



HITEC UNIVERSITY TAXILA

OFFICE OF THE REGISTRAR

ADMISSION POLICY - FALL SEMESTER 2020

1. The admission process of the universities for the Fall Semester 2020 has been badly affected due to the Coronavirus pandemic in the country. The Intermediate and Secondary Education Boards have been directed by the Government not to conduct the 2nd year examination and award the marks for Part 2 of HSSC keeping in view their performance in Part 1 of HSSC. Moreover, gathering of applicants at test centers and conduct of tests at multiple stations has become difficult and challenging. Under the prevailing conditions, there is a need to prepare an Admission Policy which can address the prevailing issues effectively and complete the admission process of the HITEC University smoothly. This policy is in line with the guidelines issued from time to time by HEC, PHEC, PEC and other statutory bodies.

Aim

2. To prepare policy for the completion of admission process under prevailing situation of COVID-19 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 2020.
- 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.

4. **Eligibility Criteria: Undergraduate Admission**

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

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

4.2 **BS (Computer Engineering)**

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

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

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

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

- a. Intermediate / equivalent with Biology/Mathematics, Chemistry/ Computer Sciences and Physics
or
- b. Diploma of Associate Engineers in computer / electrical /electronics
- c. Minimum 50 % marks

4.5 **BS (Mathematics)**

- a. Intermediate / equivalent with Mathematics
or
- b. Diploma of Associate Engineers with 60 % marks
- c. Minimum 50 % marks

4.6 **BS (Physics)**

- a. Intermediate / equivalent with Physics and Mathematics
or

- b. Diploma of Associate Engineers with 60 % marks
 - c. Minimum 50 % marks
- 4.7 **BS (Islamic Studies)**
- e. Intermediate / equivalent / Khassa Certificate recognized by HEC
 - f. Minimum 45 % marks
- 4.8 **BS (English)**
- a. Intermediate / equivalent
 - b. Minimum 50 % marks
- 4.9 **BBA**
- a. Intermediate / equivalent
 - b. Minimum 50 % marks

5. **Eligibility Criteria - Graduate Admissions**

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

- a. BE / BS / BSc Engineering in relevant discipline
- b. Minimum CGPA 2.00/4.00 or 50% marks
- c. GAT General conducted by NTS / University Admission Test with minimum 50% cumulative score

5.2 **MS (Computer Science)**

- a. BS (Computer Science / Software Engineering), MCS / MSc Computer Science
- b. Minimum CGPA 2.00/4.00 or 50% marks
- c. GAT General conducted by NTS/University Admission Test with minimum 50% cumulative score

5.3 **MS (Mathematics)**

- a. BS/MSc Mathematics
- b. Minimum CGPA 2.00/4.00 or 50% marks
- c. GAT General conducted by NTS / University Admission Test with minimum 50% cumulative score

5.4 **MS (Islamic Studies)**

- a. MA/BS (Islamic Studies / Shariah / Arabic)
- b. Dars-e-Nizami from HEC recognized institution with 50% marks
- c. Minimum CGPA 2.00/4.00 or 50% marks
- d. GAT General conducted by NTS / University Admission Test with minimum 50% cumulative score

5.5 PhD

- a. MS / M Phil 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 GRE Subject test with minimum 60% percentile score

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-II 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 and Bachelor of Business Administration. Admission Test for engineering programs will be held at the prescribed date comprising following pattern.

6.1 Civil/Mechanical/Electrical Engineering

For Admission Test Conducted by NTS	
English	22%
Analytical	22%
Quantitative (Arithmetic, Algebra & Geometry)	22%
Subject (Physics, Mathematics, & Chemistry)	34%

For Admission Test Conducted by University	
English	20%
Physics	30%
Mathematics	30%
Chemistry	20%

6.2 Bio-Medical Engineering

For Admission Test Conducted by NTS	
English	22%
Analytical	22%
Quantitative (Arithmetic,	22%

For Admission Test Conducted by University	
English	20%
Physics	30%
Biology / Mathematics	30%

Algebra & Geometry)	
Subject (Physics, Biology/Mathematics, & Chemistry)	34%

Chemistry	20%

6.3 Computer Engineering

For Admission Test Conducted by NTS	
English	22%
Analytical	22%
Quantitative (Arithmetic, Algebra & Geometry)	22%
Subject (Physics, Chemistry/Computer Science, Mathematics)	34%

For Admission Test Conducted by University	
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, FSc (part I or part II) or equivalent and SSC or equivalent results. Final selection will be based on securing the eligibility standards given in para 4.

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|----|------------------------------------|-----|
| a. | Admission Test | 30% |
| b. | F.Sc Part -1 or F.Sc /A-level /DAE | 50% |
| c. | SSC /O-level | 20% |

b. The final merit for admission in BS computer science, software engineering, mathematic, Islamic studies and BBA will be determined by allocating the percentages given below to FSc / FA (part I or part II) or equivalent and SSC or equivalent results. Final selection will be based on securing the eligibility standards given in para 4.

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|----|------------------------------------|-----|
| a. | F.Sc Part -1 or F.Sc /A-level /DAE | 70% |
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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. Attested photocopy of HSSC-I/ F.Sc, O-level/ A-level / DAE certificate or details marks sheet (as applicable).
- 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 Ph D 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 II 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 an admission is cancelled till 7th day of commencement of classes.
 - (2) Refund of 50% of tuition fee if an admission is cancelled within 8th to 15th day of commencement of classes.
 - (3) Only security deposit will be refunded from 16th day of commencement of classes.
 - (4) Full amount less registration 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 2020 only.