



Policies & Procedures Manual
Sir Syed University of Engineering & Technology

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Policy Statement
<p>Sir Syed University of Engineering and Technology (SSUET) is dedicated to maintaining the highest academic standards and ensuring fair and transparent admissions. This policy serves as a comprehensive framework for the admission process for the academic year 2024-25. It aligns with the guidelines and regulations set forth by the Higher Education Commission (HEC) and relevant accrediting councils. This policy applies to all undergraduate students seeking admission, and it is imperative for students, faculty, and staff to understand and adhere to these guidelines.</p>

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ADMISSION POLICY (2024-2025)

(Applicable to all Undergraduate Programs offered by SSUET)

1.0 Preamble

Sir Syed University of Engineering and Technology is committed to maintaining high academic standards by identifying applicants who are eligible to be considered for admission. This policy is intended to provide a broad framework and a set of principles for determining admissions of SSUET.

2.0 Introduction

The Admission Policy is a critical component of the university's prospectus and is annually approved by the SSUET Academic Council (AC) before its formal implementation. This policy pertains to admissions for the **Batches 2024-25**. SSUET's admission procedures are designed to align with the requirements of HEC and accrediting councils. Admissions are open to all eligible applicants based on merit, regardless of their caste, creed, color, culture, religion, gender, or domicile. However, acceptance of an admission form does not guarantee admission; it is contingent on merit and seat availability.

3.0 Admission Policy

Sir Syed University of Engineering & Technology offers admissions in its undergraduate degree programs as given below: -

3.1 Faculty of Civil Engineering and Architecture (FoCVA)

- 3.1.1 Bachelor of Architecture
- 3.1.2 BS in Civil Engineering
- 3.1.3 BE Tech in Civil Engineering Technology (Morning)

3.2 Faculty of Electrical and Computer Engineering (FoECE)

- 3.2.1 BS in Biomedical Engineering
- 3.2.2 BS in Biotechnology
- 3.2.3 BS in Food Science and Technology
- 3.2.4 BS in Computer Engineering
- 3.2.5 BS in Electrical Engineering
- 3.2.6 BS in Electronic Engineering
- 3.2.7 BS in Telecommunication Engineering
- 3.2.8 BS in Computer Network and Security
- 3.2.9 BE Tech in Electrical Engineering Technology (Morning)
- 3.2.10 BE Tech in Computer Engineering Technology (Morning)

3.3 Faculty of Computing and Applied Sciences (FoCAS)

- 3.3.1 BS in Data Science
- 3.3.2 BS in Computer Science
- 3.3.3 BS in Information Technology

- 3.3.4 BS in Software Engineering
- 3.3.5 BS in Cyber Security
- 3.3.6 BS in Clinical Psychology
- 3.3.7 BS in Artificial Intelligence
- 3.3.8 BS in Cloud Computing and Information Sciences
- 3.3.9 BS in Game Engineering
- 3.3.10 BE Tech in Software Engineering Technology
- 3.3.11 BE Tech in Information Engineering Technology
- 3.3.12 BE Tech in Artificial Intelligence Technology

3.4 Faculty of Business, Management and Social Sciences (FoBMS)

- 3.4.1 Bachelor of Business Administration
- 3.4.2 Bachelor of Business Administration (2.5 years)
- 3.4.3 BS in Business and Information Technology

3.5 Eligibility Conditions

For admission in BS Electrical/Electronic/Telecommunication/Civil Engineering

- Minimum 60% marks in Intermediate (Pre-Engineering / General Science /Computer Science OR Pre-Medical /Equivalent A-level /relevant DAE. Applicants with Computer Studies/ General Science and Pre-Medical / backgrounds who have achieved a minimum of 60% marks are also eligible, provided they pass a remedial Chemistry course in the first semester after admission. Additionally, Pre-Medical students must complete an 8-week university-conducted condensed program to make up for deficient courses, such as Mathematics, and qualify for the admission process, which includes the university-conducted entry test. **Note B:** Applicant possessing B. Tech (Pass)/ B. Tech (Hons) in the relevant discipline with minimum 60% marks of the total aggregate marks is eligible against 02% reserved seats. Candidate will be given exemption of one/two years (as per S.R.O. No. PEC/SRO/REE/43-44/21, Article 2, Clause (c)(ii), dated 25/11/2011- Refer to Annexure D.

For admission in BS Biomedical Engineering

- Minimum 60% marks in Intermediate (Pre-Engineering OR Pre-Medical with Physics, Chemistry, and Mathematics OR Biology)/Equivalent A-level /relevant DAE.
- A combination of Physics, Mathematics, and Computer Studies/ General Science with a minimum of 60% marks is also allowed, with Chemistry as a remedial subject course to be passed in the first semester after admission.
- **Note:** Applicant possessing B. Tech (Pass)/ B. Tech (Hons) in the relevant discipline with minimum 60% marks of the total aggregate marks is eligible against 02% reserved seats. Candidate will be given exemption of one/two years (as per S.R.O. No. PEC/SRO/REE/43-44/21, Article 2, Clause (c)(ii), dated 25/11/2011- Refer to Annexure D.

For admission in BS Computer Engineering

- Minimum 60% marks in Intermediate (Pre-Engineering / General Science /Computer Science OR Pre-Medical /Equivalent A-level /relevant DAE. Pre-Medical applicants must complete an 8-week university-conducted condensed program to compensate for deficient courses (e.g., Mathematics) and qualify for the admission process. This includes the university-conducted entry test.
- **Note:** Applicant possessing B. Tech (Pass)/ B. Tech (Hons) in the relevant discipline with minimum 60% marks of the total aggregate marks is eligible against 02% reserved seats. Candidate will be given exemption of one/two years (as per S.R.O. No. PEC/SRO/REE/43-44/21, Article 2, Clause (c)(ii), dated 25/11/2011- Refer to Annexure D.

For admission in BS Software Engineering/Computer Science/Information Technology/Data Science/Cyber Security/Artificial Intelligence

- Minimum 50% marks in Intermediate (Pre-Engineering /Pre-Medical /Computer Science)/Commerce/A-levels/DAE.
- **Note:** For Pre-Medical /I. Com students, the two deficiency courses of mathematics of 6 credit hours will be taught.

For admission in Food Science and Technology / Computer Network and Security

- Minimum 50% marks in Intermediate (Pre-Engineering /Pre-Medical /Computer Science)/A-levels/DAE.

For admission in BS Biotechnology

- Minimum 45% marks in Intermediate (Pre-Engineering /Pre-Medical /Computer Science)/A-levels/DAE.

For admission in BS Game Engineering / Cloud Computing and Information Sciences

Minimum 45% marks in Intermediate (Pre-Engineering /Pre-Medical /Computer Science / I.Com)/A-levels/DAE.

- **Note:** For Pre-Medical /I. Com students, the two deficiency courses of mathematics of 6 credit hours will be taught.

For admission in BE Tech in Electrical / Software / Information / Civil / Computer)

- Minimum 50% marks in Intermediate (Pre-Engineering)/A-levels/DAE.

For admission in BBA (4 years) / BS in Business & Information Technology / Clinical Psychology

- Minimum 45% marks in Intermediate/A-level/DAE in any discipline.

For admission in BBA (2 years)

- BA/BSc/BCom/Associate degree/Equivalent (14 years education) with minimum 45% marks in Both HSC/Equivalent and 02 years graduate program are eligible in discipline of Business.
- **Note:** Candidate will be given exemption of two years (around 60 credits). Some courses will be assigned to complete the deficiency as foundation semester.

For admission in B. Architecture

- Minimum 50% marks in Intermediate/A-levels/relevant-
- **Note:** Mathematics is must at SSC/O-levels

3.6 Admission Open to All

SSUET follows the "Aligarh Spirit" and admits students purely on a merit basis, without discrimination based on caste, creed, color, culture, religion, gender, or domicile.

Note: Acceptance of admission form does not guarantee admission, which is made on the basis of merit and availability of seats.

3.7 Rejection of Application

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

3.8 Admission Aptitude Test

3.8.1 Test Contents

a) The Entry Test can be a computer-based, online or paper-based test. University reserves the right to offer any type of test or change the type of test for admission without any prior notification. Applicants have the opportunity for multiple attempts to enhance their test results, with each attempt incurring a fee of **Rs. 1500**.

b) The test format is based on the chosen group of study (e.g., Pre-Engineering, Pre-Medical, CS-General, Commerce). The test includes 100 questions with a time limit of 60 minutes, and there is no negative marking.

c) Applicants for the Architecture program will be assessed through a special aptitude test, drawing test, and interview conducted by the SSUET Architecture Department.

Note: All Candidates who Pass the Test as per set threshold will Qualify for program wise Merit Calculations.

3.8.2 Mode of Test

PLAN A: A Computer/Paper Based Test will be conducted in SSUET.

PLAN B: An online test will be conducted through the SSUET admission portal under special conditions, following the necessary approvals. Students may attempt the test from any location after registering according to the prescribed schedule.

Note: Marks will be awarded as mentioned below in section 3.10.

3.9 Hafiz-e-Quran

Applicants who are Hafiz-e-Quran are eligible for an additional 20 marks in HSC I / Equivalent Examination Marks issued by IBCC for A-Level/ Equivalent examination, subject to the presentation of

the original sanad from Wifaq-ul-Madaris Arabia Pakistan. This addition is considered for determining the candidate's merit and does not affect the eligibility criteria for admission.

3.10 Merit Determination

The Admission Committee will process the applications on the basis of merit as determined by the applicant's previous academic record and his/her performance in the Aptitude Test.

For all Undergraduate Programs except Bachelor of Architecture

HSC/A-Level/Equivalent Exams Students

- a) **50% Weightage** – HSC Examination Marks/ O-Level Examination Marks (issued by IBCC)/ Equivalent Examination Marks
(20 Marks will be added with HSC / O-Level Examination marks for Hafiz-e-Quran on a condition that He/ She passes the Hafiz-e-Quran Test)
- b) **5% Weightage** - SSC Examination Marks/ O-Level Examination Marks (issued by IBCC)/ Equivalent Examination Marks
- c) **45% Weightage** – SSUET Admission Aptitude Test

For Bachelor of Architecture

HSC/A-Level/Equivalent Exams Students

- a) **50% Weightage** – HSC Examination Marks/ O-Level Examination Marks (issued by IBCC)/ Equivalent Examination Marks
(20 Marks will be added with HSC / O-Level Examination marks for Hafiz-e-Quran on a condition that He/ She passes the Hafiz-e-Quran Test)
- b) **5% Weightage** - SSC Examination Marks/ O-Level Examination Marks (issued by IBCC)/ Equivalent Examination Marks
- c) **45% Weightage** – SSUET Admission Aptitude Test specially designed for Architecture candidates by the Department
- d) Passing the SSUET Drawing Test and the interview conducted by the Department of Architecture is mandatory for the merit calculation and selection process

IMPORTANT NOTES:

- 1- **All Candidates who pass the SSUET Admission Test as per set threshold will Qualify for Department wise Merit Calculations and selection process. All Candidates who pass the SSUET Drawing Test and interview as per set threshold will Qualify for Bachelor of Architecture Merit Calculations and selection process.**
- 2- **All candidates have to provide proof of achieving basic eligibility as per the mentioned criteria for each program as soon as the result of HSC-II/A-Level/Equivalent is announced.**

3.11 Tie Resolution

In case of tie for merit position in the selection for admission, the tie shall be resolved by the following criteria:

- a) Aggregate marks obtained in Aptitude Test shall be the criterion for resolving the tie.
- b) Any further tie shall be resolved by considering marks obtained in Core section (Physics/Biology/Computer Science/Business) and then English of the Aptitude Test conducted by the Sir Syed University on scheduled date and time (In case of Engineering, Sciences, Technology and Business Administration Programs).

3.12 Required Documents

The candidate applying for admission must attach copies of the following documents:

- a) Matriculation (SSC) Marksheet and Certificate, Intermediate Part I (HSC-I) Marks Sheet / O Level /AS Level /Equivalent Statement of Results and General Certificates (in case the status is Result awaited / Improvement exam) / Note: HSC II / A-2 level /equivalent admit card / statement of entry is mandatory *.
- b) Matriculation (SSC) Marksheet and Certificate, Intermediate Part I & II (HSC-I &II) Marks Sheet / O Level /A Level /Equivalent Statement of Results and General Certificates (in case the status is Passed) / *.
- c) Copy of CNIC of candidate or Copy of B-Form (in case CNIC is not issued to the candidate)
- d) Copy of the paid voucher.
- e) Signed copy of the provided undertaking and relevant forms
- f) Sanad Hafiz-e-Quran**
- g) Sports Certificate**
- h) IBCC Equivalence Certificate is a must to provide for O and A level / Equivalent Studies
- i) Hsc Part II mark sheet must be attested by IBCC

3.13 Categories & Seats Allocations

There are multiple categories namely:

- i) Open Merit (HSC/ A-Level/ DAE or Equivalent)
- ii) Self-Finance
- iii) Reserved (Employees, Spouse of Faculty/Staff, Sports, Sponsors etc.)

Seats distribution as per the above categories are mentioned in Annex-D.

Available seats as per different offered programs are tabled as under:

S. No.	Program	Code	Seats	Intake Session
1	BS Biomedical Engineering	BME	80	Fall
2	BS Civil Engineering	CV	200	Fall
3	BS Computer Engineering	CE	200	Fall
4	BS Electrical Engineering	EL	80	Fall
5	BS Electronic Engineering	EE	160	Fall
6	BS Telecommunication Engineering	TE	80	Fall
7	Bachelor of Architecture	BAR	45	Fall
8	BS Computer Science	CS	300	Fall
9	BS Information Technology	IT	100	Fall

10	BS Software Engineering	SE	300	Fall
11	BS Data Science	DS	50	Fall
12	BS Artificial Intelligence	AI	50	Fall
13	BS Cyber Security	CyS	50	Spring
14	BS Biotechnology	BT	100	Fall & Spring
15	BS Food Science and Technology	FST	50	Fall & Spring
16	Bachelor of Business Administration	BBA	200	Fall & Spring
17	Bachelor of Business Administration (2.5 years)	BBA (2.5 yrs)	50	Fall & Spring
18	BS Clinical Psychology	CP	50	Fall & Spring
19	BE Tech Civil	CVT	80	Fall & Spring
20	BE Tech Electrical	ELT	90	Fall & Spring
21	BE Tech Software Engineering	SET	80	Fall & Spring
22	BE Tech Computer Engineering	CET	80	Fall & Spring
23	BE Tech Information	IET	80	Fall & Spring
24	BS Computer Networks and Security	CNS	200	Fall & Spring
25	BS Game Engineering	GE	200	Fall & Spring
26	BS Cloud Computing & Information Sciences	CIS	200	Fall & Spring
27	BS Business & Information Technology	BIT	200	Fall & Spring

3.14 First Installment including Admission Process Charges

To confirm the offered seat, the applicant must pay the following charges, which includes the Admission Processing Charges. This first installment comprises:

- i) Admission Fee (Non-refundable)
- ii) Security Deposit (Refundable)
- iii) Student Activity Fee
- iv) Semester Registration Fee
- v) Examination Fee
- vi) Studio Fee (BAR)

Payments can be made through two convenient methods. First, students can pay directly at the MCB Branch located on the SSUET campus. This branch accepts payments in cash, by pay order, or via demand draft made out to "Sir Syed University of Engineering & Technology, Karachi". Alternatively, for those who prefer digital transactions, payments can be made online through the university's official Paypro online payment portal. This secure platform allows for easy and efficient payment processing from anywhere with internet access. Students are advised to retain their payment receipts for their records, regardless of the payment method chosen. Note that IBFT payments are strictly not allowed.

The 2nd installment voucher will be issued after the completion of the semester registration process. This will include:

- i) Tuition Fee (calculated based on registered credit hours)

For detailed fee structure of specific programs, please refer to Annexure A.

Note: The Admission Processing charges are part of the overall program fee.

3.15 Change of Program/Discipline

Change of Program/Discipline after confirming admission in one program is strictly prohibited. However, after completion of the regular admission cycle, in case seats of particular Program/Discipline become available due to the cancellation of admission, the student may re-apply for an available seat through written application after the withdrawal of his previous program admission. In such cases, the submitted fee (admission + 1st semester charges) shall be forfeited and the admission will be awarded on merit basis only.

3.16 Duration of Program

Degree Program	Program Duration
Engineering, Sciences, Technology and Business Programs (except Bachelor of Architecture)	Minimum: 4 years Maximum: 7 years <ul style="list-style-type: none">• Further 01 years extendable with approval of the University academic council and permitted by the relevant council.
Bachelor of Architecture	Minimum: 5 years Maximum: 8 years

3.17 Medium of Instruction

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

3.18 Employment/Simultaneous Enrolment

All undergraduate degree programs are regular full-time programs. No student admitted in this University shall be allowed to engage himself/ herself in employment or maintain simultaneous enrolment in any other course of studies in any educational institutions. Violation of above may lead to cancellation of admission.

3.19 Cancellation of Admission/ Enrolment

a) 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.

b) 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.

c) Admission of any such student of any Year/ Semester who has been suspended/ rusticated from the University on account of serious breach of discipline for any specified period shall be cancelled and

notified. However, after expiry of the period the student may be allowed readmission in the same Year/Semester with junior batch, if otherwise eligible.

d) Admission and enrolment of any such student of any Year/ Semester who has been expelled from the University on account of major breach of discipline shall be cancelled after due process and subsequently notified. The student shall not be eligible for any subsequent admission in the University.

Note:- All HEC and respective accreditation council Rules and Regulations are applicable in addition to Sir Syed University of Engineering & Technology Rules & Regulations.

4.0 ADMISSION PROCEDURE

4.1 Submission of Application for Admission

1. The admission test registration and Processing fee for all programs is Rs. 3,900/-.
2. The Candidates has to visit admissions.ssuet.edu.pk and complete the online registration process through his/her email address-
3. Fill up the admission form step by step. Also attach (upload) the required documents (Scanned Copies).
4. Carefully select the preferred choices. Once the form is submitted, the choices cannot be changed.
5. Take printout of the voucher & submit in any MCB bank OR use available ONLINE payment options only **Note: IBFT payments are strictly not allowed** (for details visit www.ssuet.edu.pk).

Admit cards will be issued a day before the entry test series starts to all candidates on the Admission Portal Dashboard who have completed the form requirements and uploaded the scanned copy of the paid challan on the application portal, once verified by the SSUET Accounts Office.

4.2 Admission Test

The test can be a computer-based, online or paper-based test. University reserves the right to offer any type of test or change the type of test for admission without any prior notification. Candidate has to attempt (as per schedule and mode of test plan) an Aptitude Test that will comprise over the MCQs questions to the standard of HSC (Pre-Engineering/ Science General/ Pre-Medical/ Commerce) as per applied Program.

Admission aptitude test result is announced on SSUET website (www.ssuet.edu.pk). All Candidates who **Pass** the Admission Test as per set threshold qualify for Department wise Merit Calculations and selection process.

Applicants have the opportunity for multiple attempts to enhance their test results, with each attempt incurring a fee of Rs. 1500.

4.2.1 Drawing Test & Interview

Applicant has to attempt (as per schedule and mode of test plan) Drawing Test & interview that will comprise over several sections in case of application for Bachelor of Architecture admission.

The drawing test & Interview results have been announced on the SSUET website (www.ssuet.edu.pk). All candidates who pass the admission test, drawing test, and interview, as per the set threshold, qualify for the Bachelor of Architecture program merit calculations and selection process.

The Admission Committee will process the applications on the basis of merit as determined by the applicant's previous academic record and his/her performance in the Aptitude Test.

For all Undergraduate Programs except Bachelor of Architecture

HSC/A-Level/Equivalent Exams Students

- a) **50% Weightage** – HSC I Examination Marks/ O-Level Examination Marks (issued by IBCC)/ Equivalent Examination Marks.
(10 Marks will be added with HSC I / O-Level Examination marks for Hafiz-e-Quran on a condition that He/ She passes the Hafiz-e-Quran Test).
- b) **5% Weightage** – SSC Examination Marks/ O-Level Examination Marks (issued by IBCC)/ Equivalent Examination Marks.
- c) **45%Weightage** – SSUET Admission Aptitude Test.

For Bachelor of Architecture

HSC/A-Level/Equivalent Exams Students

- a) **50% Weightage** – HSC I Examination Marks/ O-Level Examination Marks (issued by IBCC)/ Equivalent Examination Marks.
- b) **(10 Marks will be added with HSC I / O-Level Examination marks for Hafiz-e-Quran on a condition that He/ She passes the Hafiz-e-Quran Test).**
- c) **5% Weightage** – SSC Examination Marks/ O-Level Examination Marks (issued by IBCC)/ Equivalent Examination Marks.
- d) **45% Weightage** – SSUET Admission Aptitude Test specially designed for Architecture candidates by the Department of Architecture
- e) **SSUET Drawing test & Interview Conducted by the Department of Architecture must be passed**

IMPORTANT NOTES:

- 1- ***All Candidates who Pass the SSUET Admission Test as per set threshold will Qualify for Department wise Merit Calculations and selection process.***
- 2- ***All Candidates who Pass the SSUET Admission Test, Drawing Test and interview as per set threshold will Qualify for Bachelor of Architecture Merit Calculations and selection process.***
- 3- ***All candidates have to provide proof of achieving basic eligibility as per the mentioned criteria for each program as soon as the result of HSC-II/A-Level/Equivalent is announced.***

4.3 Admission offering (Provisional)

Provisional admission will be offered to all candidates who qualify as per Merit. Candidates will however, be required to submit their HSC final Mark Sheet with having minimum marks as per eligibility criteria (refer to para 3.5) otherwise, their admission will be cancelled. Similarly, for A-Level candidates along with their General Certificate, IBCC equivalency certificate with minimum equivalent marks as per eligibility criteria to be submitted soon after announcement of their respective results.

In case of non-submission or having secured lesser than eligibility marks, **the admission will be cancelled.**

NOTE:

- (i) At the time of admission offering, the candidate has to deposit first voucher including Admissions and other Charges in cash or pay order (Refer to Section 3.14)
- (ii) Second voucher will be issued having Tuition Fee (as per registered credit hours) just after the completion of semester registration process.

4.4 Conversion of Provisional to Regular Admission

Candidates will be required to submit their HSC Mark Sheet/ IBCC equivalency certificate for A-Level / Other Equivalent examination & Mark Sheet with having minimum marks as per eligibility criteria before completion of first semester to convert Provisional Admission into Regular Admission. In case of non-submission or having secured lesser than eligibility marks, the admission will be cancelled.

4.5 Important Points to Remember

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.

4.6 Documents Required

Candidate must submit the following documents as mentioned against each of them, to the Academics Office after confirmation of admission:

- a. System Generated Admission offer letter (Printed)
- b. Copy of the paid voucher. (Printed)
- c. S.S.C. or Equivalent Examination Mark sheet and Certificate (Attested Photocopy)
- d. HSC or Equivalent Examination Mark-Sheet Original – to be retained by the University (**For Conversion of Provisional Admission to Regular Admission**) **Note:** HSc Part II mark sheet must be attested by IBCC.
- e. Equivalence Certificate from IBCC for Equivalent & Foreign Examination, if applicable original to be retained by the University.
- f. Undertaking duly signed by the candidate and parents
- g. Declaration of non-participation in political activities and no indulgence in unwanted activities on Judicial Stamp Paper of Rs.50/.
- h. Three Passport Size Photographs (with light Blue Background)
- i. Hafiz-e-Quran Sanad if applicable Original from Wifaq-ul-Madaris Arabia Pakistan.
- j. Sports Certificate**

- Original documents retained by the University will be returned after the completion or termination of the studies at this University.
- Applicants are warned 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.

4.7 Description of Categories and payable fee at the time of admission

A lump sum amount is charged at the time of admission (including Admission Charges and the 1st semester charges). The Tuition fee is calculated as per specified credit hour charges. The fee structure of each program is given in Annexure A.

Open Merit: It is open to all candidates who qualify the eligibility conditions of para 3.6., the fee payable at the time of admission to (admission + 1st Semester charges):

The fee must be paid either in cash or through Pay Order in favour of “**Sir Syed University of Engineering & Technology**” or using any specified ONLINE Paypro payment method.

Note: IBFT payments are strictly not allowed

Reserved Seats:

a) Sports and Sponsors

The candidates who are outstanding Sportsmen or recommended by any Sponsor are eligible for admission under this category provided candidates fulfill the eligibility conditions of para 3.6. Fee payable at the time of admission will be same as mentioned under section 4.8 (i) either in cash or through Pay Order in favour of “Sir Syed University of Engineering & Technology” or using any specified ONLINE Paypro payment method.

b) Employees, Spouse of Faculty/Staff

The candidates who are eligible for admission under this category provided candidates fulfill the eligibility conditions of para 3.6, Fee payable at the time of admission to any discipline will be as per **University Employee Discount Policy**.

The other following categories are only for Engineering and Sciences Programs:

c) Self-Financing:

It is open to all candidates who qualify the eligibility conditions of para 3.6. The fee payable at the time of admission is amounting to PKR: total first semester fee plus PKR 250,000 and applicable taxes either in cash or through Pay Order in favour of Sir Syed University of Engineering & Technology.

In case of less number of applications for Self-Finance/Reserved Seats, Open merit criteria are applied to fill remaining seats.

Note:

Any Government taxes are the liability of the candidate. HEC and all concerned accreditation bodies' Rule and Regulations are applicable in addition to Sir Syed University of Engineering & Technology's Rules and Regulations.

4.8 Fee Refund Policy

The Fee Refund is applicable in accordance with the guidelines set by the Higher Education Commission (HEC) of Pakistan, as per letter No. 10-1/HEC/A&C/2015/6542 dated December 07, 2015.

Refund Eligibility: Refunds are applicable for full fee, which includes the Student Activity Fee, Studio Fee (if applicable), Exam Fee, and Tuition Fee.

I. Admission Fee (Non-Refundable): The Admission Fee is non-refundable and must be paid upon admission to the university. This fee is not subject to refunds under any circumstances.

II. Security Deposit (Refundable): The Security Deposit is refundable upon the completion of a degree program or withdrawal from the university. The amount of the Security Deposit will be transferred to the University Fund if a claim for refund is not made within 3 years of degree completion or withdrawal.

III. Student Activity Fee (Refundable): The Student Activity Fee is payable before the start of the session. Refunds for the Student Activity Fee will follow the guidelines outlined below.

IV. Studio Fee (Refundable): The Studio Fee is payable before the start of the session. Refunds for the Studio Fee will follow the guidelines outlined below.

V. Exam Fee (Refundable): The Exam Fee is payable before the start of the session. Refunds for the Exam Fee will follow the guidelines outlined below.

VI. Semester Registration Fee (Refundable): The Semester Registration Fee is refundable and must be paid before the start of the session.

VII. Tuition Fee: The Tuition Fee is payable before the start of the session. Refunds for the Tuition Fee will follow the guidelines outlined below.

Refund Schedule for Tuition Fee, Exam Fee, Student Activity Fee and Studio Fee:

Commencement of Classes	Refund Percentage (of Refundable Fee)
Up to the 7th day of the commencement of classes (1st week of the semester)	Full (100%) Refund
From the 8th to the 15th day of the commencement of classes (2nd week of the semester)	Half (50%) Refund
From the 16th day of the commencement of classes (3rd week of the semester)	No Refund

Policy Application: This policy is applicable from the commencement of classes and is uniform for all eligible candidates.

Calculation of Timeline: Timeline calculations will be continuous, covering both weekdays and weekends.

For any inquiries or assistance regarding fee refunds, students are encouraged to contact the [DR II Academics](#) at naziz@ssuet.edu.pk.

The university reserves the right to change or modify this policy without prior notification and any revisions will be communicated to all enrolled students.

Annexure A: Fee Structure

Undergraduate Fee Structure 2024-25 (Engineering, Computing, Science, Technology and Business Programs)

Program	Admission (one time)	Security Deposit (one time)	Student Activity	Exam	Semester Registration	Tuition / Credit Hour	Credit Hours	Total Tuition Fee	Total Fee 1st Semester
	At the time of Admissions			Before Start of Session					
Electronic Engineering	35,000	5,000	1,100	5,200	11,500	6,000	17	102,000	159,800
Biomedical Engineering	35,000	5,000	1,100	5,200	11,500	6,000	15	90,000	147,800
Civil Engineering	35,000	5,000	1,100	5,200	11,500	6,000	18	108,000	165,800
Electrical Engineering	35,000	5,000	1,100	5,200	11,500	6,000	18	108,000	165,800
Computer Engineering	35,000	5,000	1,100	5,200	11,500	7,200	16	115,200	173,000
Telecommunication Engineering	35,000	5,000	1,100	5,200	5,750	3,250	16	52,000	104,050
Computer Science	35,000	5,000	1,100	5,200	11,500	7,200	17	122,400	180,200
Information Technology	35,000	5,000	1,100	5,200	11,500	7,200	17	122,400	180,200
Software Engineering	35,000	5,000	1,100	5,200	11,500	7,200	15	108,000	165,800
Cyber Security	35,000	5,000	1,100	5,200	11,500	7,200	15	108,000	165,800
Data Science	35,000	5,000	1,100	5,200	11,500	7,200	17	122,400	180,200
Artificial Intelligence	35,000	5,000	1,100	5,200	11,500	7,200	17	122,400	180,200
Computer Network & Security	15,000	5,000	-	3,000	7,000	4,250	17	72,250	102,250
Cloud Computing & Information Science	15,000	5,000	-	3,000	7,000	3,200	17	54,400	84,400
Game Engineering	15,000	5,000	-	3,000	7,000	4,000	17	68,000	98,000
Clinical Psychology	35,000	5,000	1,100	5,200	11,500	5,400	13	70,200	128,000
Biotechnology	35,000	5,000	1,100	5,200	5,750	3,250	17	55,250	107,300
Food Science & Tech.	15,000	5,000	-	3,000	3,000	3,200	17	54,400	80,400
BBA	15,000	5,000	-	3,000	7,000	4,400	16	70,400	100,400
Business & Information Technology	15,000	5,000	-	3,000	7,000	4,400	17	74,800	104,800
BE Tech Computer Engineering Technology	15,000	5,000	-	3,000	5,000	4,250	18	76,500	104,500
BE Tech Information Engineering Technology	15,000	5,000	-	3,000	5,000	4,250	17	72,250	100,250
BE Tech Software Engineering Technology	15,000	5,000	-	3,000	5,000	4,250	17	72,250	100,250
BE Tech Electrical Engineering Technology	15,000	5,000	-	3,000	5,000	4,250	16	68,000	96,000
BE Tech Civil Engineering Technology	15,000	5,000	-	3,000	5,000	4,250	18	76,500	104,500

Bachelor of Architecture

Program	Admission (one time)	Security Deposit (one time)	Student Activity	Exam	Semester Registration	Studio Fee	Tuition / Credit Hour	Credit Hours	Tuition Fee (1st Semester)	Total 1st Semester Fee
	At the time of Admission			Before start of Session						
Bachelor of Architecture	35,000	5,000	1,100	5,200	11,500	20,500	6,100	18	109,800	188,100

-For self-finance admissions, the fee payable at the time of admission is the total first-semester fee plus PKR 250,000 and applicable taxes. This can be paid either in cash or via Pay Order made out to Sir Syed University of Engineering & Technology

-This fee structure is exclusive of withholding tax, applicable 5% in the case where the fee paid during the year is more than Rupees 200,000/- (if applicable)

-Fee refunds (within 7 days of semester start): 100% (from 8 to 15 days of semester start): 50% (After 15 days of semester start): Nil of the total fee (not the amount paid in installments)

-The student can freeze a semester within 15 days of the commencement of classes by paying the semester registration fee. If the student neither freezes a semester nor registers in any semester within the time limit, his/her registration shall be treated as suspended. However, for reactivation of his/her suspended registration, the student has to pay the Semester Registration Fee for each semester along with Semester Activation Charges of Rs 10,000/- (Applicable 2nd Semester onwards)

Fee Structure for Batch-2020 and onward:

-After 4th Year of study if any Student(s) wants to avail more than 9 credit hours, then a student has to pay the semester registration fee plus the credit hours fee. If a student takes 9 credit hours or less, then he has to pay only the credit hours fee.

-The semester fee is also charged accordingly.

For AIT Graduates only:

-The admission fee amounting to Rs 15,000 for B.E Tech is waived.

-30% discount on tuition fees for Electronic, Biomedical Engineering, Cloud Computing & Information Sciences, Business & Information Technology and BBA programs.

-Entry application charges amounting to Rs.1,000/-only.

ANNEXURE B: DAE Admissions – Relevant Disciplines

RELEVANT DISCIPLINES OF DAEs
FOR ADMISSION IN BACHELOR OF ENGINEERING PROGRAMS
(Updated upto 74-EA&QEC/EAB)

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.	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
3.	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

4.	Telecommunication Engineering	<ul style="list-style-type: none"> 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
5.	Biomedical Engineering	<ul style="list-style-type: none"> i. Automation ii. Biomedical iii. Electrical iv. Electronics v. Healthcare vi. Instrumentation vii. Instrumentation & Process Control viii. Mechatronics ix. Radar x. Radio
6.	Computer Engineering	<ul style="list-style-type: none"> 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

ANNEXURE C: Partial Minutes of the Meeting (As per 74-EA&QEC/EAB)

- Ref: PEC 74TH EA&QEC/EAB MEETING HELD ON NOVEMBER 18-19,2015

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

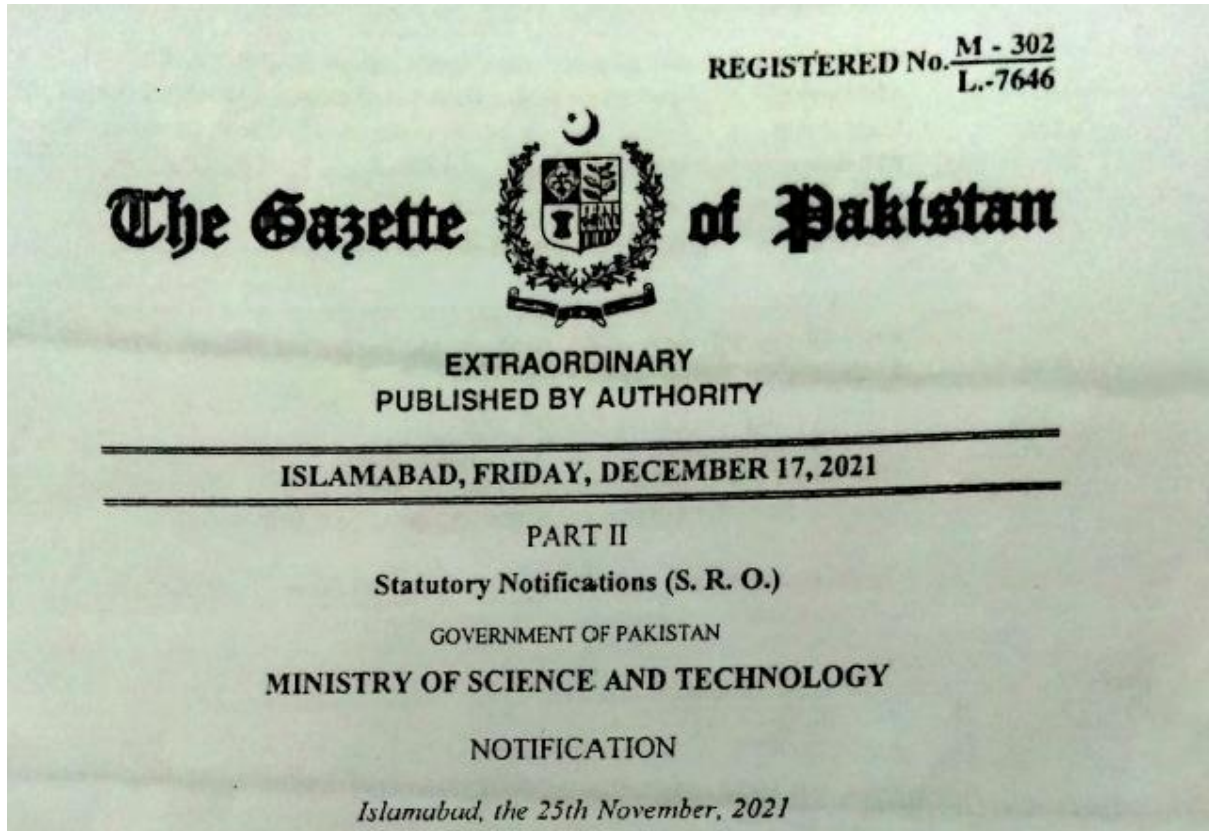
After detailed deliberations, the house decided that PEC has no objection if HEI admits a student with 60% marks (with or without grace marks) mentioned on the transcripts by the respective board. In this particular case, it was observed that the certificate of the Board of Intermediate, Karachi enumerates 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.

ANNEXURE-D: Categories & Seats Allocations

The categories and seats allocation to each category is tabled as under:

S. No.	Program	Code	Total Seats	Open Merit	Self-Finance	Reserved Seats for Employees, Faculty, Staff, Sports & Sponsors
1	BS Biomedical Engineering	BM	80	75	0	5
2	BS Civil Engineering	CV	200	150	45	5
3	BS Computer Engineering	CE	200	180	15	5
4	BS Electrical Engineering	EL	80	75	0	5
5	BS Electronic Engineering	EE	160	150	0	10
6	BS Telecommunication Engineering	TE	80	70	0	10
7	Bachelor of Architecture	BAR	45	37	5	3
8	BS Computer Science	CS	300	240	45	15
9	BS Information Technology	IT	100	75	15	10
10	BS Software Engineering	SE	300	240	45	10
11	BS Data Science	DS	50	37	10	3
12	BS Artificial Intelligence	AI	50	37	10	3
13	BS Cyber Security	CyS	50	37	10	3
14	BS Biotechnology	BT	100	90	5	5
15	BS Food Science and Technology	FST	50	45	0	5
16	Bachelor of Business Administration	BBA	200	185	5	10
17	Bachelor of Business Administration (2.5 years)	BBA	50	45	0	5
18	BS Clinical Psychology	CP	50	45	0	5
19	BE Tech Civil	CVT	80	75	0	5
20	BE Tech Electrical	ELT	90	85	0	5
21	BE Tech Software	SET	80	70	5	5
22	BE Tech Computer	CET	80	70	5	5
23	BE Tech Information	IET	80	75	0	5
24	BS Computer Networks and Security	CNS	200	185	0	15
25	BS Game Engineering	GE	200	185	0	15
26	BS Cloud Computing & Information Sciences	CIS	200	185	0	15
27	BS Business & Information Technology	BIT	200	185	0	15

If the number of candidates is less than the allocation of seats in the category/categories other than the category for open merit, the unfilled seats will be transferred to its respective discipline in the category for ***Open Merit***.



Article 2c(ii)

A candidate possessing four years degree/ qualification of **B.Tech (Hons)/ B.S/ B.Sc./ Bachelor of Technology (with relevant discipline) or equivalent qualification** duly recognized by HEC seeking admission towards the relevant engineering discipline against 02% reserved seats of B.Tech (Hons)/ B.S/ B.Sc./ Bachelor of Technology (with relevant discipline), shall be considered for admission in 2021 and after; with two years of exemption subject to assessment of courses by concerned HEI studied for allowing maximum 40 credit hours transfer and satisfying PEC Regulations, and where needed qualifying remedial courses, shall be eligible for registration with the Council as per laid down criteria:

Provided that a candidate possessing above qualifications, enrolled against the reserved seats during the period January 2015 to December 2020 shall be considered for one year exemption, and;

Candidates possessing B.Tech (Pass) and B.Tech (Hons) or equivalent qualifications, enrolled up to 31st December, 2014 shall be considered for exemption of one and two years, respectively.

Footnote: "B.Tech (Hons)/ B.S/ B.Sc./ Bachelor of Technology refers to four years technology degree/ program."



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

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