

## **REGISTRATION PROCESS**

1. Fill out the online registration form of your relevant department <https://academy.neduet.edu.pk/pgcc-registration-form>
2. Attach the required documents (Last Degree, Transcript, CNIC, COVID-19 Certificate and 1” x 1” Recent and Clear Photograph)
3. Approval of the relevant Head of Department
4. Pay course fee <https://academy.neduet.edu.pk/sites/default/files/pgc/PGC-Fee-Structure.pdf>. Fee is non-refundable
5. Email the image of the paid slip to [hrehan@cloud.neduet.edu.pk](mailto:hrehan@cloud.neduet.edu.pk)

### Note:

- Approval process may require one week after processing
- Meanwhile, start taking classes and mark attendance with (CCEE)

## **Payment Modes:**

- Fee can be paid at NED University through pay order or crossed cheque in favour of "NED Academy".
- Cash can be deposited in any branch of Habib Metro Bank (HMB) using Online Cash Deposit Slip. Copy of your CNIC will be required at the bank.
- Online Fund Transfer can be made through Internet Banking or ATM Card.

## **Bank Details:**

Bank	Habib Metro Bank (University Rd. branch)
Account Title	NED Academy
Account Number	6997229314714198747
IBAN	PK70MPBL9972477140198747

## **EXAM PROCESS**

1. Fill out the Exam Registration form (will be provided by CCEE Office) at least 30 day earlier the end of classes.
2. The filled Exam form will be processed and your department will mark attendance percentage.
3. Candidate who have 75% or more attendance will be allowed to appear in the examination.

## **CERTIFICATE**

1. Certificate of Competence and Grade Sheet will be issued to the successful candidates, who are further eligible to apply in Master’s Programme at NED University.
2. Certificate of Attendance / Participation will be issued to the candidates who fails or do not appear in the exam but their attendance is 75% or more.
3. 1.0 point CPD Certificate will be issued to those who have provided the PEC Registration Number at the time of registration and fulfil all requirements.
4. Certificate will be issued to those students, who fulfil the requirements and their attendance is not less than 75%.

### **EXEMPTION PROCESS**

1. Get certificate of competence and the grade sheet from CCEE.
2. Write an application in the name of your relevant HoD for exemption of courses.
3. Attach the copy of certificate of competence and grade sheet and put up the application to the relevant Department.

**Note: Maximum 4 courses, passed with minimum 3 GPA are creditable.**