School of Engineering

Faculty of Science and Technology

Pokhara University, Nepal

Guidelines for Admission in Bachelor of Engineering Programs (Fee Paying)

The School of Engineering (SoE) announces the opening of online applications for admission to its Bachelor of Engineering (BE) programs under the fee-paying category. Interested and eligible candidates are requested to submit their applications through the online admission portal: https://soeentrance.pu.edu.np/

1. Intake Capacity (Fee Paying and Scholarship)

Table 1: Intake Capacity for Bachelor of Engineering (BE) Programs

SN	Programs offered	Total Intake Capacity	Fee-paying Quota	Scholarship Quota
1	Bachelor of Civil Engineering	144	116	28
2	Bachelor of Electrical and Electronics Engineering	48	39	9
3	Bachelor of Computer Engineering	48	39	9
4	Bachelor of Software Engineering	48	39	9
5	Bachelor of Engineering in IT	48	39	9
6	Bachelor of Mechanical Engineering	48	39	9
	Total	**384**	**311**	**73**

Note: The SoE will admit only a fee-paying quota.

2. Call for Application

1. The Admission Committee calls for applications for the entrance examination.
2. The Admission Committee conducts the entrance examination.
3. The Admission Committee publishes the merit list of candidates who have passed the entrance examination.
4. The Admission Committee provides a deadline for correction of the published merit list and, if necessary, publishes a revised and updated merit list.
5. The Admission Committee informs all successful candidates of the spot admission through a notice published on the official website of the School of Engineering (https://soe.pu.edu.np/)

3. Eligibility Criteria

To apply for the BE programs offered at SoE, the applicant must meet the following criterion:

- Candidates must have completed the Grade 12 examination of the National Examination Board (NEB) or an equivalent qualification from a recognized academic institution, with at least one course each in Physics, Chemistry, and Mathematics.
- Candidates must have secured a minimum of 45% marks or a CGPA of 2.0 (on a 4.0 scale), with at least Grade C (Grade D for A-Level) or 45% marks in each of Physics, Chemistry, and Mathematics. This requirement does not apply to extra courses, if any. Candidates holding a TSLC or Diploma in Engineering must have passed with at least Second Division or an equivalent grade.
- Candidates must have studied at least 100 marks of mathematics in Grade 11 or 12 examination of NEB or equivalent level.
- Candidates who are awaiting result of Grade 12 or equivalent in science stream can also apply.

4. Required Documents for Admission

Successful candidates are required to bring the following documents during spot admission:

1. Original citizenship certificate or other valid identity document reflecting the candidate's nationality, along with one photocopy.
2. Original certificates—transcript (mark sheet), degree/pass certificate, and character certificate—and one photocopy of each for Grade 10, Grade 12, or equivalent qualifications. In addition, candidates must bring a photocopy of the Grade 11 mark sheet.
3. Original migration certificate of Grade 12 or equivalent.
4. Candidates who have graduated from foreign boards must submit an equivalence certificate issued by the National Examination Board (NEB).
5. Two recent passport-size photographs.
6. A duly completed application form provided by the School of Engineering during spot admission.
7. A bank counter will be available at the School of Engineering during spot admission. Candidates are required to deposit the prescribed admission fee at the bank counter and submit proof of payment along with their application documents.
8. An official sponsorship letter from the concerned organization/institution (applicable to sponsored candidates only).

5. Spot-Admission Procedure

In order to make the admission process effective, transparent, and systematic, the School of Engineering (SoE) follows a merit-based spot-admission process.

a. Candidates or their guardians must visit the SoE on the notified date and time with the original academic certificates and other documents specified in Section 4.

b. A counseling room will be assigned to candidates or their guardians based on merit rank to facilitate preparation for spot admission.

c. Candidates or their guardians will be provided with an admission form during spot admission and must complete all required information.

d. Candidates or their guardians will be called for admission according to their rank in the published merit list and the prescribed schedule.

e. Based on the program preferences indicated in the admission form, a candidate will be admitted to the highest-priority program for which a seat is available. If the quota for the first-priority program is full, admission will be offered to the second-priority program, and so on.

f. If a seat in any program becomes vacant for any reason, the transfer process will be carried out immediately. Candidates will be informed and admitted according to the merit list.

g. Upon completion of the admission process, candidates will be issued an admission confirmation document. Thereafter, the candidate shall be considered a student of the SoE.

If seats under the fee-paying category remain vacant after the spot-admission process, a notice will be published for subsequent rounds of spot admission.

6. Admission Cancellation and Refund

Carefully read the following rules and conditions regarding the cancellation of admission:

1. During the verification of submitted documents against the original documents, if the marks obtained, personal information, or name published in the merit list are found to be incorrect or inconsistent due to any error, the candidate's admission shall be cancelled. If such discrepancies are discovered after admission, the admission shall likewise be cancelled.
2. If a student remains absent for up to 15 days after the commencement of classes without prior information and a valid reason, and also fails to complete the Pokhara University registration process, the admission shall be cancelled. A new admission list based on merit will be published from the remaining candidates in the merit list, and the vacant seat will be filled accordingly. If no eligible candidate is available from the merit list, a recall notice for admission will be published, and admission will be conducted on a merit basis.
3. If a student wishes to withdraw admission for any reason before the orientation class at the SoE, 50% of the tuition fee and the refundable student deposit shall be refunded. If admission is cancelled after the orientation class, only the refundable deposit shall be returned. The original migration certificate may be returned upon recommendation, provided the student has duly complied with the admission cancellation procedures.
4. A student admitted to any School/College under the Faculty of Science and Technology, Pokhara University, may be allowed to rejoin/re-admit to a lapsed or dropped year/semester of the academic program, subject to the availability of seats in the respective program and semester. The student must submit an application with a valid justification for the lapse/dropout at least 15 days prior to the commencement of classes. This provision shall not apply to the new admission process or the first semester. Failure to comply with these requirements may result in the cancellation of admission.

7. Fee structure

The summary of the total fee amount required in the four years for various undergraduate programs is summarized in Table 2.

Table 2: Program-wise Total Fee Amount in Four Years

SN	Program Name	Total Fee	Deposit Amount
1	Bachelor of Civil Engineering	6,23,000	20,000
2	Bachelor of Electrical and Electronics Engineering	5,87,200	20,000
3	Bachelor of Computer Engineering	5,87,200	20,000
4	Bachelor of Software Engineering	5,87,200	20,000
5	Bachelor of Engineering in IT	5,87,200	20,000
6	Bachelor of Mechanical Engineering	5,87,200	20,000

A. BE Civil Engineering

SN	Particular	Semester								
		1st	2nd	3rd	4th	5th	6th	7th	8th	Total
1	Admission fee	25,000								**25,000**
2	Registration fee	10,000								**10,000**
3	Tuition fee	36,000	36,000	36,000	36,000	36,000	36,000	36,000	36,000	**2,88,000**
4	Examination fee	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	**40,000**
5	Library fee	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	**16,000**
6	Service Fee	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	**32,000**
7	Laboratory fee	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	**1,20,000**
8	Student welfare fee	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	**16,000**
9	Survey Camp/Workshop/Seminar					30,000		20,000		**50,000**
10	P.U Development fee	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	**24,000**
11	Council Registration	1,000								**1,000**
12	FSU Fee	1,000								**1,000**
Total		**1,04,000**	**67,000**	**67,000**	**67,000**	**97,000**	**67,000**	**87,000**	**67,000**	**6,23,000**
Deposit		**20,000**								**20,000**
Admission Fee		**1,24,000**								**6,43,000**

- The deposit amount is refundable only after completing a 4 years cycle.
- Sponsored students must pay 1.5 times, a SAARC-country student other than a Nepalese student must pay 2.0 times and the students from other than SAARC countries must pay 3 times of the fees stated for a particular undergraduate program.

B. BE Computer/Software/IT/Electrical and Electronics Engineering

SN	Particular	Semester								
		1st	**2nd**	**3rd**	**4th**	**5th**	**6th**	**7th**	**8th**	**Total**
1	Admission fee	25,000					-	-	-	**25,000**
2	Registration fee	10,000					-	-		**10,000**
3	Tuition fee	34,400	34,400	34,400	34,400	34,400	34,400	34,400	34,400	**2,75,200**
4	Examination fee	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	**40,000**
5	Library fee	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	**16,000**
6	Service Fee	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	**32,000**
7	Laboratory fee	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	**1,20,000**
8	Student welfare fee	2,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	**23,000**
9	Workshop/Seminar							20,000		**20,000**
10	P.U Development fee	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	**24,000**
11	Council Registration	1,000								**1,000**
12	FSU Fee	1,000								**1,000**
Total		**1,02,400**	**66,400**	**66,400**	**66,400**	**66,400**	**66,400**	**86,400**	**66,400**	**5,87,200**
Deposit		**20,000**								**20,000**
Admission Fee		**1,22,400**								**6,07,200.00**

- The deposit amount is refundable only after completing a 4 years cycle.
- Sponsored students must pay 1.5 times, a SAARC-country student other than a Nepalese student must pay 2.0 times and the students from other than SAARC countries must pay 3 times of the fees stated for a particular undergraduate program.

C. Mechanical Engineering

SN	Particular	Semester								
		1st	2nd	3rd	4th	5th	6th	7th	8th	Total
1	Admission fee	25,000					-	-	-	**25,000**
2	Registration fee	10,000					-	-		**10,000**
3	Tuition fee	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	**320,000**
4	Examination fee	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	**40,000**
5	Service Fee	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	**32,000**
6	Student welfare fee	2,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	**23,000**
7	Laboratory fee	11,000	11,000	11,000	11,000	11,000	11,000	11,000		**77,000**
8	Library, Online & E-Resources Fee	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	**16,000**
9	P.U Development fee	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	**24,000**
10	Accreditation/Council Registration	1,000								**1,000**
11	FSU Fee	1,000								**1,000**
12	Project/Internship							6,000	12,200	**18,200**
Total		**1,04,000**	**68,000**	**68,000**	**68,000**	**68,000**	**68,000**	**74,000**	**69,200**	**5,87,200**
Deposit		**20,000**								**20,000**
Admission Fee		**1,24,400**	**68,000**	**68,000**	**68,000**	**68,000**	**68,000**	**74,000**	**69,200**	**607,200**

- The deposit amount is refundable only after completing a 4 years cycle.
- Sponsored students must pay 1.5 times, a SAARC-country student other than a Nepalese student must pay 2.0 times and the students from other than SAARC countries must pay 3 times of the fees stated for a particular undergraduate program.

If any disputes arise, the School of Engineering reserves its right for the final decision.

Pokhara University
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