to submit following documents with the admission form: -

- a. Attested photocopy of SSC / equivalent certificate with detailed marks sheet
- b. Hope Certificate issued by the college/ institution of the applicant clearly specifying the list of subjects in which the student has appeared in the Examination.
- c. Attested photocopy of equivalence certificate, if applicable
- d. Attested photocopy of Bachelor's degree with detailed marks sheet/ transcript of grades for admission in MS/M Phil and PhD programs
- e. Application form duly affixed with latest (passport size) photograph
- f. Attested photocopy of CNIC or Form 'B' of the candidate (if CNIC is not issued) and father
- g. Two latest passport size attested photographs
- h. Original copy of Bank paid challan for Rs 2000/-

9. **Registration.** An applicant will be registered as a bonafide student of HITEC University only after completion of all the admission formalities and deposit of 100 % fee and dues required for admission.

- a. The student will be admitted provisionally and their admission will be confirmed on submission of HSSC or equivalent result and original SSC/O level and HSSC/A Level certificates to the Admission Office.
- b. The applicants will be allocated the University Registration Number and issued Student Identity Card by the Registrar Office after deposit of complete dues. This will allow the students to get enrolled in different courses offered by the concerned department.
- c. If a student fails to submit original documents within the time limit notified by the Registrar Office, his/ her admission will be cancelled and the vacant seat will be allotted to next candidate in the waiting list.
- d. All undergraduate admissions will be considered provisional until submission of original documents.

10. **Refund Policy.**

- a. The refund policy of HITEC University for students of undergraduate programs is as under:
- (1) Refund of full tuition fee (100 %) in case of de-registration of admission on his/her own request till 7th day of commencement of classes.
 - (2) Refund of 50% of tuition fee in case of de-registration of admission on his/her own request within 8th to 15th day of commencement of classes.
 - (3) Only security deposit will be refunded from 16th day of commencement of classes.
 - (4) 100 % tuition fee less admission fee will be refunded if a candidate fails to achieve the eligibility criteria and thus does not qualify for admission.
- b. Refund policy of HITEC University for the postgraduate students is as under:
- (1) Refund of full tuition fee in case an admission is cancelled within two weeks of commencement of classes. No refund will be made for cancellation of admission after two weeks of commencement of classes.
 - (2) In case of drop of courses within two weeks of the commencement of classes, 100% fee shall be refunded.

11. This policy will be applicable for admissions in Fall Semester 2022 only.