

# **RULES & PROCEDURE FOR ADMISSION**

## **11.1 Bachelor Programmes**

Admissions to the first-year class for all the degree courses are made according to the policies laid down and rules framed by the authorities of the University from time to time. The number of seats is fixed for the urban and rural areas of each district in Sindh including Karachi division. There are other categories of candidates who are eligible for admission, which are described in detail in the subsequent clauses. The University reserves the right to make any changes in the admission rules if deemed necessary after printing of this prospectus without notice. The whole process of admissions is conducted and processed by admission Committee appointed for this purpose by the Vice- Chancellor which takes decisions and announces all results, with due approval of the Vice-Chancellor.

## **11.2 Eligibility for Admission**

The candidates are eligible for admission in Quaid-e-Awam University who fulfill the following conditions.

### **11.2.1 General (Applicable for all disciplines and categories)**

- i) They have passed the Higher Secondary Certificate (HSC) examination and have secured at least 60 percent marks from any recognized Board of Intermediate & Secondary Education in Pakistan or equivalent.
- ii) They possess domicile, and PRC (form C) of relevant category except under foreigners and nominees of other provinces.
- iii) Candidates who were admitted previously in any batch/year in the University in any discipline or category are not eligible to apply for admission again and their application shall be rejected without any notice. However, if any admitted student wants to seek admission after first year only in any discipline under Self Finance Scheme, he/she may apply for the same and submit an under taking on the stamp paper to the effect that he/she will not claim admission under regular scheme.
- iv) Candidates who apply for admission on the basis of fake certificates (detected before or after their admission), or make other false statements, shall be prosecuted under criminal law and their admissions shall be cancelled. In some cases, they may also be debarred for a period of three years from future admissions.

(v) Those candidates, who were admitted to any other institute / university before applying for admission in Quaid-e-Awam University and were rusticated, debarred or their admission was cancelled, shall not be considered for admission in the University. Additionally, if candidate(s) conceals information regarding such disciplinary action and were given/offered admission; their admission would be cancelled immediately after ascertaining such facts. Those candidates who have been convicted involving moral turpitude shall also not be considered for admission in the University.

vi) The relevant provisions of other clauses described hereafter shall also apply.

### **11.2.2 Specific Eligibility**

In addition to the general eligibility mentioned above the following eligibility conditions also apply in specific cases:

i) Only those candidates who have passed HSC Examination (or equivalent) in pre-engineering group are eligible to apply or the engineering disciplines. However, they are also eligible to apply for Science disciplines as well.

ii) Candidates who have passed their HSC or equivalent examination with computer science as a subject are eligible to apply for BS(IT), BS(CS) and BS(Maths).

iii) Candidates who have passed HSC examination or equivalent in pre-medical group are eligible to apply for admission in BS(CS) & BS (IT). However, they shall have to undertake a condensed, Mathematics course before the start of first term.

iv) Candidates who have secured at least +40 percent marks in Preadmission test for all categories except nominees from other agencies and foreigners.

v) Candidates who have passed Diploma of Associate Engineer (in the respective technology) with 60 percent marks from a recognized Board of Technical Education are eligible to apply only for admission under category-F (Table-1).

### **11.3 Application Form for Admission**

Call for admissions are advertised in the prominent provincial / national newspapers as well as on the university website. The candidates are required to obtain application forms from designated TCS in various cities and towns on payment of prescribed fees and are asked to deposit them with the same TCS within the announced due date. The candidates are required to fill up the

prescribed application form in their own handwriting carefully. These application forms are then, sent to Quaid-e-Awam University where they are scrutinized, and the ineligible applications are rejected. After scrutiny all the eligible candidates of all disciplines are awarded strictly on merit and on the basis of available seats in urban / rural areas of each district keeping in view the choices of the students.

**SINCE THE APPLICATION FORM IS A LEGAL DOCUMENT ANY WRONG INFORMATION PROVIDED THEREIN. OVER WRITING OR TAMPERING IN ANY OTHER WAY IS ILLEGAL AND MAY RESULT IN OUTRIGHT REJECTION OF THE FORM WITHOUT NOTICE.**

The candidates are required to submit the attested photostate copies of all the certificates as indicated in the application form.

## 11.4 Pre-Admission Test

1. All eligible candidates for Categories A,B,C,D,E,F,G,H,I and SF (Table-1,5 & 6) shall compulsorily appear in the Pre-admission test to qualify for admission.

2. One hour MCQ based test will be conducted of the following subjects:

- Mathematics (not applicable for pre-medical group)
- Physics
- Chemistry
- English
- Biology (Not applicable for Pre-Engineering group)

The merit list of the candidates for each district / category will be prepared by calculating the overall merit, based on the marks obtained in each of the following examinations and multiplying them with the respective weightage and adding the result to calculate the Combined Merit percentage (CMP) as described below.

PERCENTAGE OF MARKS IN	MULTIPLYING WEIGHTAGE
SECONDARY CERTIFICATE (MATRICULATION, SCIENCE GROUP)	0.10
Higher Secondary Certificate or equivalent adjusted* marks	<b>0.40</b>
Pre-admission test	0.50

\*Adjusted marks are the marks secured in HSC examination plus additional marks, if any, as defined in clause 11.7 and minus marks to be deducted as defined in clause 11.8. For example, if a student has secured 70 percent marks in SSC. 65 percent adjusted marks in HSC and 50 percent marks in pre-admission test: his/her CMP would be given by:

$$\text{CMP} = 70*0.1+65*0.4+50*0.5 = 7+26+25 = 58 \text{ (percent)}.$$

## **11.5 (A) Interviews & Admissions**

After the receipt of the results of pre-admission test a comprehensive preliminary merit list is prepared for each district/category and candidates will be called for interview before the admission committee as per merit list. The merit list will be displayed on University notice board and website as well for general information. Any claim / observation on merit list should be submitted within 05 days from the date of display of entry test result.

### **PLEASE NOTE THAT NO CLAIM WILL BE ENTERTAINED AFTER THAT PERIOD**

The interviews are held as per schedule at Quaid-e-Awam University Campus Nawabshah as intimated on the day of entry test through pamphlets as well as on WEB-SITE of the University.

**THE CANDIDATES WHOSE NAMES ARE MENTIONED IN THE MERIT LIST ARE ALSO REQUIRED TO BRING PRESCRIBED ADMISSION FEE ABOUT RS. 34000/- (RUPEES THIRTY FOUR THOUSAND ONLY) AT THE TIME OF INTERVIEWS FOR ENGINEERING DISCIPLINES AND RS. 43000/- (RUPEES FORTY THREE THOUSAND ONLY) FOR BS(CS) PROGRAMME.**

This may be noted that the admissions will be offered on spot at the THE CANDIDATES WILL BE OFFERED ADMISSION time of interview. The candidate will be required to deposit the ACCORDING TO HIS/HER MERIT AT THE TIME OF required admission fee on the day of interview and roll number will INTERVIEW. If the candidate wishes to get admission be allotted to the candidate on spot.

**NOTE: THE CANDIDATES ARE ADVISED TO COME ALONGWITH THERE PARENTS / GUARDIANS AT THE HAS TO PAY THE ADMISSION FEE ON THE DAY OF TIME OF INTERVIEW FOR THEIR CONSULTATION INTERVIEW REGARDING SELECTION OF DISCIPLINE.**

## **11.5 (B) The Submission of Documents**

The production of following original certificates on already announced interview dates, as mentioned in the schedule, which will be given to the candidates on

pre-admission test day, are necessary (especially marks sheet of HSC and PRC of the candidate) without which admission would not be considered and name of the candidate will be deleted from merit list without issuing any notice,

1. Marks sheet of SSC (Matriculation).
2. Marks sheet of HSC (Intermediate, Science).
3. Domicile Certificate of candidate/guardian.
4. PRC on 'C' form of candidate.
5. Matric Pass (Pacca) Certified issued by Board

The names of those candidates, who failed to appear for the interview before the Admission Committee on the scheduled date and time without any intimation and permission, shall be deleted from the merit list of the concerned district/category and they shall not be considered for admission. Schedule of Interview will be announced on the day of test in the presence of candidates. Appearance of the candidates for interview before the Admission Committee is mandatory.

In case of absence, no claim for re-interview would be entertained and the decision of the Admission Committee shall be final. In fact, the candidates who are interested in admission to keep in touch with the university authorities and their friends to get information in this regard. Thus, their absence from the interview shall amount to forfeiture of their right of admission. If a student is studying elsewhere, he/she must clearly mention this fact in the application form. If he/she still wishes to be admitted in Quaid-e-Awam University, and his/her original documents are submitted elsewhere, he/she must mention this fact during admission interviews.

**The candidates will be offered admission according to his/her merit at the time of interview.** If the candidate wishes to get admission in QUEST he/she will be required to submit the original documents along with withdrawal of admission from institute where he/she is already registered as student within two days, **HOWEVER, HE/SHE HAS TO PAY THE ADMISSION FEE ON THE DAY OF INTERVIEW.** In case of failure, his/her admission will be cancelled. without any further notice.

### **11.6 Distribution of Seats**

Distribution of seats for admissions is made strictly according to the rules framed for the purpose by the authorities of the University on population basis among the rural and urban areas for all

the districts of Sindh province and as agreed between Quaid-e-Awam University and Mehran University in accordance with the distribution of the jurisdiction.

This distribution has been updated and approved by the University competent authorities from time to time. The admission to candidates from various districts/categories will be given on quota basis for the urban and rural areas. However, the award of discipline shall be given on the basis of joint merit in the districts and Karachi Division as a whole. The number of seats allocated to each district (and their Urban/Rural areas) in various disciplines and for other categories given in Table-1, while the number of seats for each district in Sindh province are shown in Table-2. In Tables-1,3 & 4, additional information is provided.

The University also offers courses in Computer Science BS(CS) 4year duration evening programme (category-H) and Information Technology BS(IT), and BS(Mathematics). 4-year full time morning programme (Category-G & 1). The allocated seats for these programmes are shown in Table-5.

### **11.7 Additional Marks for Hafiz-e-quran**

The candidates, who have a certificate, of Hafiz-e-Quraan printed form from a registered Madariya and clear the test of Hifz taken in the University, are also considered to have additional 20 marks to be added to the marks of HSC.

### **11.8 Deduction of Marks due to Gap in Education**

In case of a gap or repetition of HSC Examinations, the merit will be determined as described below.

One percent of the aggregate marks will be deducted for each unaccounted gap of one academic year after appearing in SSC-II examination from the total marks of the HSSC/DAE examination of (passed) or equivalent, for the purpose of determination of merit in each District / Category. This deduction is applicable whether the SSC/HSSC/DAE examination had been repeated or the gap had occurred owing to any other reason. A maximum of unaccounted gap of three years is allowed between year of appearing in SSC-II examination for the first time and year of admission.

### **11.9 Procedure for Filling up Seats**

Following shall be the procedure for admission based on the merit list prepared as stated in Clause 11.2

a. In each District, the number of allocated seats and disciplines in rural and

urban areas are filled according to their quota given in Table-1 and in the descending order of CMP of the candidates.

b. Any saving from the urban area seats of any district will be given to the rural area of the same district and vice-versa.

c. (i) Any savings of upper districts (S.No.1-10) of Table-1 would be filled on combined merit of remaining region of districts of same region (S.No.1-10). Similarly any savings from district quota of lower districts (S.No.11-22) of Table-1 would be filled on combined merit of remaining districts of same region (S. No. 11-22).

(ii) The same policy would be applicable for Category-B (Girls Quota).

(iii) Any savings c (i) & c (ii) from district quota (Category-A) would then be filled on all Sindh basis excluding Karachi.

d. If any candidate(s) vacates the seat(s) before closing of admission then the vacant seat(s) shall be filled from the remaining candidate(s) on merit and disciplines are re-assigned in the second list, third list and so on.

When a student is offered admission in a discipline, which is not of his choice, he/she may inform Chairman Admission Committee in writing whether he/she wants to get admission in the offered discipline or not.

### **11.10 Selection Procedure Against Various Categories**

All the eligible candidates who have applied for admission against the seats reserved under categories A to E, will be considered first for admission against the seats reserved for their respective districts under category-A. If a candidate who has applied for more than one categories, he/she will be offered the disciplines as per his/her merit in each category. He/She has to select discipline of his/her choice from any one category.

In many cases, the discipline of studies finally offered to the selected candidates may not necessarily be their first or second choice or even their last choice (in rare cases). However, since the disciplines are awarded as per CMP of the candidate against the quota of the seats, it is up to the candidate whether or not he/she wants to study in that discipline. If they decide to take admission and pay the fees, it would mean that they accepted the discipline allocated to them (provisions of clause 11.8 & 11.9 also apply).

### **11.11 Eligibility for Admission Against Seats Reserved for Sportsmen (Category-D)**

Following are approved sports and games for admission under category D for which the candidates must have domicile and PRC of former Sukkur or Larkana Divisions including Shaheed Benazirabad (Nawabshah) District.

i) Sports Games (individual): Athletics, Badminton, Boxing, Bodybuilding, Judo, Swimming, Table Tennis, Tennis, Karate, Squash.

ii) Sport Games (Team): Basketball, Cricket, Hockey, Football and Volleyball

The order of priority for selection of candidates, who claim admission against sports quota, will be shown in the application form, provided that:

(a) The age of the candidate is between 16 years (minimum) and 22 years (maximum).

(b) The candidate satisfies the condition of minimum qualifications laid down in clause 11.2.

(c) The candidate has represented a sports organization, institution, university, board/college of Sindh province during the last three years, i.e highest merit in any sports may not be more than three years old.

The order of priority is subject to the university's requirements of players in events organized at interuniversity level. Candidates admitted under category-D as sportsmen will be required to give an undertaking that they will represent the university in their respective games/sports whenever caked upon to do so and that they would not apply as professionals or represent any other public or private institute. Also the students admitted under this category will not be allowed migration to any other university/institute during their studies at this university.

The Vice-Chancellor is competent to reject any application without assigning any reason and has the authority to hold sports trials, competitions or judge the performance of the candidates through a committee.

The Sports Committee will evaluate the eligibility of admission on sports seats, and the Admission Committee on net merit will award the technology / discipline.

(d) Please note that only those candidates would be considered for sport seats who had applied and marked the sports box at the time of filling the form and appended sufficient documents evidence thereof.



**NOTE: THE CANDIDATES POSSESSING EXPERIENCE OF INDIVIDUAL SPORT WILL BE PREFERRED OVER TEAM SPORT.**

### 11.12 Health of Students

In addition to the physical fitness checkup and certificate the candidates being considered for admission may also be required to appear before a medical board for medical examination. If any candidate is found to have a serious disease at any stage, which may affect his/her capability to study properly or may adversely affect the health of other fellow students, his/her admission would be rejected/cancelled.

### 11.13 Closing of Admission

The admission for the session will be closed at the end of 4th Week from the date of start of classes. After this period the seats fallen vacant will not be filled at any stage

### 11.14 Cancellation of Admission

The student who remains absent continuously for two weeks from the date of start of classes or date of closing of admission (whichever is later) without intimation with the Chairman of the concerned teaching department, his/her admission shall stand cancelled automatically without issuing any notice thereof.

### **11.15 NOC and Study Leave for Candidates already in Service**

The candidates who are already in service at the time of submission of admission form should attach No Objection Certificate (NOC) from their employer for their admission purpose. After selection to first year class, they will be; required to submit study leave order / NOC from their employer for full time study at this University, because Bachelor's degree programmes are regular, full time, and day programmes except BS(CS). No student admitted in these programmes shall be allowed to engage himself/ herself in employment.

### **11.16 Admission in any other Institution**

Being full-time student of this University, no student will be allowed to enroll in any course of studies in other educational institution. Violation of above shall lead to cancellation of admission from the University.

### **11.17 Identity Card**

The Chairman of the concerned department will issue ID Card to the student after obtaining admission at this university. It is necessary that student must keep

the valid identity card while he/she is on the campus for any purpose.

### **11.18 Enrolment Card**

The students are required to enroll themselves in this University after the finalization of the assignment of disciplines and closing of admission and obtain their enrolment cards during first year studies failing which the degree will not be awarded.

### **11.19 Fees**

#### **11.19.1 Admission Fees (Per Year)**

i) B.E Programme	Rs. 9000.00
ii) BS (IT) Programme	Rs. 11000.00
ii) BS (CS) Programme	Rs. 18000.00

#### **11.19.2 Other Fees Common to all Above Programmes (Per Year)**

(a) Tuition fee	Rs. 12500.00
(b) Transport charges	Rs. 3500.00
(c) Caution Money Deposit (Refundable) (Once)	Rs. 2000.00
(d) Subject society Fee	Rs. 1000.00
(e) Final year study Tour	Rs. 1500.00
(f) Games Fee	Rs. 500.00
(g) Development Fee (Once)	Rs. 1100.00
(h) Enrolment Fee	Rs. 1000.00
(i) Marks Verification Fee (Once)	Rs. 600.00
G) Identity Card Fee (Once)	Rs. 100.00
(k) Internet Fee	Rs. 1200.00
<b>TOTAL</b>	<b>Rs. 25000.00</b>

#### **11.19.3 Examination Fees**

Semester/Examination Fee (including Form Fee)	Rs. 1500.00
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#### **11.19.4 Hostel Fees (Per Year)**

(a) Admission Fee	Rs. 2000.00
(b) Room Charges	Rs.8000.00
(c) Room Deposit (Once) (Refundable)	Rs.1000.00
(d) Identity Card	Rs.100.00
(e) Medical charges	Rs.200.00
(f) Sports/Newspaper	Rs. 100.00
(g) Utility charges	Rs. 1500.00
(h) Form Fee	Rs. 200.00
(1) Transport Charges	Rs.2000.00
<b>Total</b>	<b>Rs. 15100.00</b>

The foreign students will be charged hostel fee in US\$500 per annum as room charges, while the other fees will remain same as given above.

#### **11.19.5 BS (Mathematics and Statistics Programme)**

The total annual fee admissible for this programme is Rs. 21000/- (Rupees Twenty One Thousands only).

#### **11.19.6 Migration Certificate Fee of Rs.2000/-**

The total migration certificate fee is Rs.2000/- (Rupees Two Thousand only).

#### **11.20 Admission Under Self Finance Scheme**

Admissions under this scheme have been allowed in the University since 1990-1991 under relevant provisions of the Quaid-e-Awam University Act and other regulations. Rules have been framed for admission under the self-financing scheme, which are subject to the revision by the competent authorities of the University at any time and without prior notice. Only eligible candidates (Clause 11.1) are considered for admission, who have also appeared in the Preadmission test and the interview.

Admissions under self-finance sheme have been allowed at Engineering college Larkana.

All applicants having Pakistan Nationality are eligible to apply under Self finance

Scheme. The seats under Self finance Scheme would be filled as per seats distribution quota as mentioned in Table-6. The merit list leading to admission and award of discipline would be prepared on the basis of CMP. The candidates domiciled in Sindh applying under this scheme may also be eligible for admission under regular scheme in which case, they would be required to pay only the regular admission fees. The self-finance admission fees, if already deposited, would be refunded in such cases the saving seats in any category of self finance will be filled on over-all open merit of self finance. Same policy will be applied for the candidates, who have passed HSC/Diploma. Preference would be given to those applicants, who have deposited their Self fiancé fec alongwith application form.

### **11.20.1 Fees (Self Finance)**

Following fees are payable to the University by the candidates applying for admission under self Finance Scheme.

#### Category-I

- Each candidate desires to seeking admission to the First Year Engineering B.E under the Self-Finance in Civil, Electrical and Mechanical Engineering disciplines will be required to pay Rs.800,000/- (Rupees Eight Hundred Thousand) only as admission fee plus government Tax 5% on Self finance fees less Rs.200,000/- (Rupees Two Hundred Thousand) only i.e Rs.40,000/- (Rupees Forty Thousand) only through demand draft of Rs.840,000/- (Rupees Eight Hundred Forty Thousand) issued by any Bank of Pakistan drawn in favour of Director Finance Quaid-e-Awam University of Engineering Science & Technology, Nawabshah.

#### Category-II

- Each candidate desires to seek admission to the First year Engineering B.E in Electronic, Computer Systems, Energy & Environment, Telecommunication & Chemical Engineering disiplines under Self finance Scheme will be required to pay of Rs.500,000/- (Rupees Five Hundred Thousand) only as admission fee plus government Tax 5% on Self finance fee less Rs.200,000/- (Rupees Two Hundred Thousand) only i.e Rs.25,000/- (Rupees Twenty Five Thousand) only through demand draft of Rs.525,000/- (Rupees Five Hundred Twenty Five Thousand) only issued by any Bank of Pakistan drawn in favour of Director Finance Quaid-e-Awam University of Engineering Science & Technology, Nawabshah.

#### Category-III

- Each candidate who wants to seek admission to the First year of BS programme under Self Finance Scheme will be required to pay Rs. 200,000/- (Rupees Two Hundreds Thousand only) except BS (Mathematics) for which admission fee is Rs. 100,000/- (Rupees One Hundred Thousand only) payable in lump sum at the time admission. All other fees payable at the beginning of each academic year are the same as for the regular scheme stated under clause 11.18.

- BS (CS), BS (IT) Rs. 200,000/-

- BS (Maths)

Rs. 100,000/-

### **11.20.2 Other Rules**

Following other rules also apply for candidates seeking admission under self-finance scheme.

a. The admission fee as mentioned above is payable once, i.e. at the time of seeking admission to the first year class.

b. No application shall be considered for admission, which is received without the admission fee.

c. The candidates once admitted under this scheme shall not be allowed to change their discipline.

d. The candidates will not be refunded the admission fee in the following cases:

i) Where the candidates have been offered the discipline of their first choice; and

ii) Where the candidates have paid admission and other fees and obtained receipt and roll number.

iii. following table of refunding admission fees to the students who intend to left / withdraw their admission from this University.

%age of Tuition Fee	Timeline for Semester / trimester system	Timeline for annual system
Full (100%) Fee Refund	Up to 7 <sup>th</sup> day of convene of classes	Up to 15 <sup>th</sup> day of convene of classes
Half (50%) Fee Refund	Up to 8 <sup>th</sup> to 15 <sup>th</sup> day <sup>2</sup> of convene of classes	From 16 <sup>th</sup> day to 30 <sup>th</sup> of convene of classes
No Fee (0%) Refund	From 16 <sup>th</sup> day of convene of classes	From 31 <sup>st</sup> day of convene of classes

e. If candidate withdraws his/her admission after closing date of admission as mentioned in clause 11.13 then he/she have to pay penalty of Rs. 100,000/- (Rupees One Hundred Thousands) only.

### **11.20.3 Bank Account**

The mode of payment by the University to the student, his/her guardian, kin on any account shall be made through crossed cheque. It is mandatory for each student to avail the bank account facility in bilateral interest for smooth record keeping hence non other payment of mode shall be applicable.

### **11.21 Admission Under Nominated Categories J,K & N**

Nominations of Pakistan Nationals by Armed forces Directorate, Government of Azad Jammu & Kashmir, Federally Administered Tribal Areas (FATA), Northern Areas and Balouchistan must be received through the respective competent agencies. Only the allocated number of nominations would be admitted, provided that nominees fulfill the requirements of minimum qualifications (60% marks in EISC).

### **11.22 Admission of Foreign Students (Category-M)**

Eleven seats are reserved under this category for foreign students who are otherwise eligible for admission at this University. The candidates are to be nominated by the Economic Affairs Division, Government of Pakistan, Islamabad under cultural exchange programme. The fees will be charged same as from the local students. In case any foreign student applies on Self Finance, then in addition to the fees applicable to the local students, he/she is required to pay the admission fee (Self finance) in foreign currency US\$ 10,000 or equivalent to

Pakistan rupees.

The hostel room charges for foreign student are US \$ 500 per year or equivalent to Pakistan rupees.