



NUST COLLEGE OF E&ME
JOINING INSTRUCTIONS – 2021
POSTGRADUATE STUDENTS



Panoramic View of Scenic Campus



College Library



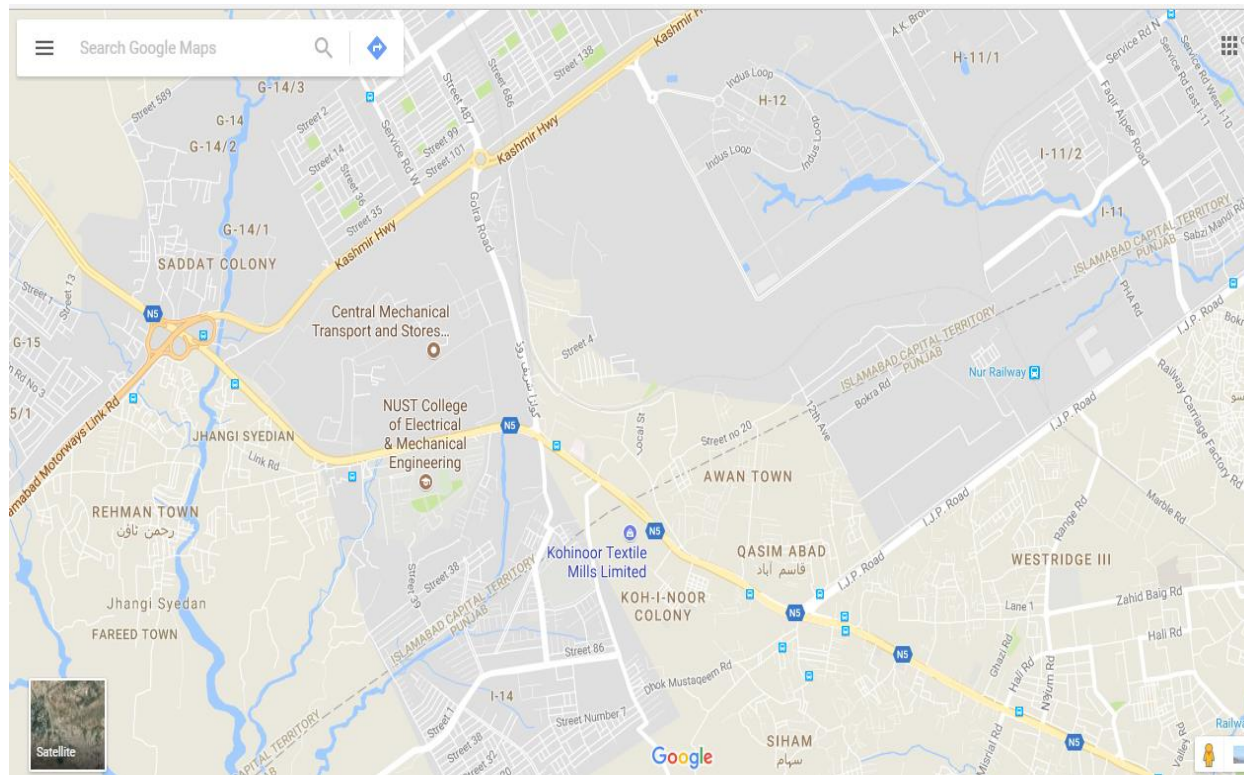
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JOINING INSTRUCTIONS (PG STUDENTS)

1. We congratulate you on your selection as postgraduate student of our college. The NUST College of Electrical and Mechanical Engineering (CEME) is one of the biggest constituent colleges of NUST. This college offers post graduate programs of engineering in six disciplines, namely, Electrical Engineering, Mechanical Engineering, Computer Engineering, Mechatronics Engineering, Engineering Management and Computer Software Engineering (CSE). The faculty of CEME comprises of 88 x PhDs and 22 x MS qualified members. The graduates of this college have found a great acceptance in the private and public sector organizations.

2. The NUST College of Electrical and Mechanical Engineering (CEME) boasts of its graduates who are culturally enlightened, technologically knowledgeable, academically competent and research oriented productive citizens. On completion of their studies they get prepared to lead, inspire, and serve humanity. CEME 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.



3. **Reporting Day – Orientation/Registration.** All students will report to the College for orientation/registration as per following schedule:-

- a. **Orientation Schedule.** Orientation for all departments will be conducted in 2nd week of October 2021.

b. **Activities During Orientation**

(1) **Department of Electrical Engineering**

Date & Day	Time	Events	Location
11 Oct 2021 (Monday)	1400–1500 hrs	Reception	Gate No 1
	1500 - 1530 hrs	Briefing by HODs	Department of Electrical Engineering
	1530 -1600 hrs	Issuance of Tokens	Department of Computer and Software Engineering
	1600 - 2030 hrs	e-Registration	

(2) **Department of Mechanical Engineering**

Date & Day	Time	Events	Location
11 Oct 2021 (Mon)	1400–1500 hrs	Reception	Gate No 1
	1500 - 1530 hrs	Briefing by HODs	Department of Mechanical Engineering and Engineering Management
	1530 -1600 hrs	Issuance of Tokens	Department of Computer and Software Engineering
	1600 - 2030 hrs	e-Registration	

(3) **Department of Computer Engineering and Software Engineering**

Date & Day	Time	Events	Location
12 Oct 2021 (Tue)	1400–1500 hrs	Reception	Gate No 1
	1500 - 1530 hrs	Briefing by HODs	Department of Computer & Software Engineering
	1530 -1600 hrs	Issuance of Tokens	Department of Computer and Software Engineering
	1600 - 2030 hrs	e-Registration	

(4) **Department of Mechatronics Engineering and Engineering Management**

Date & Day	Time	Events	Location
13 Oct 2021 (Wed)	1400–1500 hrs	Reception	Gate No 1
	1500 - 1530 hrs	Briefing by HODs	Department of Mechatronics Engineering
	1530 -1600 hrs	Issuance of Tokens	Department of Computer and Software Engineering
	1600 - 2030 hrs	e-Registration	

(5) **Department of Engineering Management**

Date & Day	Time	Events	Location
13 Oct 2021 (Wed)	1400–1500 hrs	Reception	Gate No 1
	1500 - 1530 hrs	Briefing by HODs	Department of Engineering Management
	1530 -1600 hrs	Issuance of Tokens	Department of Computer and Software Engineering
	1600 - 2030 hrs	e-Registration	

4. **Schedule of Fall Semester 2021 / Classes.** The regular classes (Fall semester 2021) will commence after registration from 18 Oct 2021.
5. **Convid-19 Vaccination.** At the time of joining College of E&ME all the students must bring COVID-19 vaccination certificate. Only vaccinated/partially vaccinated students will be allowed to attend academic activities inside the College.
6. **Qalam (Odo)**. Qalam (Odo) is used to manage all the academic activities including attendance, course registration, results and fee management. The student CMS user manual is available on college website (http://www.nust.edu.pk/Download%20Section/Student_User_Guide-V-1.1.pdf) with a link **CMS Student Manual**. All the students to ensure following:-
- Download the CMS Student Manual and study before reporting.
 - The password of CMS 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.
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 a student's 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 e-registration.

NOTE : STUDENTS WITHOUT REQUIRED DOCUMENTS OR ORIGINAL DEGREES / CERTIFICATES WILL NOT BE REGISTERED. THEY WILL BE SENT BACK 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 :-

S/No	Academic Level	Documents	Nos	Remarks
(1)	Secondary	*Matric Certificate	1 + 1	Original + Photocopy
(2)	O Level	*O Level Certificate	1 + 1	Original + Photocopy
(3)	Higher Secondary	FSc Certificate	1 + 1	Original + Photocopy
(4)	A Level	A Level Certificate	1 + 1	Original + Photocopy
(5)	Bachelor	*Bachelor Degree duly attested from HEC	1 + 1	Original + Photocopy
		*Transcript duly attested from HEC	1 + 1	Original + Photocopy

***ESSENTIALS :**

- **WITHOUT “ESSENTIALS”, STUDENTS SHALL NOT BE REGISTERED. FOR OTHER DOCUMENTS, 10 X DAYS MAY BE GRANTED.**
- **STUDENT SHALL NOT BE ALLOWED TO ATTEND CLASSES AFTER 10 X DAYS, IF BACHELOR DEGREE / PROVISIONAL CERTIFICATE AND TRANSCRIPT DULY ATTESTED FROM HEC ARE NOT PROVIDED WITHIN THIS PERIOD.**

- 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:-

(1)	Photocopy of CNIC	1 + 1	Original + photocopy
(2)	Passport Size Photograph	4	Blue background
(3)	Photocopy of medical fitness certificate deposited in NUST at the time of admission	1	Specimen attached as Anx “A”
(4)	Bio data students	1	Specimen attached as Anx “B” (Req for ASG)
(5)	Surety bond typed on a stamp paper of Rs.100/- duly attested by an Oath Commissioner (original).	1	Specimen attached as Anx “C” (for NUST students) (Req for ASG)
(6)	Character certificate duly signed by police/Local Govt authorities	1	Male Student Only Specimen attached as Anx “D” (Req for ASG)
(7)	Certificate for non-involvement in political activities	1	Specimen attached as Anx “E” (Req for ASG)

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-F**.

11. **College RFID Card**. Students will be issued with College ID cards after completion of registration process. Rs. 300/- (Rupees three hundred only) will be deposited in cash (on spot) 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 G**.

13. **Armed Forces Offrs Selected for NUST**. Any armed forces officer selected for NUST will not be registered until his/her admission is confirmed from NUST PGP Dte.

14. **Dues**. Tuition fee to be deposited in any branch of HBL in NUST account no. **0042-79000877-03**. Fee challans are generated through students' accounts on Qalam (Odoo)). Each student will be issued with CMS account and password from ICT cell at College. The fee challans will be downloaded from Qalam (Odoo) 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**. Hostel facility is not available for PG students (Male). On allotment of hostel to female students, the 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 20th 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 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 <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 college principal if any student is found involved in such activity. Certificate of “**Non Involvement in Political Activities**” as per **Anx E** be rendered by the student, which is to be countersigned by parents/guardian.

17. **Use of Drugs, Sheesha , Naswar / Narcotics.**

- a. 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 facility will be withdrawn. The 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 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 violation found thereof.

18. **Driving.** Students are not allowed to drive any vehicle without valid driving license inside or outside the college. 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.

19. **Fines.** College authorities reserve the right to fine a student for any violation of college/NUST rules, if considered necessary.

20. **Hostel Accommodation (Male and Female).** Hostel accommodation is not available for PG students (Male). Hostel allotment policy, procedure for online application, dues, and rules for in-living students are mentioned on following webpages:-

<http://register.ceme.nust.edu.pk/onlinehostelapp/>

<http://register.ceme.nust.edu.pk/onlinehostelapp/HostelPolicy.pdf>.

IN CASE HOSTELITE NUST STUDENT FAILS TO ABIDE BY THE COLLEGE RULES, SHE WILL BE GIVEN A WARNING; SUBSEQUENTLY HER HOSTELITE STATUS WILL BE CANCELLED

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

S/No	Appointment	Name	Contact No
a.	Dean	Brig Dr Aamer Ahmed Baqai	051-54444050
b.	Dir Acad-CEME	Brig Dr Nasir Rashid	051-54444008
c.	Program Coordinator (PG)	Brig Dr Mashhood Ahmad	051-54444006
d.	Assistant Program Coordinator (PG)	Lt Col Dr Rashid Naseer	051-54444006
d.	Training Officer (PG)	Lt Col Muhammad Akram	051-54444032
d.	<u>Head of Departments (HOD)</u>		
	(1)	Electrical Engg	Dr Fahad Mumtaz Malik
	(2)	Mechanical Engg	Col Dr Imran Akhtar
	(3)	Computer & Software Engg	Dr Usman qamar
	(4)	Mechatronics Engg	Dr Amir Hamza
	(5)	Engg Mgmt	Col Dr Yasir Ahmad
f.	<u>Department Program Coordinators (PG)</u>		
	(1)	Electrical Engg	Dr Saif Ullah Awan
	(2)	Mechanical Engg	Dr. Tariq Talha
	(3)	Computer & Software Engg	Dr Arsalan Shaukat
	(4)	Mechatronics Engg	Dr Hamid Jabbar
	(5)	Engineering Management	Dr Mehran Ullah

21. **Conclusion.** College of Electrical and Mechanical Engineering is a premier constituent institution of NUST. This college is committed to the academic excellence and development of faculties that groom personalities and inculcate virtues in the students to transform them into good human beings and above all proud Pakistanis. Activities not conforming to the aims and objectives of the college may not 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 realization of the objectives is not possible.

Brigadier
Program Coordinator (Postgraduate)
(Dr Mashhood Ahmad)

CERTIFICATE OF FITNESS

I _____ S/O /D/O _____ hereby declare
that I have no such disability which can affect my studies. I am physically and mentally fit to
undergo academic activities.

Dated: _____ 2021

(Signature of Student)

COLLEGE OF E & ME
PERSONAL DATA

CATEGORY: MIL / CIV (SERVING) /CIV (NOT-SERVING)

Photograph

1. Course/Degree: _____
2. Department: _____
3. Name: _____
4. Father's Name: _____
5. Address
 - a. Present Address: _____

 - b. Permanent Address: _____

6. Tel No (Res) _____ 7. Mob No _____
8. Email: _____
9. Person/ address and tel to be contacted/info in case of emergency:-
 Local: _____

 Outside: _____
10. a. Religion: _____ b. Sect: _____
11. Date of Birth: _____
12. Married/Single: _____

13. Children with Age: _____

14. Bankers & Account No _____

15. Academic Qualification		Marks Obtained		Total Marks	Division/CGPA
a.	Matriculation				
b.	FSc/FA				
c.	BSc/BA				
d.	MS/MA				

16. Technical Qualification		Institution	Marks Obtained	Total Marks	Division/CGPA
a.	BSc Engineering				
b.	MS Engineering				

17. Blood group: _____

18. Experience /Employment (with appointment & dates)

S/No	Appointment	Date
a.		
b.		
c.		

19 Hobbies : _____

(Signature of Student)

“Certified that all the information given above are correct. It is also certified that the spellings of any name are correct”.

SURETY BOND
(NUST STUDENTS)

KNOW ALL MEN BY THESE PRESENT THAT I _____ S/O 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)

Surety (Signed by near relative)

Signature _____

Signature _____

Name : _____

Name : _____

Designation /Status: _____

Designation /Status: _____

Address: _____

Address: _____

Note: It should be attested by Oath Commissioner /Notary Public on stamp paper of Rs. 100 (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)

CERTIFICATE
(NON INVOLVEMENT IN POLITICAL ACTIVITIES)

I _____ S/O D/O _____ hereby declare that I am neither a member of nor affiliated 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: _____ 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

Ser	Event	Dates
1.	Orientation Week	11 – 13 Oct 2021
2.	Fall Semester 2021 Starts	18 Oct 2021
3.	1 st Sessional Exam (Tentative)	22 -27 Nov 2021 (6 th Week)
4.	2 nd Sessional Exam	27 Dec 2021 to 1 Jan 2022 (11 th Week)
5.	Final Exam Fall Semester 2021	31 Jan 2022 to 4 Feb 2022
6.	Semester Break	7 Feb 2022 to 18 Feb 2022