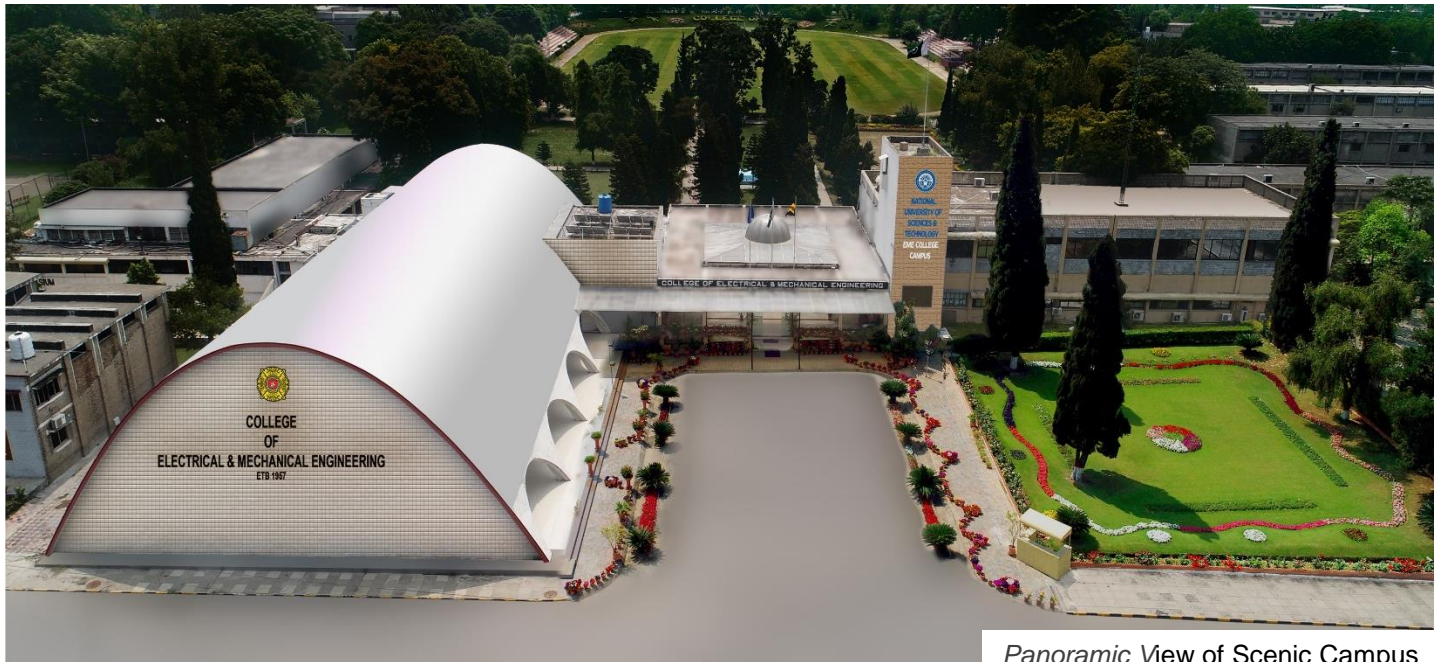
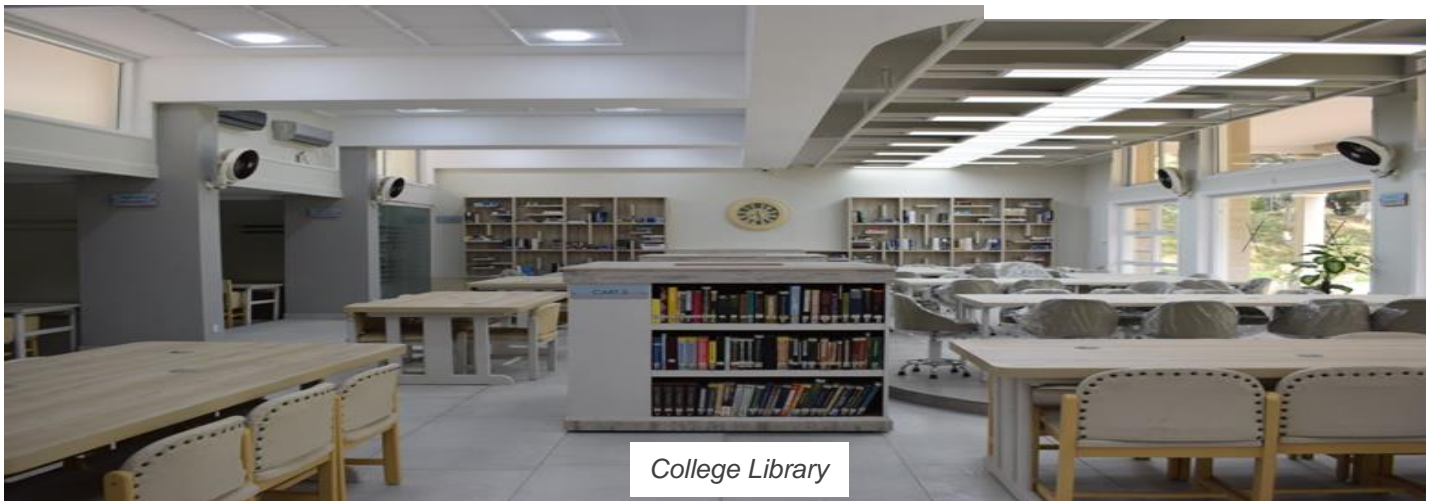




# NUST COLLEGE OF E&ME JOINING INSTRUCTIONS – 2021 UNDERGRADUATE STUDENTS



*Panoramic View of Scenic Campus*



*College Library*



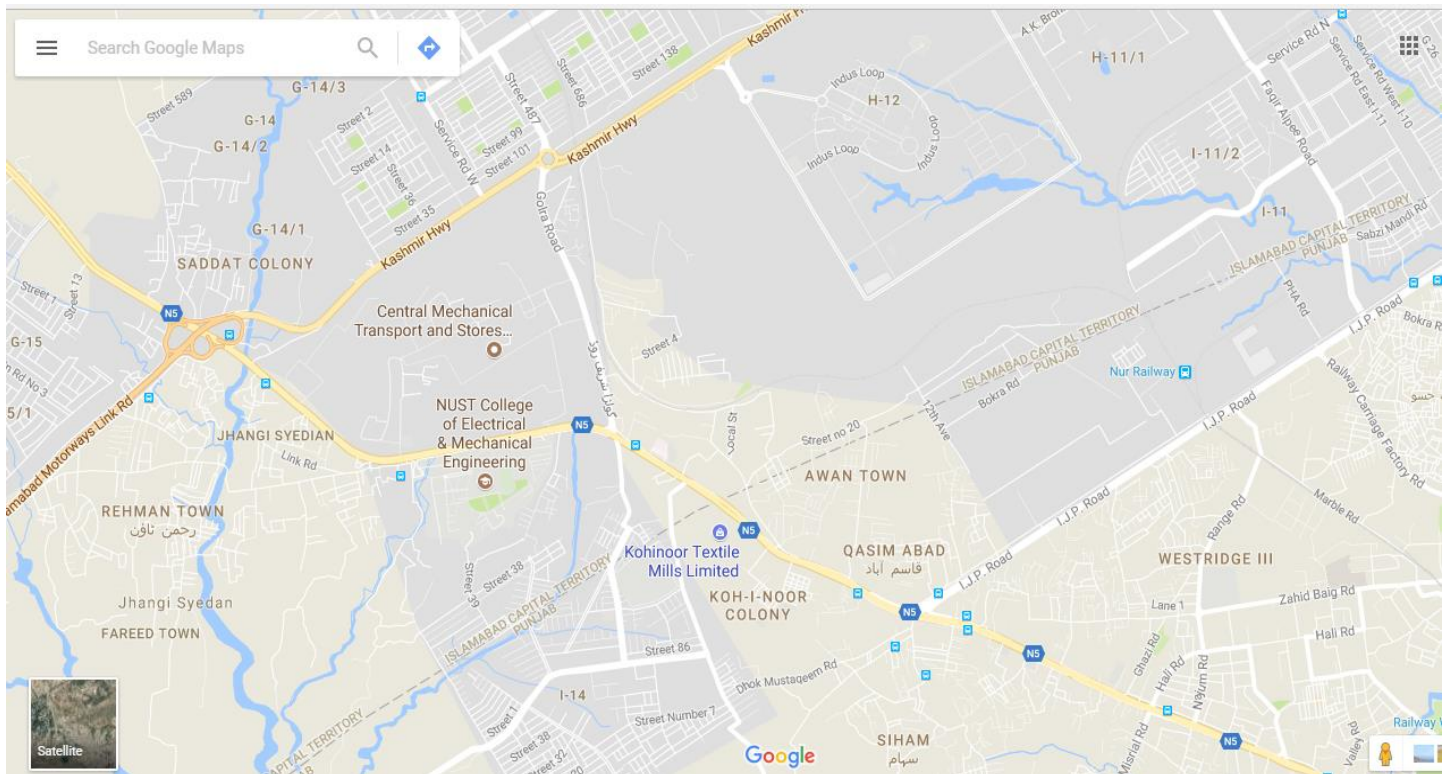
## CONTENTS

| <b>Ser</b> | <b>Description</b>   | <b>Page No</b> |
|------------|--|----------------|
| 1          | Reporting Day – Orientation / Registration   | <b>3</b>       |
| 2          | Schedule of Fall Semester 2021 / Classes   | <b>4</b>       |
| 3          | Undergraduate (UG) Student Instructions for Re-Opening of NUST College of E&ME - Fall 2021 | <b>4</b>       |
| 4          | Qalam / Odoo   | <b>4</b>       |
| 5          | College Website  | <b>5</b>       |
| 6          | Email ID   | <b>5</b>       |
| 7          | Mandatory Documents  | <b>5</b>       |
| 8          | Opening of Bank Account  | <b>9</b>       |
| 9          | College RFID Card  | <b>9</b>       |
| 10         | Academic Calendar  | <b>9</b>       |
| 11         | Dress Code   | <b>9</b>       |
| 12         | Dues   | <b>10</b>      |
| 13         | Scholarships   | <b>10</b>      |
| 14         | Political Activities   | <b>10</b>      |
| 15         | Use of Drugs   | <b>11</b>      |
| 15         | Change of Contact Details  | <b>11</b>      |
| 16         | Driving  | <b>11</b>      |
| 17.        | Fines  | <b>11</b>      |
| 18.        | Hostel Accommodation (Male & Female)   | <b>11</b>      |
| 19.        | Transportation Facility and Bus Route  | <b>11</b>      |
| 20.        | Important Contact Numbers  | <b>11</b>      |
| 21.        | Conclusion   | <b>12</b>      |
| 22.        | Annexures  | <b>13-31</b>   |



## **JOINING INSTRUCTIONS–UNDERGRADUATE (UG) STUDENTS**

1. I congratulate you on your selection as undergraduate student of college of Electrical & Mechanical Engineering. It is located on Rawalpindi – Peshawar GT Road Near Golra More at a distance of about 13 kms from the heart of Rawalpindi and 15 kms from the centre of Islamabad. This college is one of the biggest constituent institutes of NUST. The college offers Bachelors of Engineering in four disciplines i.e, Electrical, Mechanical, Computer, and Mechatronics Engineering, which are accredited engineering degree programs recognized by Washington Accord. The college has 79 PhD and 28 MS qualified faculty members. The graduates of this college have found a great acceptance with in private and public sector organizations.
2. College of Electrical and Mechanical Engineering is fulfilling its responsibilities of graduating students, as culturally enlightened, technologically knowledgeable, academically competent and research oriented productive citizens who are prepared to lead, inspire, and serve humanity.



3. **Reporting Day – Orientation / Registration.** NUST students selected on open merit will report the college for registration / orientation as per program mentioned below: -
  - a. **Registration/ Orientation Schedule.** Registration for all departments will be conducted on the days allotted to each department as follows: -

|                              |                    |
|------------------------------|--------------------|
| (1) Electrical Engineering   | - 22 November 2021 |
| (2) Mechanical Engineering   | - 23 November 2021 |
| (3) Computer Engineering     | - 24 November 2021 |
| (4) Mechatronics Engineering | - 25 November 2021 |

b. **Activities During Orientation**

| Date / Department                           | Time          | Program   | Location  |
|---|---------------|---|---|
| 22 Nov 2021<br>(Electrical Engg)            | 0830–0930 hrs | <ul style="list-style-type: none"> <li>• Reception of students and parents@</li> <li>• Issuance of tokens to students and move to Auditorium</li> </ul> | College Main gate                                       |
| 23 Nov 2021<br>(Mechanical Engg)            | 0930-0950 hrs | Briefing by respective HoD:   | Auditorium  |
| 24 Nov 2021<br>(Computer and Software Engg) |               | <ul style="list-style-type: none"> <li>• Talawat</li> <li>• National Anthem</li> <li>• HoD's Address</li> </ul>   |   |
| 25 Nov 2021<br>(Mechatronics Engg)          | 0950-1430 hrs | Students Registration   | Department of Computer and Software Engineering (DC&SE) |

**Note:** @ Parents are not allowed to attend the orientation session. They may drop their wards at the gate and pickup after 1430 hrs. A limited sitting arrangement will also be made available at the gate for parents who want to wait for their wards to get free from registration process.

4. **Schedule of Fall Semester 2021 / Classes.** The regular classes (Fall semester 2021) will commence after registration from 29 November 2021.
5. **Undergraduate (UG) Student Instructions for Re-Opening of NUST College of E&ME - Fall 2021.** In order to ensure safe and healthy environment regarding COVID-19 Pandemic, various Government SOPs and WHO guidelines (<http://www.nust.edu.pk/News/Pages/Latest-Information-on-Prevention-Against-Coronavirus-at-NUST.aspx>) must be followed by all to prevent and reduce its impact. Important instructions and requirements in this regard are given at **Anx 'A'**.
6. **Qalam/Odoo.** Qalam is used to manage all the academic activities including attendance, course registration, results and fee management. The student Qalam user manual is available on college website ([http://www.nust.edu.pk/Download%20Section/Student\\_User\\_Guide-V-1.1.pdf](http://www.nust.edu.pk/Download%20Section/Student_User_Guide-V-1.1.pdf)) with a link **Qalam Student Manual**. All the students to ensure following: -
  - a. Download the Qalam Student Manual and study before reporting.

- b. The password of Qalam login ID issued initially be changed immediately and should not be shared with anyone else. In case of any problem, please contact on [wahabrabbani@ceme.nust.edu.pk](mailto:wahabrabbani@ceme.nust.edu.pk).
- c. **Parents can track / monitor students' academic progress including attendance, results (Quiz, Sessional Exam, Assignments, Final Exam) and fee by using Qalam User name and Password of their son/daughter.**

7. **College Website**. Students to regularly visit Student Notice Board on college website (<http://www.ceme.nust.edu.pk>) for timely information of academic news / information.

8. **E-mail ID**. Every student will be issued an official E-mail ID for the official correspondence during the course of study.

9. **Mandatory Documents**. 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 while documents submissions at different desks during e-registration. Following documents are mandatory for 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.**

- a. **Documents Required by Exam Cell (Original documents are required from all students)**. Following documents will be collected by exam cell: -

| Ser | Academic Level   | Document                         | Qty | Remarks  |
|-----|------------------|----------------------------------|-----|--|
| (1) | Secondary        | SSC Result Card                  | 1+1 | Original + Photocopy                             |
|     |                  | *SSC Certificate                 | 1+1 | Original + Photocopy                             |
| (2) | O Level          | O level Certificate              | 1+1 | Original + Photocopy                             |
|     |                  | O Level Statement of Result      | 1+1 | Original + Photocopy                             |
|     |                  | *O Level Equivalence Certificate | 1+1 | Original + Photocopy                             |
| (3) | Higher Secondary | *FSc Result Card                 | 1+1 | Original + Photocopy                             |
|     |                  | FSc certificate                  | 1+1 | FSc Pre-Engg (Original)                          |
|     |                  | *Additional Math's Result Card   | 1+1 | FSc Pre-Engg (Original)                          |
|     |                  | *Additional Math's Certificate   | 1+1 | FSc Pre-Med (Original)                           |
| (4) | A Level          | A Level Certificate              | 1+1 | Original & Photocopy                             |
|     |                  | A Level Statement of Result      | 1+1 | Original & Photocopy                             |
|     |                  | A Level Statement of Entry       | 1+1 | Original & Photocopy                             |
|     |                  | *A Level Equivalence Certificate | 1+1 | Intermediate / temporary equivalence certificate |

|     |                        |   |  |
|-----|------------------------|---|--|
|     |                        |   | issued by IBCC is required, if equivalence certificate is not yet issued |
| (5) | Stamp Paper of Rs. 100 | Stamp paper worth Rs. 100.00 duly counter signed by oath commissioner / notary public. (Specimen attached as <b>Anx B</b> ) |  |

**\* ESSENTIALS:**

- **WITHOUT 'ESSENTIALS' THE STUDENT SHALL NOT BE ENTERTAINED, FOR OTHER CERTIFICATES, 10x DAYS MAY BE PROVIDED.**
- **STUDENTS SHALL NOT BE ALLOWED TO ATTEND CLASSES AFTER 10x DAYS, IF 'A' LEVEL EQUIVALENCE IS NOT PROVIDED.**

**b. Documents Required by Academic Studies Group (ASG) from all Students.**

Following documents are required by ASG. Please bring these documents as a separate set with you: -

| Ser | Academic Level   | Document                         | Remarks  |
|-----|--|----------------------------------|--|
| (1) | Secondary  | Matric Result Card               | 1 x Photocopy  |
|     |  | *Matric Certificate              | 1 x Photocopy  |
| (2) | O Level  | O level Certificate              | 1 x Photocopy  |
|     |  | O Level Statement of Result      | 1 x Photocopy  |
|     |  | *O Level Equivalence Certificate | 1 x Photocopy  |
| (3) | Higher Secondary                                       | *FSc Result Card                 | FSc Pre-Engg (1 x Photocopy)   |
|     |  | FSc certificate                  | FSc Pre-Engg (1 x Photocopy)   |
|     |  | *Additional Math's Result Card   | FSc Pre-Medical (1 x Photocopy)  |
|     |  | *Additional Math's Certificate   | FSc Pre-Medical (1 x Photocopy)  |
| (4) | A Level  | A Level Certificate              | 1 x Photocopy  |
|     |  | A Level Statement of Result      | 1 x Photocopy  |
|     |  | A Level Statement of Entry       | 1 x Photocopy  |
|     |  | *A Level Equivalence Certificate | 1 x Photocopy  |
| (5) | CNIC / B-Form  |                                  | 1 x Photocopy  |
| (6) | Passport size photographs (Blue Background)            |                                  | 2 x Copies   |
| (7) | Registration Form (Specimen attached as <b>Anx C</b> ) |                                  | <ul style="list-style-type: none"> <li>• 2 x copies of filled and printed forms.</li> <li>• Students will also fill the same data in the computer at the time of registration</li> </ul> |

c. **Documents & Bank Drafts Required by NUST Student Affairs Wing (For NUST Students, Paying Cadets and Additional Selected Cadets)**

Following documents & bank drafts are required. Please bring these documents as a separate set with you. Paying cadets (PCs) and additional selected cadets (ASCs) must bring the original selection letter issued by GHQ at the time of registration. **“NO REGISTRATION”** will be done without the original selection letter: -

| Ser  | Document  | Nos | Remarks  |
|------|---|-----|--|
| (1)  | Photocopy of Matric / O level certificate   | 1   |  |
| (2)  | Photocopy of FSc / A level certificate  | 1   |  |
| (3)  | Photocopy of CNIC or B-Form   | 2   | B-Form will be accepted for students not having CNIC   |
| (4)  | Photocopy of CNIC of parents or guardians (Both Father's and Mother's)  | 1   |  |
| (5)  | Photocopy of Domicile Certificate   | 1   |  |
| (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 attached as <b>Anx D</b> )   | 1   |  |
| (11) | Surety bond typed on a stamp paper of Rs. 100/- duly attested by an Oath Commissioner (original). (Sample attached as <b>Anx E</b> )                                  | 1   | <ul style="list-style-type: none"> <li>For NUST students</li> <li>For PCs/ASCs surety bond is issued by PA Dte, GHQ</li> </ul> |
| (12) | Character certificate duly signed by police authorities (Specimen attached as <b>Anx F</b> )  | 1   | Male Student Only  |
| (13) | Certificate from wards of army persons (Specimen attached as <b>Anx G</b> )   | 1   |  |
| (14) | Certificate for non-involvement in political activities (Specimen attached as <b>Anx H</b> )  | 1   |  |
| (15) | Two Bank drafts, each amounting to Rs. 10,000/- in favour of <b>Commandant College of E&amp;ME</b> (Refundable hostel and Mess security for students allotted hostel) | 2   | Hostel allotment will not be confirmed till receipt of these 2 drafts.   |

|      |   |   |                             |
|------|---|---|-----------------------------|
| (16) | A Bank draft amounting to Rs. 5,000/- in favour of <b>Commandant College of E&amp;ME</b> on account of advance messing  | - | For hostelite students only |
| (17) | A Bank draft in favour of <b>Commandant College of E&amp;ME</b> on account of 6x months advance hostel charges (amount can be confirmed from Hostel Manager Mr. Shafique 05154444808/ 03003339365)  | - | For hostelite students only |
| (18) | Covid-19 / PCR Test Report and Affidavit stating that students will adhere by all safety protocols and other instructions and that they will not hold the university liable if they contact the virus in spite of the safety protocols ( <b>Anx 'A'</b> ) | - | For hostelite students only |

- d. **Documents Required by Cadet Battalion (For Technical Cadets only).** Following documents required by the Cadet Battalion: -

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



10. **Opening of Bank Account.** It is **MANDATORY** for all students to open a bank account in any branch of National Bank of Pakistan (NBP) / Habib Bank Limited (HBL) **BEFORE** joining College of E&ME. Bank accounts other than NBP or HBL will not be accepted. Students will provide information as per **Anx-I**

11. **College RFID Card.** Students will be issued with College ID cards after completion of registration process. Rs. 300/- (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.

12. **Academic Calendar.** Academic calendar for Fall semester 2021 is attached as **Anx-J**.

13. **Dress Code.** Students have to wear college uniform (Pictures attached as per **(Anx- K)** as follows: -

a. **Summer - Male Students**

- (1) White full sleeve/half sleeve collar shirt
- (2) Light grey trousers
- (3) Plain black belt (no fancy buckles)
- (4) Black socks
- (5) Black shoes oxford 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.

b. **Summer - Female Students**

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

c. **Winter - Male Students**

- (1) Navy blue double breast blazer with college insignia
- (2) NUST tie
- (3) White full sleeve shirt
- (4) Plain black belt (no fancy buckles)
- (5) Dark grey trousers
- (6) Black socks
- (7) Black shoes oxford pattern
- (8) Navy blue V-neck sweater

d. **Winter - Female Students**

- (1) Navy blue blazer with college insignia
- (2) Navy blue sweater (plain)
- (3) White Kameez / Shalwar and dupatta /scarf
- (4) Black shoes (plain/simple)

14. **Dues.** Tuition fee to be deposited in any branch of HBL & UBL in NUST account no. **0042-79000877-03 & 251589738** respectively. Fee challans are generated through students' accounts on **Qalam/Odoo**. Each student will be issued with Qalam account and password from ICT cell at College. The fee challans will be downloaded from Qalam 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**. On allotment of hostel, students will be required to pay **Advance Hostel Charges** for six months. Moreover, to ensure smooth running and provision of dining facility, Rs. 5,000 /- on account of advance messing will be charged from all students desirous of availing the facility. Other College / Mess dues are required to be paid on monthly basis by 20<sup>th</sup> of each month. These dues may be deposited in National Bank of Pakistan, College of E&ME Branch Account number **4001567626** (Title "**Regt Cutting Acct**"). Dues may be deposited online or may be deposited in the bank on payment slip available in accounts office. Copy of the deposit slip will be forwarded by the students on official email address of cadets wing accounts office i.e [accts.cdtwing@ceme.nust.edu.pk](mailto:accts.cdtwing@ceme.nust.edu.pk) alongwith following information (deposit slip received through any other medium (WhatsApp etc) will not be entertained): -

- |                     |                           |
|---------------------|---------------------------|
| a. Student Name     | b. Regn No                |
| c. Category         | d. Degree                 |
| e. Discipline       | f. Billing Month          |
| g. Amount Deposited | h. Date of amount deposit |
| i. Contact No       |                           |

15. **Scholarships.** All the interested students have to apply for NUST Need Based Scholarship Scheme online at the time of admission. Details pertaining to various scholarships are available on webpage <http://www.nust.edu.pk/Admissions/Scholarships/Pages/default.aspx>.

16. **Political Activities.** Politics in the college is strictly forbidden, and all students are directed to abstain from any such activity during their tenure of studies at the college. It is clarified that the Rector NUST has full powers to terminate registration of any student when so recommended by the college Principal if any student is found involved in such activity. Certificate of "**Non-Involvement in Political Activities**" as per **Anx H** be rendered by the student, which is to be countersigned by parents/guardians.

17. **Use of Drugs.**

- a. Use of Drugs, sheesha, naswar / narcotics, all contraband items and substances including (but not limited to) ice, hash, weed, marijuana etc and drinking of prohibited beverages is strictly forbidden in the college campus and hostels. Upon first instance, parents will be informed with imposition of fine and upon second, hostel facilities will be withdrawn. Case for expulsion may be initiated depending upon the severity of the case.

- b. College authorities are entitled to carry out inspections and search of the rooms and hostel premises without notice / info on suspicion of any illegal activity, possession of banned and prohibited substances including drugs etc. All facilities will be terminated in case of any violations found thereof.

18. **Change of Contact Details.** College authorities remain in contact with parents / guardians regarding students' progress throughout the semester. Semester results are sent to the parents by post. Any subsequent change of contact details will be processed on **Change of Address** form attached as **Anx L.**

19. **Driving.** Students are not allowed to drive any vehicle without valid driving license. A dedicated parking space is available for students in college premises. They are advised to remain vigilant while driving on main highways. Parents should also warn their wards to follow the instructions strictly. Students owning motor bikes must be in possession of safety helmets and will wear it while riding the motor bike.

20. **Fines.** College authorities reserve the right to fine a student for any violation of college/NUST rules, if considered necessary. Repetition of such offences may be referred to NUST Discipline Committee for expulsion from the college.

21. **Hostel Accommodation (Male & Female).** Procedure for online application, dues, and rules for hostelite students are mentioned on following webpages: -

<http://www.nust.edu.pk/INSTITUTIONS/Colleges/CEME/Campus-Life/Pages/CEME-Hostel-information.aspx>

**IN CASE HOSTELITES NUST STUDENT FAILS TO ABIDE BY THE COLLEGE RULES, HE/SHE WILL BE GIVEN A WARNING; SUBSEQUENTLY HIS/HER HOSTEL STATUS WILL BE CANCELLED.**

22. **Transportation Facility and Bus Route.** Transportation facility may be availed on payment of prescribed charges, depending upon seats availability. Bus routes are mentioned at **Anx M.**

23. **Important Contact Numbers.** For queries, please contact your departments on following numbers: -

|   |                                     |              |
|---|-------------------------------------|--------------|
| <b>Dean</b>                                       | Brig Dr Aamer Ahmed Baqai           | 051-54444050 |
| <b>Director Academics (CEME)</b>                  | Brig Dr Nasir Rashid                | 051-54444054 |
| <b>Program Coordinator (UG)</b>                   | Asst Prof Dr Uzair Khaleeq Uz Zaman | 051-54444080 |
| <b>Head of Departments (HOD) and Coordinators</b> |                                     |              |
| Electrical Engineering                            | Assoc Prof Dr Fahad Mumtaz          | 051-54444250 |
| Mechanical Engineering                            | Col Dr Imran Akhtar                 | 051-54444350 |

|                                  |                                |                              |
|----------------------------------|--------------------------------|------------------------------|
| Computer Engineering             | Assoc Prof Dr Usman Qamar      | 051-54444150                 |
| Mechatronics Engineering         | Asst Prof Dr Amir Hamza        | 051-54444450                 |
| <b>Program Coordinators (UG)</b> |                                |                              |
| Electrical Engineering           | Assoc Prof Dr Muwahida Liaquat | 051-54444280<br>0300-5181579 |
| Mechanical Engineering           | Lecturer Usman Zia             | 051-54444304<br>0333-5260124 |
| Computer Engineering             | Asst Prof Jahanzeb             | 051-54444118<br>03005338417  |
| Mechatronics Engineering         | Asst Prof Kanwal Naveed        | 051-54444480<br>0336-0551969 |

24. **Conclusion.** College of Electrical and Mechanical Engineering is a premier institution of NUST. The college is committed to the academic excellence and development of faculties of its students, grooming personality by inculcating virtues in the students to transform them into good human beings and above all proud Pakistanis. Activities not confirming with the aims and objectives of the college cannot be tolerated. In discharging these sacred duties, the college looks forward to receive full co-operation from the parents/guardians as well as the students without which realizing the objectives is not possible.

**Asst Prof  
Program Coordinator (UG)  
(Dr Uzair Khaleeq Uz Zaman)**



**UNDERGRADUATE (UG) STUDENT INSTRUCTIONS FOR RE-OPENING OF**  
**NUST COLLEGE OF E&ME - FALL 2021**

1. **Introduction.** In the light of HEC Guide lines and various Government SoPs regarding COVID Pandemic, phase wise re-opening of the college has been deliberated and finalized. Objective is to ensure safe and healthy conditions on reopening of the university to prevent and reduce the impact of COVID-19 Pandemic. Important instructions in this regard are given in the ensuing paras.

2. **Stepwise Reopening Plan - UG**

The reopening plan is based on the density relative to campus infrastructure, and successful implementation of the safety protocols. Students are being accommodated on campus in a phased manner. Phase wise plan for start of semester is as under:

| Batch   | Commencement of Classes   | Orientation week |
|---|---------------------------|------------------|
| Final Year, 2 <sup>nd</sup> & 3 <sup>rd</sup> Year UG | 18 <sup>th</sup> Oct 2021 | --               |
| 1 <sup>st</sup> Year UG                               | 29 <sup>th</sup> Nov 2021 | 22-25 Nov 2021   |

3. **Arrival Procedure for Hostel Students – UG**

All the Hostel Students will join with required documentations, i.e., Affidavit and Health declaration, details given in para 7. After joining, Students shall not leave the campus without proper permission in any case. The students will be allowed to arrive to their hostels in a phased manner on fixed dates. Students must arrive at college before 1600 hrs. The arrival plan would be as under:

- a. **1<sup>st</sup> Year Students.** Undergraduate semester for first year students of College of E&ME will start with effect from 29<sup>th</sup> Nov 2021. However, the preceding week (22-25 Nov 2021) will be observed as Orientation week for new-comers to get them familiar with the university routine/facilities. Hostel students will report to their respective hostels as per the dates given below:

| Reporting Department     | Orientation Date |
|--------------------------|------------------|
| Electrical Engineering   | 22 November 2021 |
| Mechanical Engineering   | 23 November 2021 |
| Computer Engineering     | 24 November 2021 |
| Mechatronics Engineering | 25 November 2021 |

Failure to report on the due date may result in cancellation of the rooms.

4. **Arrival Procedure– UG**

All the students will join with required documentations i.e., Affidavit, Health declaration etc, details given in para 7.

Students will join the university as per the start of Fall Semester dates as per the following plan:

a. **1<sup>st</sup> Year Students**

Students of first year will join university on 22-25 Nov 2021 for their orientation week.

Schedule for orientation is shared below:

| Reporting Department     | Orientation Date |
|--------------------------|------------------|
| Electrical Engineering   | 22 November 2021 |
| Mechanical Engineering   | 23 November 2021 |
| Computer Engineering     | 24 November 2021 |
| Mechatronics Engineering | 25 November 2021 |

5. **Transport Plan**. Students availing the transport will be informed by Deputy Director Adm (ASG) according to their groups. For any query students may contact Deputy Director Adm (ASG) on **051-54444012**.

6. **Guidelines for Students to Join the Campus**

- a. Students having any of the symptoms of COVID-19 should stay at home and seek medical attention and inform college accordingly by email, WhatsApp/SMS etc.
- b. **Affidavit**. Submission of **Affidavit** stating that students will adhere to all safety protocols and other instructions and they will not hold the University liable if they get infected despite safety protocols. Parents / Guardians should sign the Form (attached as **Appendix-I to Anx-A**).
- c. **Health Declaration**. Submission of **Health Declaration** stating that student is in good health and whether they have undergone any COVID-19 testing or treatment during the closure period. Parents / Guardians should sign the declaration (attached as **Appendix-II to Anx-A**).

7. **Arrival Procedure (Hostelites)**

- a. Students must submit copy of vaccination certificate (single dose / double dose) on arrival to their respective Hostel Manager.
- b. Students join to Campus should read all instructions carefully and anyone who may be experiencing COVID-19 symptoms must share the information with respective Manager.
- c. Please adhere COVID-19 SOPs while travelling.

8. **Safety Protocols (SOPs)**

- a. Wear a mask at all times when in a public place in Campus.
- b. Maintain social / physical distancing of 6 feet in classrooms, laboratories, libraries, cafeterias, offices, corridors and staircases.

- c. Maintain good hygiene practices. Wash your hands thoroughly with soap or use hand sanitizer. Always dry your hands before leaving bathroom. Use tissue paper (and dispose it properly) or elbow crook while sneezing / coughing.
- d. Awareness messages will be posted / updated regularly to reinforce safety protocols i.e. Notice Boards of Hostels
- e. Review latest updates and general guidance provided by the University on CMS.
- f. Use community washrooms in accordance with designated protocols.
- g. Limit your movements. Try not to move around the Campus.

9. **Individual Precautions**

Students to strictly abide the following preventive measures: -

- a. Entry as per existing SOPs i.e., Face Mask and Temp check at the gates
- b. Using sanitizer at entry points in Hostels.
- c. Social distancing in dining halls must be maintained and follow the instructions provided.
- d. Covering face while cough or sneeze with tissue paper or an elbow crook.
- e. Avoid touching eyes, nose and mouth frequently.
- f. Repeated and diligent hand washing at least 20 seconds after every hour.
- g. Door / Cupboard handles, Laptops, Cell Phones must be disinfected repeatedly.
- h. If any Student residing in the hostel start feeling unwell or any symptoms, then he / she should report to Medical Centre with info to NSAW.
- i. Cafés are fully open and functional.
- j. Fine / disciplinary actions will be imposed / taken on any violation of COVID-19 SOPs:-
  - i. 1<sup>st</sup> Violation - Rs. 500/- fine
  - ii. 2<sup>nd</sup> Violation - Rs. 1,000/- fine
  - iii. 3<sup>rd</sup> Violation - Student will be expelled from the hostel

Affidavit Regarding Returning to University  
(COVID-19 Situation)  
(To be submitted to Parent School)

I \_\_\_\_\_

Son / Daughter of \_\_\_\_\_

NUST Registration No. \_\_\_\_\_ studying in Program \_\_\_\_\_

At School / College \_\_\_\_\_ of NUST

hereby certify that I will adhere by all COVID-19 safety protocols / polices and instructions given in this regard, and that I will not hold the university liable if I contract the virus in spite of the safety protocols.

Name of the

Student: \_\_\_\_\_

CNIC No. \_\_\_\_\_

Signature: \_\_\_\_\_

***Countersigned By Parents / Guardian***

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

CNIC No. \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

**Note:** This is just a format, this undertaking has to be made on Rs. 100/- stamp paper and has to be stamped and signed by Oath Commissioner / Notary public.



Health Declaration  
(COVID-19 Situation)  
(To be submitted to Parent School)

I \_\_\_\_\_

Son / Daughter of \_\_\_\_\_

NUST Registration No. \_\_\_\_\_ studying in Program \_\_\_\_\_

At School / College \_\_\_\_\_ of NUST

hereby certify that I am in good health, and have not undergone under any COVID-19 testing and / or treatment during the closure period, or have undergone COVID-19 testing and treatment during the closure period from \_\_\_\_\_ 2021 to \_\_\_\_\_ 2021

Name of the

Student: \_\_\_\_\_

CNIC No. \_\_\_\_\_

Signature: \_\_\_\_\_

***Countersigned By Parents / Guardian***

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

CNIC No. \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

# Undertaking

(By the student & Parents / Guardian)

1. I \_\_\_\_\_

Son / Daughter of \_\_\_\_\_

NUST Registration No. \_\_\_\_\_, Merit No. \_\_\_\_\_ student of \_\_\_\_\_

Program at NUST hereby certify that I have read the provisional selection letter issued to me and I have deposited the admission dues in time for session 2021.

2. I hereby declare that my all academic requirements and documents are complete and correct as per eligibility criteria and there is no deficiency.

3. I further certify that my (strike out which is not relevant):-

a. Matric / FA / FSc results are with more than 60% marks and in required subjects / group with no deficiency.

b. Equivalence certificates (O & A level / 9-12 grade / high school diploma / IB / any other equivalent foreign qualification) duly issued by IBCC, Pakistan are with more than 60% marks and in required subjects / group.

c. SAT scores are more than 550 in each required subject/s and are not older than 2 years.

d. Entered academic marks / SAT Scores in online application form are same as per my original certificates / mark sheets.

4. If any document is found incorrect or any deficiency is observed at any stage, or entered academic marks / SAT score in online application form differ from the actual ones, and if provide Matric Certificate / 'O' Level Certificate, FSc Certificate / 'A' Level Certificate 'O' Level and 'A' Level Equivalence Certificate from IBCC for "Pre-Engineering" with minimum 60% marks as mentioned in NUST advertisement for eligibility criteria in the disciplines of Engineering and Additional Math certificate (only if applicable) by 25 Feb 2022 I will be liable for termination of admission at my own risk & cost and strict disciplinary action as deemed appropriate by NUST.

Name of the Student: \_\_\_\_\_

CNIC No: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Countersigned By Parents/ Guardian

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

CNIC No: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

CNIC No: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

(Note: This is just format, this undertaking has to be made on Rs.100/- stamp paper and has to be stamped and signed by oath Commissioner/ Notary public.)



## National University of Sciences & Technology

### Registration Form - Undergraduate Programs

Latest  
Photograph

Registration No: \_\_\_\_\_  
 Roll No. \_\_\_\_\_ Merit Position \_\_\_\_\_ NET Marks \_\_\_\_\_ Year 20\_\_\_\_  
 Programme: \_\_\_\_\_ School/College: \_\_\_\_\_ Course Serial No: \_\_\_\_\_  
 Course Commencement Date: \_\_\_\_\_ Student's Category: \_\_\_\_\_

1. Name 



  
 (Write the name as per Matric/Equivalent certificate in hand print in CAPITAL letters)
2. Father's Name
3. Mother's Name
4. Father's Profession \_\_\_\_\_ 5. Father's Monthly Income \_\_\_\_\_
6. Date of birth: Day 







 Month 







 Year 















 7. Gender: Male ☐ Female ☐
8. CNIC No or Registration No of Form 'B'
9. Province of Domicile \_\_\_\_\_ 10. Religion \_\_\_\_\_ 11. Nationality \_\_\_\_\_
12. Next of Kin (Name) \_\_\_\_\_ Mobile \_\_\_\_\_
13. Do you belong to rural areas of Sind, Punjab, Balochistan, KPK, and AJK Yes ☐ No ☐ If yes, specify the Area/Distt. \_\_\_\_\_
14. Foreign students / Pakistanis living abroad only:- a. Country of origin \_\_\_\_\_ b. Passport No. \_\_\_\_\_
15. Current address: \_\_\_\_\_  
 \_\_\_\_\_ Phone \_\_\_\_\_ Mobile (own) \_\_\_\_\_ Mobile (Father's/Guardian) \_\_\_\_\_
16. Permanent address: \_\_\_\_\_  
 \_\_\_\_\_ Phone \_\_\_\_\_ Mobile \_\_\_\_\_
17. E- mail: \_\_\_\_\_ Fax \_\_\_\_\_ (if available)

| 18 . ACADEMIC DETAILS: Fill in the relevant rows and put a cross (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-I)  |                 |             |                |                        |   |                                 |
| Intermediate / Equivalent  |                 |             |                |                        |   |                                 |
| Additional Maths (In case of FSc Pre-Medical)  |                 |             |                |                        |   |                                 |
| SAT  |                 |             |                |                        |   |                                 |

Signature of the Student: \_\_\_\_\_ Signature of the Parent/Guardian: \_\_\_\_\_

- Kindly attach photocopies of Matric/O level/equivalent and FSc/A level/equivalent certificates.

Note: • SAT stream candidates will attach photocopy of SAT score also.

CONFID

CBN-4 QSF -01

**COLLEGE OF E & ME**  
**PERSONAL DATA**

CATEGORY: TC/PC/NS/ASC

COMPANY: \_\_\_\_\_



- |  |                            |
|--|----------------------------|
| 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: _____            |



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 ARMED FORCES:

| S/No | Rank & Name | Relation | Present Appt<br>(Fill With Pencil) / Retd | Address |
|------|-------------|----------|---|---------|
|      |             |          |   |         |
|      |             |          |   |         |
|      |             |          |   |         |
|      |             |          |   |         |

**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).

**CERTIFICATE OF CHARACTER**

Certified that Mr. \_\_\_\_\_ 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: \_\_\_\_\_ 2021  
(Office Stamp)

(Signature of SHO of Police Station / Nazim)

**DATA OF WARDS OF ARMED FORCES**

|  |  |
|--|--|
| Student Name:  |  |
| Father Name:   |  |
| Army / PAF / PN:   |  |
| Father Rank:   |  |
| Serving / Retd: (attach copy of serving cert / retirement order) |  |
| Father Svc No  |  |
| Corps / Regt:  |  |
| Place of duty / Unit:  |  |
| Decorations (if any)   |  |

**WILLINGNESS CERTIFICATE FOR WARDS OF ARMY PERSONS**

It is certified that I NUST student (NC) / Additional Selected Cadet (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: \_\_\_\_\_ 2021

\_\_\_\_\_  
(Signature of the Student)

**COUNTERSIGNED** (by Parents)

**CERTIFICATE**  
**(NON-INVOLVEMENT IN POLITICAL ACTIVITIES)**

I \_\_\_\_\_ S/O D/O \_\_\_\_\_ hereby declare that I am neither a member nor affiliate in any way with any political party. 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: \_\_\_\_\_ 2021**

**(Signature of Student)**

**COUNTERSIGNED**

**(Signature of Parents / Guardian)**

**Opening of Bank Account**

- a. Student Name : \_\_\_\_\_
- b. Registration number : \_\_\_\_\_
- c. Bank Name : \_\_\_\_\_ NBP / HBL \_\_\_\_\_
- d. Account No : \_\_\_\_\_
- e. Account Title : \_\_\_\_\_
- f. Branch Code : \_\_\_\_\_
- g. Branch Address : \_\_\_\_\_

**ACADEMIC SCHEDULE FALL 2021**

| <b>Ser</b> | <b>Event</b>                   | <b>Dates</b>                                       |
|------------|--------------------------------|--|
| 1.         | Orientation Week               | 22 November– 25 November 2021                      |
| 2.         | Fall Semester 2021 Starts      | 29 November 2021                                   |
| 3.         | 1 <sup>st</sup> Sessional Exam | 03 January 2022 – 08 January 2022<br>(Tentative)   |
| 4.         | 2 <sup>nd</sup> Sessional Exam | 07 February 2022 – 12 February 2022<br>(Tentative) |
| 5.         | Final Exam Fall Semester 2021  | 14 March 2022 to 19 March 2022<br>(Tentative)      |

UNIFORM PICTURES

(BOYS)



Military Uniform



College Summers Uniform



College Winters Uniform



## UNIFORM PICTURES

### (GIRLS)



- Cl/Bn Comd:

Name: \_\_\_\_\_  
(SAS Advisor)

Program Coordinator (UG): \_\_\_\_\_

30

**COLLEGE BUS ROUTE**

| S/No | Vehicle Number | Description  | Capacity |
|------|----------------|--|----------|
| 1    | 889005         | Pakistan Town, PWD, Sowar Garden, Naval Anchorage, KaakPul, Humak Town, Bahria Town, New Lalazar, Kacheri, Peshawar Road, EME College  | 12       |
| 2    | 888964         | DHA-2, Model Town, Sawan, Bahria Gate, DHA Phase I, Al Shifa, Morgah Chowk, COD,Kacheri, Mall Road Saddar, Peshawar road, EME College  | 13       |
| 3    | 889288         | F-11, F-10, E-9, Shaheen Chowk, F-8, Blue Area, G-6, Lal Masjid, Abpara, G-7, G-8, G-9, Karachi Company, G-10, G-11, Kashmir Highway, EME College  | 32       |
| 4    | 888953         | Falcon Complax, Chattri Chowk, KRL, Marriage Hall, Fazaia Coloney, Khana West, Koral Chowk, Gulzar-e-Quaid, Shah Khalid Coloney, Airport, Ammar Chowk, Askari 10/4, EME Mess, CMH, 22 No, RA Bazar, Askari 11, Qasim Market, Peshawar Road, EME College          | 31       |
| 5    | PSB 8600       | High Court, Gulraiz, Safari Villa, Daniyal Plaza, Car Chowk, Dhoke Chaudrian, Scheme 3, Ammar CHowk, Kacheri, Peshawar Road, EME College   | 18       |
| 6    | RIR 6998       | Chungi No 8, Sadiqabad, Bilal Hospital, 6th Road, Murree Road, Rahmanabad, Shamsabad, Saddiqi Chowk, Kali Tanki, Chandni Chowk, Liaquat Bagh, Mareer Chowk, Transit Camp, Bakery Chowk, APS Chowk, Westridge, Chhor Chowk, Kacheri Chowk, Mall Road, EME College | 19       |
| 7    | C-9788         | Gulshanabad, Adiala Road, Khawaja Corporation, Askari 14, Askari 7, Askari 13, Tulsa Road, PSO Pump, COD Chowk , Kachehri Chowk, Mall Road, Peshawar Road, E.M.E College   | 19       |
| 8    | 8889002        | Margala, Faizabad, i-8, i-9, i-10, IJP Road, Pirwadhahi Morr, Peshawar Mor, EME College  | 13       |
| 9    | RLC 947        | Chak Shehzad, Rawal Chowk, Faizabad, IJP Road, Pirwadhahi Morr, Peshawar Morr, EME College   | 10       |
| 10   | Suzuki 1       | Chungi No 8, Sadiqabad, Bilal Hospital, 6th Road, Murree Road, Rahmanabad, Shamsabad, Saddiqi Chowk, Kali Tanki, Chandni Chowk, Liaquat Bagh, Mareer Chowk, Transit Camp, Bakery Chowk, APS Chowk, Westridge, Chhor Chowk, Kacheri Chowk, Mall Road, EME College | 4        |
| 11   | Suzuki 2       | Falcon Complex, Chattri Chowk, KRL, Marriage Hall, Fazaia Coloney, Khana West, Koral Chowk, Gulzar-e-Quaid, Shah Khalid Coloney, Airport, Ammar Chowk, Askari 10/4, EME Mess, CMH, 22 No, RA Bazar, Askari 11, Qasim Market, Peshawar Road, EME College          | 6        |
| 12   | Hiace 1        | Gulshanabad, Adiala Road, Khawaja Corporation, Askari 14, Askari 7, Askari 13, Tulsa Road, PSO Pump, COD Chowk , Kachehri Chowk, Mall Road, Peshawar Road, E.M.E College   | 10       |
| 13   | Mazda 1        | Pakistan Town, PWD, Sowar Garden, Naval Anchorage, Kaak Pul, Humak Town, Bahria Town, New Lalazar, Kacheri, Peshawar Road, EME COLlege   | 13       |
| 14   | Mazda 2        | DHA-2, Model Town, Sawan, Bahria Gate, DHA Phase I, Al Shifa, Morgah Chowk, COD,Kacheri, Mall Road Saddar, Peshawar road, EME College  | 13       |