



NUST COLLEGE OF E&ME JOINING INSTRUCTIONS - 2024
POSTGRADUATE STUDENTS



Panoramic View of Scenic Campus



College Library

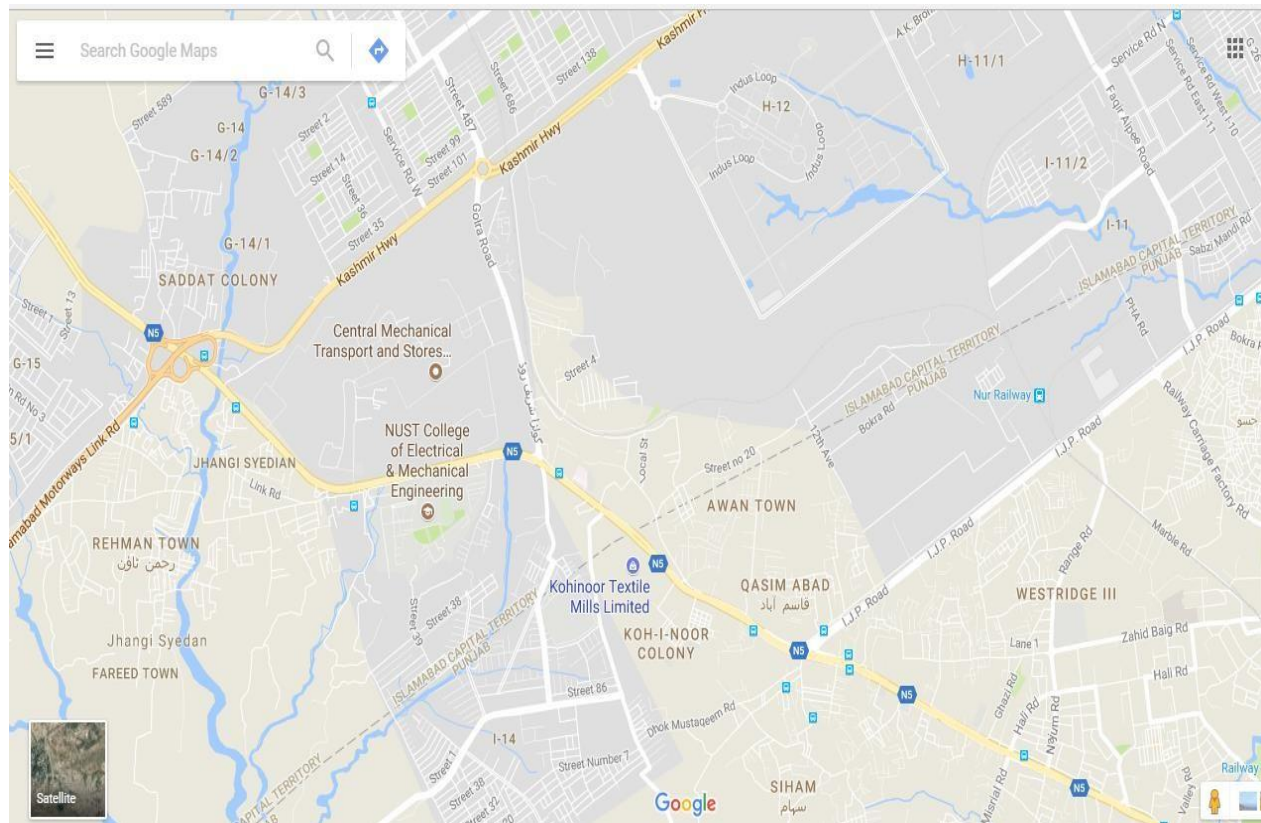


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JOINING INSTRUCTIONS (PG STUDENTS)

1. Congratulations on your acceptance as a postgraduate student at the NUST College of Electrical and Mechanical Engineering (CoEME). As one of the largest and most esteemed colleges within NUST, we pride ourselves on offering advanced programs in **eight engineering disciplines**: Electrical Engineering, Mechanical Engineering, Computer Engineering, Mechatronics Engineering, Engineering Management, Computer Software Engineering (CSE), Artificial Intelligence (AI) and Applied Mathematics. Our distinguished faculty includes 84 PhD holders and 18 MS-qualified members, ensuring top-tier education and research opportunities. Our graduates are highly regarded and consistently secure positions in leading private and public sector organizations.
2. The NUST College of Electrical and Mechanical Engineering (CoEME) 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 Mor 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 1st week of September 2024.

b. **Activities During Orientation**

(1) **Department of Electrical Engineering**

Date & Day	Time	Events	Location
2 Sep 2024 (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
2 Sep 2024 (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 & Software Engineering
	1600-2030 hrs	e-Registration	

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

Date & Day	Time	Events	Location
3 Sep 2024 (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 & Software Engineering
	1600-2030 hrs	e-Registration	

(4) **Department of Basic Science & Humanities**

Date & Day	Time	Events	Location
3 Sep 2024 (Tue)	1400-1500 hrs	Reception	Gate No. 1
	1500-1530 hrs	Briefing by HODs	Department of Basic Science & Humanities
	1530-1600 hrs	Issuance of Tokens	Department of Computer & Software Engineering
	1600-2030 hrs	e-Registration	

(5) **Department of Mechatronics Engineering**

Date & Day	Time	Events	Location
4 Sep 2024 (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 & Software Engineering
	1600-2030 hrs	e-Registration	

(6) **Department of Engineering Management**

Date & Day	Time	Events	Location
4 Sep 2024 (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 & Software Engineering
	1600-2030 hrs	e-Registration	

4. **Schedule of Fall Semester 2024 / Classes.** The regular classes (Fall semester 2024) will commence after registration from **9 Sep 2024**.

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 ([www.nust.edu.pk/wp-content/uploads/2020/03/student-user-guide- V.1.1.pdf](http://www.nust.edu.pk/wp-content/uploads/2020/03/student-user-guide-V.1.1.pdf)) with a link **CMS Student Manual**. All the students to ensure following:-

- a. Download the CMS Student Manual and study before reporting.
- b. 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 Software.developer@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:-

Ser	Academic Level	Documents	Nos	Remarks
(1)	Secondary	*Matric Certificate	1 + 1	(Original + Photocopy) For MS and PhD
(2)	O Level	*O Level Certificate	1 + 1	(Original + Photocopy) For MS and PhD
(3)	Higher Secondary	FSc Certificate	1 + 1	(Original + Photocopy) For MS and PhD
(4)	A Level	A Level Certificate	1 + 1	(Original + Photocopy) For MS and PhD
(5)	Bachelor	*Bachelor Degree duly attested from HEC	1 + 1	(Original + Photocopy) For MS and PhD
		*Transcript duly attested from HEC	1 + 1	(Original + Photocopy) For MS and PhD
(6)	NTS/ GAT	Result Card	1 + 1	(Original + Photocopy) For MS and PhD
(7)	Master	*Bachelor Degree duly attested from HEC	1 + 1	(Original + Photocopy) For PhD Only
		*Transcript duly attested from HEC	1 + 1	

***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 Engineering Departments from all Students.** Following documents are required by engineering departments. Please bring these documents as a separate set with you: -

(1)	Photocopy of CNIC	2	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'
(5)	Surety bond typed on a stamp paper of Rs.100/- duly attested by an Oath Commissioner (in Original).	1	Specimen attached as Anx 'C' (for NUST students)
(6)	Character certificate duly signed by police/Local Govt authorities.	1	Male Student Only Specimen attached as Anx 'D'
(7)	Certificate for non-involvement in political activities.	1	Specimen attached as Anx 'E'

9. Following documents are required from PhD candidates by concerned departments at the time of registration (specimen attached as per annexures in para 8):-

- a. Photocopy of CNIC
- b. Photocopies of all academic documents **including MS/MPhil transcript.**
- c. NOC from concerned departments (if applicable)
- d. Photocopy of medical fitness certificate deposited in NUST at the time of admission.
- e. Bio data of students
- f. Surety bond typed on a stamp paper of Rs. 100/- duly attested by an Oath Commissioner (in original).
- g. Character certificate duly signed by police/local Govt authorities.
- h. Certificate for non-involvement in political activities.

10. Department to provide a set of documents as mentioned in para 9 at the time of processing of PhD-3A form to ESG HQ (PG Sec).

11. **Temporary Issuance of Original Documents**

- a. Few of the students require issuance of original documents on temporary basis mainly on following occasions: -
 - (1) Receipt of ISSB Call from Armed Forces.
 - (2) For attestation of original documents from HEC.
 - (3) On receipt of interview call from any of the Department / Organization for job after going through the selection process of tests extra.
 - (4) Applying studies abroad.
- b. Student has to give application and personally request the Deputy Controller Exams for

issuance of original documents **along with original call letter and any other proof** to temporarily get back his/her original documents.

- c. Account Officer of College, will verify deposit of all fees / dues till date, of the student applying.
- d. Deputy Controller Exams should process the case for issuance of the documents temporarily as per student request after getting **approval from Principal/Dean**.
- e. Student has to submit an undertaking on a stamp paper (**Anx 'F'**) for the needful, indicating the reason for temporary issue of original documents and time period to return.
- f. Maximum duration for issuance of original documents is of only 30 days. However, in case student require retaining of documents for more than 30 days, he/she has to apply again for extension, before expiry date.
- g. Superintendent Exam Branch ensures that the student deposit back his/her original documents prior to expiry date.
- h. If any student fails to submit back the documents, his/her registration for subsequent semester will not be done and if he/she is final year student, then his/her result will be withheld.
- i. Proper record of temporary issuance of original documents, is kept in Exam Branch of College.

12. **Provision of Bank Account Details**. It is **MANDATORY** for all students to open a bank account in any branch of National Bank of Pakistan (NBP) / Habib Bank Limited/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- G**.

13. **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.

14. **Academic Calendar**. Academic calendar for Fall semester 2024 is attached as **Anx H**.

15. **Armed Forces Officers Selected for NUST**. Any armed forces officer selected for NUST will not be registered until his/her admission is confirmed from NUST Registrar Directorate.

16. **Dues**

a. **Tuition fee.** 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 (Odo). Each student will be issued with Qalam (Odo) account and password from ICT cell at College. The fee challans will be downloaded from Qalam (Odo) 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**.

b. **Dues for Boarder Students**

- (1) **General.** Boarder students are required to pay following charges (initially) on allotment of hostel: -
- (a) Rs. 15,000/- Advance Messing (Refundable).
 - (b) Rs. 20,000/- Campus Security (Refundable).
 - (c) Fixed Six Monthly (Advance Accommodation and Allied Charges) on prescribed rates charged from October till March.

Note: - As per arrival date of student in campus, additional charges would be charged (if any). After these initial payments, *Monthly Charges (including actual messing and utility charges)* and succeeding *Fixed Six-Monthly Charges* shall be paid by a boarder as a regular student of College of EME as per prescribed rates.

- (2) **Notification of Bills.** For timely deposit of dues (monthly / six monthly), bills will be shared in three (following) modes: -
- (a) SMS through Kuickpay (On contact number provided by the students).
 - (b) Official website of College of E&ME.
 - (c) Departmental notice board.

- (3) **Penalty on Non-Payment of Dues.** Those students (male or female) who would fail to deposit their *Fixed Six-Monthly Charges* or *Monthly Charges* within due date, fine along with their registration for any kind of courses in current or succeeding semester would be stopped/ cancelled. If a student still fails to deposit the same, then his/ her messing/ hostel facility would be withdrawn without any further warning.

c. **Bank Details**

(a)	Bank Account	Askari Bank - Golra Mor Branch, Rawalpindi
(b)	Account No	02561650001092
(c)	Account Title	Students Billing Acct - NSAW
(d)	Email	accts.cdtwing@ceme.nust.edu.pk

17. If a student fails to deposit dues in time. He / she is imposed with a fine of prescribed rates. If He / She even fails to do so, initially messing facility will be withdrawn and subsequently hostel facility will be cancelled. Defaulter will not be allowed to appear in exam and their registration for next semester will be withheld.

18. **Scholarships.** All the interested students have to apply for NUST Need Based Scholarship, NUST PhD Fellowship NPF Scheme online at the time of admission. Details pertaining to various scholarships are available at: -

www.nust.edu.pk/admissions/scholarships and www.nust.edu.pk/admissions/phd/sch-npf

19. **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.

20. **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.

21. **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. Vehicle passes will be issued to the students for entry/ exit in selected areas of college premises i.e college parking so as to allow them safe parking while coming for their classes. However, they would submit an application through concerned department for processing of their case with security branch for the needful.

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

23. **Hostel Accommodation (Male and Female).** Hostel accommodation is available for PG students. Hostel allotment policy, procedure for online application, dues, and rules for in-living students are mentioned on ceme.nust.edu.pk/faqs/hostel.accomodation

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

24. **Procedure of Hostel Allotment**

- a. Hostel / Boarding facility is available on first come first serve basis.
- b. Online application for hostel facility is available on College of E&ME official website <https://ceme.nust.edu.pk>.
- c. Details including all required documents, mailing address and dues to be deposited on application of hostel are given on above mentioned college of E&ME website.
- d. Students of local station (Rawalpindi & Islamabad City) are not eligible for hostel facility.

25. **Student Handbooks and NUST Maps.** To facilitate you, the PG Handbook is being sent kindly download link <https://ceme.nust.edu.pk/downloads/student-notice-board-pg/> for handbook and go through its content. 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.

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

Ser	Appointment	Name	Contact No
a.	Dean	Brig Dr Nasir Rashid	051-54444050
b.	Dir Acad-CEME	Col Dr Imran Shafi	051-54444008
c.	Program Coordinator (PG)	Dr Danish Hussain	051-54444006
d.	Program Coordinator (MS)	Lt Col Syed Mujahid Abbas Rizvi	051-54444036
d.	<u>Head of Departments (HOD)</u>		
(1)	Electrical Engg	Dr Qasim Umar Khan	051-54444250
(2)	Mechanical Engg	Brig Dr Imran Akhtar	051-54444350
(3)	Computer & Software Engg	Dr Usman Qamar	051-54444150
(4)	Mechatronics Engg	Dr Hamid Jabbar	051-54444450
(5)	Engg Mgmt	Col Dr Yasir Ahmad	051-54444650
(6)	Basic Science & Humanities	Dr Yasir Ali	051-54444550

e.	<u>Department Program Coordinators (PG)</u>		
	(1)	Electrical Engg	Dr Sarmad Majid Malik 0321-5503161 051-54444218
	(2)	Mechanical Engg	Dr. Tariq Talha 0345-6183900 051-54444370
	(3)	Computer & Software	Dr Soyiba Jawed 03215211362 051-5444148
	(4)	Mechatronics Engg	Dr Hassan Ellahi 0345-4447377 051-54444406
	(5)	Engineering Management	Dr Shujaat Ali 0332-9602925 051-54444608
	(6)	Applied Mathematics	Dr Safia Taj 051-54444550 0341-9681221

27. **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.

Dated _____ Aug 2024.

Lt Col
Program Coordinator (MS)
(Syed Mujahid Abbas Rizvi)

CERTIFICATE OF FITNESS

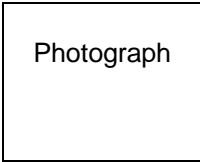
I, _____ S/O /D/O _____ hereby

declare that I have no such disability which can affect my studies. I am physically and mentally fit to undergo academic activities.

Dated: _____ 2024

(Signature of Student)

COLLEGE OF EME - 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	<u>Marks Obtained</u>	<u>Total Marks</u>	<u>Division/CGPA</u>
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 illrecord in
concerned police station.

Dated ____ 2024
(Office Stamp)

(Signature of SHO of Police
Station)

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: _____ 2024

(Signature of Student)

COUNTERSIGNED

(Signature of Parents / Guardian)



UNDERTAKING TEMPORARY ISSUANCE OF ORIGINAL DOCUMENTS

I _____ CMS ID/Regn No _____ Category
 _____ (PC/ASC/NS) _____ CNIC _____ Degree/

Discipline _____ hereby certify that I will deposit my Original Educational Documents within 15 days of their **Temporarily Issuance**. Failing to comply the same within due date, my registration for next semester shall not be done (for 1-3rd year students) / my result shall be withhold (for final year students).

Date _____ (Student's Signature)

(Specimen Stamp Paper not less than Rs. 10/-)

Details 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 2024

Ser	Event	Dates
1.	Orientation Week	2-8 Sep 2024
2.	Fall Semester 2024 Starts	9 Sep 2024
3.	Mid Term exam (Tentative)	4-9 Nov 2024
4.	Final Exam Fall Semester 2024	6-11 Jan 2025
5.	Semester Break	13-24 Jan 2025
6.	Spring Semester 2025 Start	27 Jan 2025