

NUST COLLEGE OF E&ME

JOINING INSTRUCTIONS - 2016



JOINING INSTRUCTIONS

I congratulate you on your selection as an undergraduate student of the college. You will report to the College for orientation / registration as per following schedule:-

Ser	Date & Day	Time	Program	Location
1.	4 Oct 2016 (Tuesday)	0800–0900 hrs	<ul style="list-style-type: none"> • Arrival of students and parents • Issuance of tokens 	Main gate
		0900–1000 hrs	Briefing by Head of Department (Students + parents)	Respective departments
		1000–1030 hrs	Orientation of the department and visit of labs (Students + parents)	Respective departments
		1030–1100 hrs	Visit to sports complex, gym, riding club, swimming pool (Students + parents)	Sports Complex
		1100–1200 hrs	Combined Tea Break	HQ Academic Studies Group Lawn
		1200–2000 hrs	e-Registration (First 150 tokens)	Department of Computer Engineering
2.	5 Oct 2016 (Wednesday)	0800–0900 hrs	Issuance of tokens	Main Gate
		0900–1600 hrs	e-Registration (First 150 tokens)	Department of Computer Engineering
3.	6 Oct 2016 (Thursday)	0900–1600 hrs	e-Registration (Technical Cadets and Left overs)	Department of Computer Engineering
4.	7 Oct 2016 (Friday)	0900–1200 hrs	e-Registration (Left overs)	Department of Computer Engineering

Tokens for registration of students will be issued at the **main gate** on **first come first serve basis**. Due to limited processing capability of e-registration, **only first 150 tokens** will be processed for e-registration on first day (4 Oct 2016). Orientation for all the departments will be conducted on the first day. However, registration of remaining students will be carried out on next day for which the tokens will again be issued at the gate, the following day. Any student not furnishing any requirement for registration will be asked to complete requisite requirement and then continue registration process during leftover days. Registration process is not complete unless you are issued with a College RFID Card.

Regular classes will commence with effect from **10 Oct 2016**. Academic calendar for Fall-2016 semester is attached as Anx A. Classes are scheduled from 0800 hours to 1600 hours as per the training programs, which are uploaded on college website, as well as, displayed on the noticeboards of your departments.

Following documents are mandatory for registration. Different types of documents are required by different sections for registration. All students are, therefore, advised to make separate sets of required documents as specified below to save time during documents' submissions at different desks during the e-registration:-

NOTE: STUDENTS WITHOUT REQUIRED DOCUMENTS OR ORIGINAL DEGREES / CERTIFICATES WILL NOT BE REGISTERED. THEY WILL BE RETURNED TO GET THEIR REQUIRED DOCUMENTS AND ONLY THEN THEIR REGISTRATION WILL COMMENCE.

Documents required by Exam Cell (Original documents are required for all students)

Ser	Academic Level	Document	Qty	Remarks
1.	Secondary	SSC Result Card	1	Original
2.		*SSC Certificate	1	Original
3.	O Level	O Level certificate	1	Original
4.		O Level Statement of Result	1	Original
5.		*O Level equivalence certificate	1	Original
6.	Higher Secondary	*FSC Result card	1	FSC Pre-engineering (Original)
7.		FSC Certificate	1	FSC Pre-engineering (Original)
8.		*Additional Math Result card	1	FSC Pre-medical (Original)
9.		*Additional Math certificate	1	FSC Pre-medical (Original)
10.	A Level	A Level certificate	1	Original
11.		A Level Statement of Result	1	Original
12.		A Level Statement of Entry	1	Original
13.		*A Level equivalence certificate	1	Intermediate / temporary equivalence certificate issued by IBCC is required, if equivalence certificate is not yet issued

*** ESSENTIAL**

Attention:

- Without "Essentials" the student shall not be entertained, however, for other certificates 10 x days may be provided.
- Students shall not be allowed to attend classes after 10 x days, if 'A' level equivalence is not provided.

Documents required by HQ Academic Studies Group (For all students)

Ser	Document	Qty	Remarks
1.	Photocopy of Matric / O level certificate	1	DMC & certificate
2.	Photocopy of FSc / A level certificate	1	DMC
3.	Photocopy of O level equivalence certificate	1	For O level students only
4.	Photocopy of A level equivalence certificate	1	For A level students only
5.	Photocopy of NUST offer letter	1	

6.	Copy of CNIC / B-Form	1	B-Form will be accepted for students not having CNIC
7.	Passport size photographs	2	Blue background
8.	Registration form (Specimen is attached as Anx B)	2	2 x copies of filled and printed forms are required. Students will also fill the same data in the computer at the time of registration.
9.	Need based scholarship application form (along with all supporting documents) Only for needy students	1	Needy students with parents' gross income less than Rs. 40,000/- from all sources, can apply for need based scholarship. Details are placed as Anx C. Forms can be downloaded from http://www.nust.edu.pk/Pages/Downloads.aspx

Documents required by NUST Student Affairs Wing (For NUST students, Paying Cadets and Additional Selected Cadets)

Ser	Document	Qty	Remarks
1.	Photocopy of Matric / O level certificate	4	
2.	Photocopy of FSc / A level certificate	4	
3.	Photocopy of CNIC or B-Form	5	B-Form will be accepted for students not having CNIC
4.	Photocopy of CNIC of parents or guardians (Both Father's and Mother's)	2	
5.	Photocopy of Domicile certificate	3	
6.	Medical fitness certificate (Original)	1	
7.	Blood group certificate from a clinical laboratory	1	
8.	Passport size photographs	8	Blue background
9.	ID Size (1" x 1") photographs	4	Blue background
10.	Student's personal data form (Specimen is attached as Anx E)	1	
11.	Surety bond typed on a stamp paper of Rs. 100/- duly attested by an oath commissioner (original)	1	For NUST Students the sample is attached as Anx D. For PCs/ASCs surety bond is issued by PA Dte, GHQ.
12.	Character certificate duly signed by police authorities (Specimen is attached as Anx G)	1	
13.	Copies of retiring / serving certificate for parents for wards of Army persons (Specimen is attached as Anx H)	1	
14.	Certificate for noninvolvement in political activities (Specimen is attached as Anx F)		
15.	Two Bank drafts, amounting to Rs. 10,000/- each (Refundable security for students selected for hostel accommodation)	2	For in-living students only

Documents required by Cadet Battalion (For Technical Cadets only)

Ser	Document	Qty	Remarks
1.	Photocopy of Matric / O level certificate	5	
2.	Photocopy of FSc / A level certificate	5	
3.	Photocopy of CNIC or B-Form	5	B-Form will be accepted for students not having CNIC
4.	Photocopy of CNIC of parents or guardians (Both Father's and Mother's)	2	
5.	Photocopy of Domicile certificate	3	
6.	Medical fitness certificate (Original)	1	
7.	Blood group certificate from a clinical laboratory	1	
8.	Passport size photographs	8	Blue background
9.	ID Size (1" x 1") photographs	4	Blue background
10.	Student's personal data form (Specimen is attached as Anx E)	1	
11.	Photocopy of surety bond	1	For TCs surety bond is issued with joining instructions by PA Dte, GHQ.
12.	Character certificate duly signed by police authorities (Specimen is attached as Anx G)	1	
13.	Copies of retiring / serving certificate for parents for wards of Army persons (Specimen is attached as Anx H)	1	

- **Dues.** Tuition fees is to be deposited in NUST account in HBL. The fee Challans are generated through student accounts on Campus Management System (CMS). Each student will be issued his CMS account and password from MIS Cell at College. The fee bill Challans will be downloaded from CMS by students themselves. Tuition fee will be payable on semester basis. **Students have to pay their fee in advance** before the commencement of semester otherwise they **will not be allowed to register their courses**. All other types of payments like hostel dues/mess bills must be deposited within the given time period/before start of semester in NBP College of E&ME.

- **Opening of Bank Account.** All students will bring sufficient amount to open a bank account in National Bank of Pakistan, College of E&ME Branch. All students will give their account numbers along with title of account to NUST accounts office, College of E&ME else their registration will not be carried out.

- **College RFID Card.** Students will be issued with College ID cards after completion of registration process. Rs. 400/- (Rupees four hundred only) will be deposited by the student as ID card charges. In/out from the college gate will only be through College ID card.

- **Dress Code.** Students have to wear College uniform as follows:-

- **Summer (Working and Walking Out Dress) - Male Students**

- (1) Full Sleeves/Half Sleeves White Collar Shirt (if allowed by authorities).
- (2) Light Grey Trousers.
- (3) Plain Black Belt (No fancy buckles).

- (4) Black Socks.
- (5) Black Shoes Oxford Pattern (Don Carlos or Similar pattern).
- (6) NUST tie (may be exempted during hot weather).

Note: Every student has to be in possession of two pairs of College uniforms before reporting to the College.

▪ **Summer (Working and Walking Out Dress) - Female Students**

- (1) Kameez/Shalwar (White Colour).
- (2) Dupatta/Scarf (Navy Blue) Mandatory to be worn on head.
- (3) Black Shoes Decent pattern, fancy shoes are not allowed.

▪ **Winter (Working & Walking Out Dress) - Male Students**

- (1) Navy Blue Double Breast Blazer with College Insignia.
- (2) NUST tie.
- (3) Full Sleeves White Shirt.
- (4) Plain Black Belt (No fancy buckles).
- (5) Dark Grey Trousers.
- (6) Black Socks.
- (7) Black Shoes Oxford Pattern (Don Carlos or Similar Pattern).
- (8) Navy Blue V-neck Sweater.

▪ **Summer (Working and Walking Out Dress) - Female Students**

- (1) Navy Blue Blazer with College Insignia.
- (2) Navy Blue Sweater (Plain)
- (3) Kamiz/Shalwar (White Colour) and Dupatta /Scarf
- (4) Black Shoes (Plain/simple)

For queries, please contact your department on following numbers:-

Department	Head of Department (HoD)	Undergraduate Program Coordinators
Electrical Engineering	Assoc Prof Dr. Shahzad Amin Sheikh 051-9247539	Asst Prof Kamran Aziz Bhatti 03216255900
Mechanical Engineering	Col Dr. Khalid Mehmood 051-9247546	Asst Prof Rehan Ahmed Khan 03335133424
Computer Engineering	Brig Dr. Shoab A Khan 051-2229561	Asst Prof Jahanzeb 03005338417
Mechatronics Engineering	Asst Prof Dr. Umar Shahbaz Khan 051-9247544	Lec Tayyab Zafar 03226012719

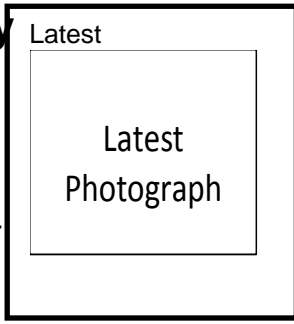
Lieutenant Colonel
Deputy Registrar (Undergraduate Program)
Dr. Hamid Mehmood Allah Ditta Kamboh, 051-9247538

Academic Calendar – Fall 2016

S/No	Events	Date
1.	Fall Semester 2016 Starts - (UG courses)	10 Oct 2016
2.	1 st Sessional Exam (UG courses)	14-18 Nov 2016 (6 th Week)
3.	2 nd Sessional Exam (UG courses)	26 -30 Dec 2016 (12 th Week)
4.	Final Exam – (UG courses)	06 -13 Feb 2016
5.	Semester Break (UG courses)	13 -17 Feb 2017
6.	Paper Showing	20 Feb 2017
7.	Spring 2017 semester starts - (UG courses)	20 Feb 2017



National University of Sciences & Technology Registration Form – Undergraduate Programs



Registration No: _____
 Roll No. _____ Merit Position. _____ Year 20 _____
 Program: _____ School/College _____ Course's Serial No: _____
 Course Commencement Date: _____ Student's Category: _____

1. Name

(Write the name as per Matric/Equivalent Certificate in CAPITAL letters)

2. Father's Name

3. Father's Profession _____ 4. Father's Monthly Income _____

5. Date of birth: Day Month Year 6. Gender Male Female

7. CNIC No or Registration No of Form 'B' --

8. Province of Domicile _____ 9. Religion _____

10. Do you belong to rural area of Sind, Punjab, Balochistan, KPK and AJK Yes No
 If yes, specify the Area/Distt _____

11. Foreign students / Pakistanis living abroad only:- a. Country of origin _____ b. Passport No. _____

12. Current address: _____
 Phone _____ Mobile (own) _____ Mobile (Father's/Guardian) _____

13. Permanent address: _____
 Phone _____ Mobile (own) _____

14. E-mail: _____ Fax _____ (if available)

15. ACADEMIC DETAILS: Fill in the relevant rows and put crops (x) against the rest.						
Examination	Year of Passing	Total Marks	Marks Obtained	Percentage Marks / GPA	Major Subjects of Study (less Islamic and Pakistan Studies)	Additional Information (if any)
Matric / Equivalent						
Intermediate (Part-1)						
Intermediate / Equivalent						
SAT						

Signature of the Student: _____

Note: Kindly attach photocopies of Matric/O level/equivalent and FSc/A level/equivalent certificates. SAT stream candidates will attach photocopy of SAT score also.



**NEED-BASED SCHOLARSHIP
OPPORTUNITIES AT NUST**

Apply NOW!

NUST Undergraduate & Master's Students



Few Hundred Scholarships are available in 2016

NUST NEED-BASED SCHOLARSHIP SCHEME (NNBS)

Students having monthly family income (gross) of Rs 40,000/- or less can apply by submitting NUST Need-Based Scholarship Program FINANCIAL ASSISTANCE FORM.

Punjab Educational Endowment Fund (PEEF)

Students having monthly family income (gross) of Rs 30,000/- or less can apply by submitting NUST Need-Based Scholarship Program FINANCIAL ASSISTANCE FORM. Only Punjab domicile holders are eligible.

HEC Pak-Local & Foreign Funded Merit and Need-Based Scholarships

Students having monthly family income (gross) of Rs 35,000/- or less can apply by submitting Pak USAID Merit & Need-Based Scholarship Program SCHOLARSHIP APPLICATION FORM.

Chief Minister's Education Endowment Fund (KPK)

Students having monthly family income (gross) of Rs 100,000/- or less can apply by submitting NUST Need-Based Scholarship Program Financial Assistance Form. Only for KPK domicile holders.

Other Opportunities

Students who do not get selected for above mentioned scholarships will also be considered for other opportunities like private donors, Endowment Funds, etc.

How to Apply

Students will submit Scholarship Application forms duly completed in their institutions at the time of joining.

Scholarship Application forms can be downloaded from:
<http://www.nust.edu.pk/Pages/Downloads.aspx>

NOTE:

- Last date to forward forms to NUST Financial Aid Office **15th Oct 2016**
- Incomplete scholarships forms will not be entertained
- Please log on to www.nust.edu.pk for more information

Contact

Financial Aid Office, PGP Directorate, Main Office NUST, H-12, Islamabad
Tel No: 051-9085 1069 (1046)
E-mail: fao@nust.edu.pk

SURETY BOND
(NUST STUDENTS)

KNOW ALL MEN BY THESE PRESENT THAT I _____ S/D/O _____
(hereinafter called the trainee and surety) do hereby bind ourselves and each of us and heirs, executors and administrators to abide by terms and conditions of NUST after having been selected against "civilian student of NUST" seat at the College of Electrical and Mechanical Engineering.

During studies, I as a trainee shall abide by the college discipline and rules, regulations and standing orders/procedures concerned and pay all expenses in due time. Any violation of these will make me liable to be expelled from the college which shall be without right of appeal in any court of law. During studies if I am expelled by the college on any grounds, or deliberately fail and does not study, I will lose my seat in the college and would not be allowed to continue studies in any NUST institution.

That I will abstain from any political activity during my tenure of studies at the college of Electrical and Mechanical Engineering. I, if found guilty of an act which is forbidden by NUST/college authorities including cheating/drinking alcohol etc will be liable for expulsion from the institution.

(Student's Signature)

Surety-1 (Signed by Father / Guardian)

Signature _____

Name : _____

Designation /Status: _____

Address: _____

Surety (Signed by near relative)

Signature: _____

Name : _____

Designation/Status: _____

Address : _____

Note: It should be attested by Oath Commissioner /Notary Public on Stamp Paper of Rs. 100.00 (Rupees one hundred only).

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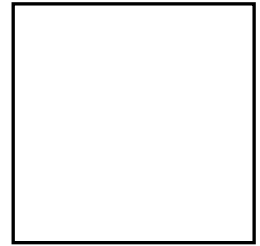
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COLLEGE OF E & ME

PERSONAL DATA

CATEGORY: TC/PC/NS/ASC

COMPANY: _____



PHOTO

- 1. REGN NO: _____
- 2. COURSE: _____
- 3. NAME: _____
- 4. DISCIPLINE: _____
- 5. CASTE: _____
- 6. JOINING DATE: _____
- 7. RELIGION: _____
- 8. SINGLE/MARRIED: _____
- 9. SECT: _____
- 10. IN/OUT – LIVING: _____
- 11. POSTAL ADDRESS FOR DISPATCH OF RESULTS/CORRESPONDENCE: _____

- 12. TEL/MOB NO: _____
- 13. BANK A/C NO: _____
- 14. DATE OF BRITH: _____
- 15. PLACE OF BIRTH: _____
- 16. ID CARD NO: _____
- 17. PASSPORT NO: _____
- 18. DOMICILE: _____
- 19. NATIONALITY: _____
- 20. a. FATHER'S NAME: _____
- b. CNIC: _____

- c. STATUS: ALIVE /DIED: _____
- d. MOTHERS NAME: _____ e. CNIC: _____
- f. STATUS: ALIVE /DIED: _____

- 21. a. FATHER'S OCCUPATION: _____
- b. RANK & APPT: _____
- c. PAY SCALE: _____
- d. SERVING/RETD: _____

22. GAURDIAN'S RANK / APPT & NAME: _____

23. FATHER'S /GUARDIAN`S:

a OFFICE ADDRESS: _____

b. PERMANENT RESIDENTIALADDRESS: _____

c. TEMPORARY RESIDENTIAL ADDRESS (Fill with pencil): _____

d. TELEPHONE / FAX / MOBILE PHONE NOs (with NWD/other codes):

(1) OFFICE: _____

(2) RESIDENCE: _____

e. MONTHLY INCOME (APPROX): _____

f. E-MAIL ADDRESS STUDENT: _____ PARENTS: _____

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24. HOBBIES / INTERESTS: _____

25. GAMES /SPORTS:

- a. GAME: _____ PROFICIENCY _____
- b. GAME: _____ PROFICIENCY _____
- c. GAME: _____ PROFICIENCY _____

26. HAFIZ-E-QURAN OR NCC ATTENDED: _____

27. QUALIFICATION:

Qualification	Institution	From - To	Marks		%age	Div / Grade
			Obtained	Total		
Matric / O Level						
FSc / A Level						

28. BROTHERS & SISTERS:

S/No	Name	Sex	Age	Occupation	Address
a.					
b.					
c.					
d.					
e.					

29. RELATIVES IN ARMEDFORCES:

S/No	Rank & Name	Relation	Present Appt (Fill With Pencil) / Retd	Address

CERTIFICATE
(NON INVOLVEMENT IN POLITICAL ACTIVITIES)

I _____ S/O/D _____ hereby declare that I am neither a member of nor affiliate in any way with any political party organization. I also undertake that I will not join or take part in any political activity inside or outside the College of E&ME during the period of my stay in the College. I also accept that any violation of the above undertaking will render me liable to expulsion from the College.

Dated: _____ 2016

(Signature of Student)

COUNTERSIGNED

(Signature of Parents / Guardian)

CERTIFICATE OF CHARACTER

Certified that Mr/Mrs. _____ S/O/D/O _____
bearing CNIC No _____ and resident of _____
_____ Has good moral character and does not have any ill record in
concerned police station.

Dated: _____ 201
(Office Stamp)

(Signature of SHO of Police Station / Nazim)

WILLINGNESS CERTIFICATE FOR WARDS OF ARMY PERSONS

It is certified that I NUST Student / Additional Selected Candidate (ASC), Degree department of _____Engineering, am willing to receive scholarship/subsidy from GHQ, W&R Directorate. I, also undertake that I am not receiving any stipend/scholarship from Fauji Foundation.

Dated:_____2016

(Signature of the Student)

COUNTERSIGNED

Dated:_____2016

(Signature of the Parent / Guardian)

