

GUIDELINES FOR DEPARTMENTS**Postgraduate Admission 2021**

1. All postgraduate applications including documents of applicants will be submitted on-line. No other means of application submission will be entertained.
2. Admission portal username and password will be provided to each department by the Admission Office on Monday, July 12, 2021.
3. The admission process will start from **July 12, 2021** (Schedule attached). The applicant needs to log on to our admission portal, admission.uet.edu.pk via a token. The token number can be obtained in three ways: (a) by buying prospectus from HBL, UET, Branch, where the token number is on prospectus's back title cover, (b) through HBL online banking if you are an HBL account holder, or (c) through HBL CONNECT if you are not an HBL account holder. In case of (b) and (c) the token number is your challan number, which is valid until **August 02, 2021**.
4. Departments will be able to print the updated scrutiny sheet of applicants. This sheet will be used for verification purposes by matching data from the documents provided by the applicants. The departments may print the scrutiny sheet and correct it after verifying the applicant's data. Facility will be provided to write comments, edit CGPA / Marks, enter Subject Test marks on the scale of 40 and enter Interview marks on a scale of 20.
5. Kindly note for every program (whether in the morning or weekend or evening) offered by the department there will be only **ONE** subject test for both M.Sc. and Ph.D. applicants. The schedule of Subject Test will be available on admission portal on **Monday, July 12, 2021**.
6. The departments will scrutinize applications as per the following guidelines:
 - a. Check if the following documents are attached:
 - i. Matriculation or equivalent certificate
 - ii. Intermediate or equivalent certificate
 - iii. 16 years education degree and transcript/ Detailed Marks Sheet
 - iv. Proof of membership of accreditation council
 - v. CNIC
 - vi. No Objection Certificate from employer, if employed
 - vii. No Objection Certificate from Registrar, if employed by UET Lahore
 - b. CGPA / Marks entered in the application for calculating merit are according to the provided record and correct. In case of degree under annual system of examination, if CGPA / Marks entered are incorrect, correction may be made in the scrutiny sheet. Kindly ensure that all marks obtained from first year to final year, without any weightage, have been added.
 - c. If CGPA/ Marks are below the eligibility threshold, application may be rejected citing "Ineligible" as the reason on the scrutiny sheet.
 - d. If some required documents are not attached, the application may be accepted conditionally citing the condition of submitting the missing document in the Admission Office, if admission is granted.
 - e. If the degrees are not relevant to the applied program, application may be rejected citing "Ineligible due to qualifications not being relevant" as the reason.
7. After marking the Subject Test, each department will enter the Subject Test result in the system. Once the entry is completed, the department will click "Show Result to Applicants". Applicants will be able to see their results on the admission portal.
8. M.Sc./ M.Phil./ Masters/ M.S. applicants securing at least 50% marks in the Subject Test and Ph.D. applicants securing at least 70% marks in the subject test will report for interview on the scheduled date.
9. After the interviews, departments will enter interview marks on the scrutiny sheet available on the admission portal.
10. Merit will be calculated, and merit sheet will be generated for discussion in PGRC. The departments will submit the list of accepted applicants on-line. In case of selected Ph.D. applicants, name of academic advisor, not necessarily the Supervisor, will also be added on the scrutiny sheet.
11. A hard copy scrutiny sheet/ summary of accepted applicants duly signed by the Chairman, along with copy of PGRC minutes, will be dispatched to CAC through the Dean for further action.
12. After due scrutiny in the Admission Cell, offer letters will be generated and sent to the successful candidates via e-mail.

Asim Loan
 Dr. Asim Loan

Convener Admission Committee

For information and necessary compliance for upcoming postgraduate admissions-2021.

- All Chairpersons / Directors of the Teaching Departments
- Directors of Institutes, UET, Lahore
- Campus Coordinators KSK and Faisalabad Campus
- Director, KICS
- All Deans (for information only)

- Dr. Mudasir
- Pl. prepare admission - Note Eng. dates
- Put MSc admission details on web site (Advertisement)
July 5 '21
Dr. Mudasir + A309

POSTGRADUATE ADMISSIONS SCHEDULE 2021

Event	Date	Day	Remarks
Availability of Postgraduate Prospectus	12-07-2021	Monday	
On-line Filling and Submission of Admission Forms Starts	12-07-2021	Monday	
Last date of Submission of Admission Forms	02-08-2021	Monday	Taking Into account Eid
Subject Test(s) Location: Concerned department	09-08-2021 To 12-08-21	Monday to Thursday	The schedule of Subject Test will be available on admission portal on Monday, July 12, 2021.
Interviews: <ul style="list-style-type: none"> M.Sc./ M.Phil./ MS applicants earning 50% or more in the subject test will be eligible to appear in the interview. Ph.D. applicants earning 70% or more in the subject test will be eligible to appear in the interview. 	16-08-2021 To 24-08-2021	Monday to Tuesday	Taking into account Ashura
Merit Calculation formula: (a) 16 years UG score: 40% (b) Subject Test score: 40% and (c) Interview: 20% <ul style="list-style-type: none"> CGPA of 2.5 out of 4.0 will be treated as 60% for M.Sc./ M.Phil./ Masters/ MS programs and a CGPA of 3.0 out of 4.0 will be treated as 60% for Ph.D. programs and CGPA of 4.0 out of 4.0 will be treated as 90% for both programs for the purpose of determining merit weight. Intermediate CGPA scores will be interpolated linearly: <ul style="list-style-type: none"> Formula for M.Sc./M.Phil./Masters/MS: $(CGPA + 0.5) \times 20$ Formula for Ph.D.: $(CGPA - 1.0) \times 30$ Qualifying Merit Score for Ph.D. applicants: Minimum 70% overall 			
Departments convene PGRC meeting for finalizing Ph.D. Admissions	25-08-2021	Wednesday	
Departments submit provisional admission lists to Admission Office	27-08-2021	Friday	
Announcement of 1 st Merit List	30-08-2021	Monday	By noon
Last Date of Depositing Dues and Documents for 1 st Merit List	06-09-2021	Monday	
Subsequent Merit Lists depending upon seats availability	07-09-2021	Tuesday	By noon
Regular Classes Commence	13-09-2021	Monday	

