



**NUST COLLEGE OF E&ME**  
**JOINING INSTRUCTIONS – 2022**  
**POSTGRADUATE STUDENTS**



***Panoramic View of Scenic Campus***



***College Library***



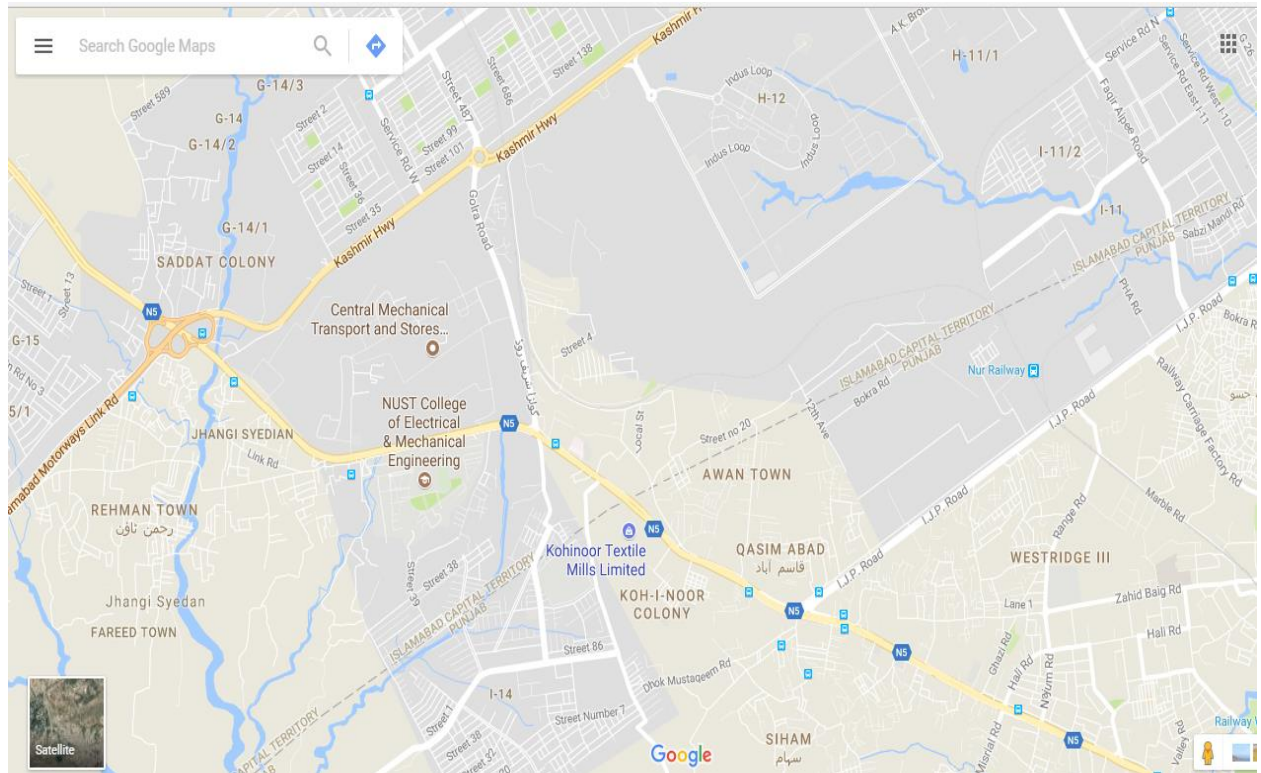
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## **JOINING INSTRUCTIONS (PG STUDENTS)**

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 77 x PhDs and 28 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 3<sup>rd</sup> week of September 2022.

b. **Activities During Orientation**

(1) **Department of Electrical Engineering**

Date & Day	Time	Events	Location
19 Sep 2022 (Mon)	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
19 Sep 2022 (Mon)	1400–1500 hrs	Reception	Gate No 1
	1500 - 1530 hrs	Briefing by HODs	Department of Mechanical Engineering
	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
20 Sep 2022 (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**

Date & Day	Time	Events	Location
21 Sep 2022 (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
21 Sep 2022 (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 2022 / Classes.** The regular classes (Fall semester 2022) will commence after registration from 26 Sep 2022.
5. **Qalam (Odoo).** Qalam (Odoo) 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](mailto:wahabrabbani@ceme.nust.edu.pk).
6. **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.
7. **E-mail ID.** Every student will be issued an official E-mail ID for the official correspondence during the course of study.
8. **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 <b>Anx “A”</b>
(4)	Bio data students	1	Specimen attached as <b>Anx “B”</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 <b>Anx “C”</b> (for NUST students) (Req for ASG)
(6)	Character certificate duly signed by police/Local Govt authorities	1	Male Student Only Specimen attached as <b>Anx “D”</b> (Req for ASG)
(7)	Certificate for non-involvement in political activities	1	Specimen attached as <b>Anx “E”</b> (Req for ASG)

9. **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/AKBL) **BEFORE** joining College of E&ME. Bank accounts other than NBP, HBL and AKBL will not be accepted. Students will provide information as per **Anx-F**.

10. **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.

11. **Academic Calendar**. Academic calendar for Fall semester 2022 is attached as **Anx G**.

12. **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.

13. **Dues**. Tuition fee to be deposited in any branch of HBL/AKBL in NUST account no. **0042-79000877-03**. Fee challans are generated through students' accounts on Qalam (Odoo). Each student will be issued with Qalam (Odoo) 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, Rs 25,000/- refundable security charges (Hosel/Mess/Messing) refundable will be charged from all students desirous of availing the hostel facility. Other College / Mess dues are required to be paid on monthly basis by 25<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       |                           |

14. **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>

15. **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.

16. **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.

17. **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.

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

19. **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**

20.



20. **Student Handbooks and NUST Maps.** To facilitate you, the PG Handbook is being sent kindly download link <https://nust.edu.pk/wp-content/uploads/2020/03/PG-HandBook-4-Aug-2022.pdf> for handbook and go through its contents. Please note that each new student and his/her parents/Guardians is required to submit an undertaking at time of e-registration, that they have read the handbook and will comply with the instructions.

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

S/No	Appointment	Name	Contact No
a.	<b>Dean</b>	Brig Dr Aamer Ahmed Baqai	051-54444050
b.	<b>Dir Acad-CEME</b>	Brig Dr Nasir Rashid	051-54444008
c.	<b>Program Coordinator (PG)</b>	Dr Farhan Riaz	051-54444006
d.	<b>Program Coordinator (MS)</b>	Lt Col Muhammad Adnan Khalil	051-54444036
e.	<b><u>Head of Departments (HOD)</u></b>		
	(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.	<b><u>Department Program Coordinators (PG)</u></b>		
	(1)	Electrical Engg	Dr Sarmad Majid Malik
	(2)	Mechanical Engg	Dr. Tariq Talha
	(3)	Computer & Software Engg	Dr Arsalan Shaukat
	(4)	Mechatronics Engg	Dr Hamid Jabbar
	(5)	Engineering Management	Dr Shahbaz Abbas

22. **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.

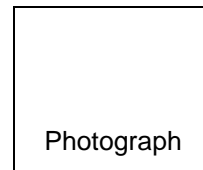
Assoc Prof  
Program Coordinator (Postgraduate)  
(Dr Farhan Riaz)

**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: \_\_\_\_\_ 2022**

**(Signature of Student)**

**COLLEGE OF E & ME****PERSONAL DATA**CATEGORY: MIL / CIV (SERVING) /CIV (NOT-SERVING)

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: \_\_\_\_\_ 2022  
(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: \_\_\_\_\_ 2022

(Signature of Student)

**COUNTERSIGNED**

(Signature of Parents / Guardian)

**Opening of Bank Account**

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

**ACADEMIC SCHEDULE FALL 2022**

<b>Ser</b>	<b>Event</b>	<b>Dates</b>
1.	Orientation Week	19 -21 Sep 2022
2.	Fall Semester 2022 Starts	26 Sep 2022
3.	Mid Term exam (Tentative)	21 - 25 Nov 2022 (9 <sup>th</sup> Week)
4.	Final Exam Fall Semester 2022	23 – 27 Jan 2023
5.	Semester Break	30 Jan to 12 Feb 2023
6.	Spring Semester 2023 Start	13 Feb 2023