



UG & PG STUDENTS Joining Instructions SEECs – NUST 2017

**SCHOOL OF ELECTRICAL ENGINEERING AND
COMPUTER SCIENCE (SEECs)**

A centre for quality education and research

Introduction

You are cordially welcome to NUST School of Electrical Engineering & Computer Science, an institute that ranks among the top few Engineering institutions in the country. With its dynamic and progressive vision, SEECS has significantly contributed towards the improvement of existing educational standards and the promotion of research culture in Pakistan. We expect you to benefit from this distinctive opportunity to enhance your professional and technical knowledge during your stay at SEECS. We, on our part, will make all possible efforts to make your stay comfortable, and would be glad to facilitate your pursuit of knowledge and equip you well to meet successfully the technological challenges of today and tomorrow.

Careful reading and understanding of the information contained in this document will aid your smooth transition to this new phase of your academic life. An overview of various aspects of training and administration is provided so as to help you settle down during the first few weeks at SEECS. We look forward to meeting you, and help you embark successfully on your degree program at SEECS. It is in the interest of all students to immediately familiarize with all the resources available at SEECS website www.seecs.nust.edu.pk

Important

New students are the most respectable members of our university and deserve special attention. Senior students are not allowed to pass derogatory comments or humiliate the junior students in the garb of first year fooling. As per NUST policy, strict disciplinary action is to be initiated against any senior students involved in fooling the junior students. Moreover, new students are advised to report any such incident to SEECS administration.

Location

SEECS-NUST is located at NUST Main Campus in H-12 Sector, Islamabad. The route map showing SEECS-NUST Campus at H-12 Sector is available at the link http://seecs.nust.edu.pk/head_links/h12_map/index.htm

Arrival/Reception

At the start of each academic year, SEECS administration along with faculty, students and staff organizes an exclusive orientation program for newly enrolled students. The aim is to facilitate new entrants' integration into the university environment with ease and confidence. New students also get an opportunity to ask questions and clarify doubts and concerns. It is also a great opportunity to meet fellow students visit other schools and relevant offices.

For the academic year 2017, a weeklong orientation program is scheduled for UG Students as per orientation program attached at the end of this document. The orientation will start **at 0900 hrs on 07 Sep 2017 (Thursday)** at SEECS, (NUST) Sector H-12, Islamabad. PG students will, however, report at **0900 hrs on 11 Sep 2017**. Regular classes for UG and PG will commence wef **11 Sep 2017**. In case of inability to attend the orientation, the school must be informed through telephone numbers listed at the end of this document & also on email: "exam@seecs.edu.pk".

Students who are desirous of availing hostel accommodation need to visit NUST website www.nust.edu.pk and apply on prescribed form which may be downloaded.

Dress Code/Outfit/Clothing

There is no specified uniform; however a proper dress code is to be followed, as specified below:

- **MALE STUDENTS**
 - Dress Pants and dress shirts of decent color (Shorts or Bermudas not allowed), with shoes.
 - Simple jeans with shoes.
 - Plain T-Shirt (without any writing or pictures etc).
 - Shalwar Kameez of decent color (properly ironed), with shoes / sandals with back strap and buckle.
 - No chapels / bathroom slippers are allowed in School area.

- **FEMALE STUDENTS**
 - Shirt with appropriate length and normal pattern shalwar (Low neck and sleeveless shirts not allowed).
 - Duppatta or Shawl (compulsory).
 - Small heel or flat shoes (high heels not allowed).
 - Trousers with long shirts (trousers with slits not allowed).

General Information

SEECS provides an environment that supports both intellectual and personal growth. This requires striking a balance between upholding individual freedom and ensuring respect for the rights of others. Each student has the right to pursue peacefully his / her study, and other students must respect this right.

As young adults, it may be students' first or recent experience with certain freedoms and privileges. The university should not therefore be constantly watching students' actions or judging their behaviour. When one's actions clash with the rights of others to a safe environment, the university considers it obligatory to intervene and preserve the academic rights of students as a community. Students are therefore expected to demonstrate a high standard of conduct - one that is necessary to maintain the educational quality of the campus.

- **Identity Cards**

All students will be issued temporary identity cards on arrival. However, permanent NUST identity cards will be issued later. Students will be responsible for the safe custody of their identity cards (temporary as well as permanent). In case of loss, they will be liable to disciplinary action and a fine of Rs 1000.00. All students are expected to wear the identity card at all times while in NUST.

- **Accuracy of University Records**

Students are expected to furnish accurate and complete information on all university forms and documents, including applications for admission and financial aid, references, local and home addresses and other types of records. Provision of inaccurate/concealment of information may lead to termination from the university. It is student's responsibility to ensure subsequent updates on change of any information.

- **Discipline**

Political activities are strictly forbidden on SEECs premises, and all students are required to give a written undertaking at the time of admission that they will refrain from politics during their stay at school. Rector NUST has full powers to terminate the registration of a student found involved in political activities.

The following practices are strictly prohibited for SEECs-NUST students:-

- Theft or damage to the property of school or of a member of school community or that of a visitor to school, or abetment to any of the above.
- Conduct that results in conviction for a crime or crimes in a court of competent jurisdiction may subject a student to disciplinary action including suspension or expulsion.
- Possession of firearms, explosives, dangerous chemicals or other weapons on SEECs campus, or the display or use of the above to intimidate, frighten or control individuals.
- Engaging in conduct which obstructs or disrupts teaching, research, administration, disciplinary procedures, or other activities of the institute.
- Keeping pets/animals, cassette players etc or possessing any morally/religiously objectionable printed material.
- Using/distributing/trading drugs, alcohol, narcotic materials and smoking on the Campus.

- **Academic Honesty**

- SEECs requires all students to adhere to high standards of integrity in their academic work. The school follows a zero-tolerance policy for activities such as plagiarism and cheating. Students found involved in such activities are subject to serious disciplinary action. This may include being awarded an "F" grade by the teacher, academic suspension or expulsion. The plagiarism policy available at http://seecs.nust.edu.pk/about/downloads/SEECs_Plagiarism_Policy_Dec2010_v1.0.pdf is strictly followed to ensure academic integrity.
- Plagiarism is defined as the use, whether by paraphrase or direct quotation, of the published or unpublished work of another without full and clear acknowledgment. Cheating includes the giving or receiving of unauthorized assistance on quizzes, examinations or written assignments from any source not approved by the teacher. Examples of cheating include but are not limited to:-
 - Submitting someone else's work as one's own with or without the permission of the individual concerned
 - Allowing someone to copy one's work
 - Using a writing service or having someone else to write a paper for oneself
 - Using someone else's work without proper citation
 - Submitting collaborative and/or group work as one's own
 - Stealing a test or question paper from a teacher or her/his office
 - Taking a course and/or examination for another student
 - Using unauthorized materials during a test or exam

- **Attendance**

NUST expects students' attendance in the classes to be 100%, however, under extreme compassionate reasons / medical sickness of the students, acceptable to authority, 25% allowance may be granted. Hence, at least 75% attendance is mandatory for students to take End Semester Exam in given subjects. Students

are required to be present in the classroom as per the training program. Those who join late or leave the classroom without permission will be marked absent, and SEECs authorities reserve the right to fine such students on case-to-case basis. Absence on medical grounds will also be considered as ABSENT for the purpose of counting mandatory attendance.

▪ **Student Advisory System (SAS)**

- It has been felt that many of the students need extra help and attention during their first year at NUST. They need frequent advice and guidance for coping with University's academic environment and challenges. Moreover, in addition to the technical knowledge being imparted to the students, there is a need to groom the students in terms of values, nationhood, etiquettes, and soft skills etc. NUST has always endeavored to adopt new measures and practices to help its student achieve par excellence in all domains of their lives. To make UG students well conversant with the NUST Academics Regulations, and support them to overcome their personal and academic issues, concept of Student Advisor has been introduced in which every student has to be in touch with his student advisor on fortnightly basis without fail.
- All students are expected to know, their faculty advisor, UG/PG coordinator of their respective department, Head of Department (HoD) and Senior Head of Department (SHoD) of their respective discipline.

Rules/Regulations

As a constituent school of NUST, SEECs strictly abides by NUST regulations. The school follows semester system of teaching. Grade is awarded on a relative grading system. Students will be briefed by our staff about academic regulations within two weeks of joining the School. Rules governing academic performance and discipline will be covered during briefing and can also be viewed on our website.

Scholarships & Financial Assistance

- UG Students with semester GPA 3.50 and above are eligible for merit scholarship of different amounts on a sliding scale.
- UG/PG Students unable to pay the tuition fees & hostel charges are allowed deferred payment (maximum 50%) on case to case basis provided they attain GPA of at least 2.25 & 3.00 for UG & PG students respectively. Interested/needy students can apply for said facility by months of May and November of each year. No student can apply before completion of 1st semester.
- NUST Need Based Scholarships (NNBS) is also awarded to needy UG/PG students whose parents monthly income is less than Rs 40,000/-, provided they show satisfactory semester results, (at least semester GPA 2.0 or above)
- Following organizations are also extending financial support/ assistance in the shape of scholarships to needy students:
 - HEC PAK-USAID Merit and Need based Scholarship (UG/PG).
 - NESCOM Fellowship Award (UG)
 - ICT R&D Scholarship (UG)
 - Punjab Educational Endowment Fund (PEEF) Scholarships (UG/PG).
 - Shahbaz Sharif Merit Scholarship (PG)
 - Scottish Scholarship Scheme for Women (PG)
 - Chief Ministers Educational Endowment Fund (CMEEF) Scholarship for KPK Students (UG)
 - ICT Endowment Fund Merit Based Scholarship (PG)
 - Higher Education Commission (HEC) Scholarship (PG)

REGISTRATION ONLINE

To complete the on-line registration form, students will take following steps:-

- Click on the link <https://lms.nust.edu.pk/portal/> and then login with the User ID & Password already sent to you on your email address.
- Read the “Terms and Conditions” carefully and you must agree in order to proceed.
- Click on **My Profile Settings -> Edit Profile** from left menu bar.
- Fill the **mandatory fields** correctly, upload your **picture** with full face and press “**Update Profile**” button at bottom.
- On the next page, Fill-in all the relevant **mandatory details** correctly and press “**Save Profile**” button.
- “**Submit**” button will appear once your info is saved successfully by pressing the “**Save Profile**” button.
- You can update your info any time by pressing the “**Save Profile**” button BUT Once you click on “**Submit**” button, your info will be submitted in the system and you will not be able to make any changes. If you need to make any change to your profile, please contact exam branch SEECs to make changes for you.
- “**Print Form**” button will appear after the successful submission of data in our system at SEECs.
- Get 2 copies of the form, affix your passport size photographs, sign yourself and also get it signed by your parents/guardian.
- Deposit both the forms along with other documents mentioned below, on first day of your arrival at SEECs.

CHECKLIST DOCUMENTS TO BE DEPOSITED ON ARRIVAL

Students are required to bring along and deposit the following documents with the University Authorities on the day of orientation. **PLEASE NOTE THAT THE STUDENTS WITH INCOMPLETE DOCUMENTS WILL NOT BE REGISTERED:** -

- Original SSC (SANAD), HSSC (or equivalent), along with 2x photocopies of each cert duly attested. (Students may retain sufficient photocopies of their certs for their future use)
- Those who have passed 'O'/A' level exams must bring the equivalence certificates from IBCC.
- In Addition to above, the PG students will also bring Bachelor & Masters degrees & transcripts (must clearly mention CGPA earned out of XXX. In case total CGPA is not mentioned in the degree/transcript, students will produce a certificate from university concerned clearly showing total CGPA.
- 2 copies of Registration form duly affixed with passport size photographs.
- Undertaking regarding conduct (Specimen attached).
- Surety Bond duly made out on stamp paper worth Rs 100/- (Specimen attached).
- Medical Fitness Certificate (Specimen attached).
- 1x ID card size photograph for temporary Identity Card.
- 2x photocopies of National ID Card/Form 'B' duly attested.
- Original SAT Score Card with 2 photocopies (SAT stream candidates only).

IMPORTANT TELEPHONE NUMBERS

Dean SEECs: 051 9085 2003 (Office);

Dy Con Exams (SEECs): 051 9085 2007 (Office) |

Registration Office SEECs (Superintendent) : 051 9085 2035 | 0300 5223121 (Mobile)

Info Office SEECs: 051 9085 2400

NUST Help Desk: 051 - 9085 4200 (functional from 6th - 11th Sep 2017)

E-mail: info@seecs.nust.edu.pk | Website: www.seecs.nust.edu.pk

NUST School of Electrical Engineering & Computer Science (SEECs),
H-12 Sector, Islamabad, Postcode 44000

(NUST STUDENTS)

1. **KNOW ALL MEN BY THESE PRESENT THAT I, Mr./ Ms.** _____
(hereinafter called the student), Mr./ Ms. _____ (Surety No 1)
and Mr./ Ms. _____ (Surety No 2) (hereinafter called the sureties)
do hereby bind ourselves and each of us and heirs, executors and administration to abide by the terms and conditions of NUST after having been selected against open merit seat at NUST School of Electrical Engineering & Computer Science.

2. During studies, the student will abide by the school discipline and rules, regulations and standing orders/procedures concerned and pay all expenses in due time. Any violations of these will make the student liable to expulsion from the SEECS, which shall be without right of appeal in any court of law. During studies, if student is expelled by the School on any ground, or deliberately fails and does not study, student will lose his seat in the School and will not be allowed to continue studies in any of the NUST institutions.

3. The student will abstain from any political activity during his/her tenure of studies at SEECS. Student, if found guilty of an act which is forbidden by SEECS-NUST authorities including cheating/drinking alcohol, etc, will be liable to expulsion from the SEECS.

4. SEECS-NUST authorities reserve the right to plan/issue extended schedule of classes/exams during any part of the day, on as required basis.

Signature of the Student: _____

Surety No 1 (Father/Guardian)

Signature: _____

Name: _____

Son of: _____

CNIC No: _____

Designation/Status: _____

Address: _____

Cell No: _____

Landline No: _____

Surety No 2 (Any Class 1 Govt Servant)

Signature: _____

Name: _____

Son of: _____

CNIC No: _____

Designation/Status: _____

Address: _____

Cell No: _____

Landline No: _____

Note: This bond will be typed on STAMP PAPER worth Rs. 100/- and will invariably be attested by Oath Commissioner/Notary Public.

UNDERTAKING

(By the Students & Parents/Guardian)

I, Mr. / Ms. _____ son/daughter of Mr. _____, student of BEE/BESE/BSCS or MS-IT/MS-CS/MS-IS/MS-EE/MS-ITE (whichever applicable) course, hereby certify that I have read the joining instructions carefully and that during my stay with SEECS, I shall be responsible to abide by the rules/regulations mentioned therein. I understand that I will be liable to appropriate disciplinary action for any misconduct or misbehavior. I hereby declare that all my academic documents (including Matric/FSc/equivalent) are correct. I am aware that if found incorrect at any stage of studies, university has the right to cancel my admission/take strict disciplinary action against me.

Date: _____

Signature: _____

Name: _____

Cell No: _____

COUNTERSIGNED BY PARENTS/GUARDIAN

Signature: _____

Name: _____

CNIC No. _____

Relationship with the student _____

Address: _____

Cell No: _____

Alternate Cell No for Emergency _____

Landline No: _____

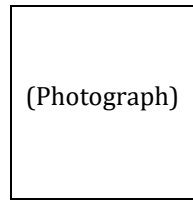
Email: _____

Date: _____

Note: Please deposit this certificate duly completed on first day of your arrival.

Medical Fitness Certificate

Roll No/Registration No: -----
 Name: -----
 Father's Name: -----
 Gender: -----
 Age: -----



1. Weight: ----- (kg) Height ----- (cm) BP -----
 2. Blood group: -----
 3. Lungs: -----
 4. Heart: -----
 5. Vision: Left Eye ----- Right Eye ----- Details of Glasses (if worn): -----
 6. Hearing: -----
 7. Any Impediment in Speech: -----
 8. Any Disability: -----
 9. Any Neurological / Psychiatric disease, (if yes, please give details). -----
 10. Suffering from Hepatitis B / Hepatitis C / HIV (AIDS) -----
 11. Any significant Disease Diagnosed in the past: -----
 12. Vaccinated (Yes/No/Partially). -----
 13. Taking any medicine on regular basis (if yes, please give details). -----
 14. Allergies if any: -----
 15. Any Communicable / Contagious Disease: -----
 16. Mark of Identification: -----

CERTIFICATE BY THE DOCTOR

**I certify that I have examined Mr / Ms -----Son / Daughter of -----
 ----- who is an applicant for admission to Undergraduate/ Postgraduate Program at NUST and
 could not notice that he / she has any physical or mental disease and is FIT for undertaking studies.**

Signature of Doctor with legible seal (Office stamp)	Signature of Candidate (In presence of Doctor)
PM & DC No:	
Dated:	Dated:

Note for Candidate: Please present your medical fitness certificate at the concerned NUST College/School at the time of joining.

MEDICAL STANDARDS FOR ADMISSION

Study at NUST demands good physique and stamina. An applicant must have sound health so as to bear the strain of the Course.

SEECs – MUST UG FRESHMEN ORIENTATION – 2017
DAY WISE ACTIVITIES PLAN

Day	Date	Time Limit	Activity	Remarks
Day 0	Wednesday, 6 Sept, 2017	0900–2100 Hrs	Joining of Students who have been allotted hostels	Orientation guides of SEECs will be contacting the selected students for necessary guidance regarding joining, any time before 6th Sep 2017 . However, in case of any clarification needed by the selected students, a MUST Help Desk will start functioning from 5th Sep 2017 on telephone number 051-9085-4200 .
Day 1	Thursday, 7 Sept, 2017	0900–1700 Hrs	Manning of School Reception Desks at Gates	To avoid any bottlenecks while entering, multiple entry gates will be opened with predetermined staggered entry times for different schools.
Day 1 (Contd)	Thursday, 7 Sept, 2017	45 to 60 min	Principal/ Dean Address	Jinnah Auditorium 1030 – 1230 hrs
Day 1 (Contd)	Thursday, 7 Sept, 2017	0900–1700 Hrs	Freshman Registration	UG Block at SEECs
Day 1 (Contd)	Thursday, 7 Sept, 2017	45 to 60 min	School Library/ CMS/ LMS Orientation	Introductory briefing to the freshmen for CMS, LMS and the School Library
Day 1 (Contd)	Thursday, 7 Sept, 2017	1700–2000 Hrs	Central Social Activities	Participation of Freshmen in these social activities is Optional
Day 2	Friday, 8 Sept, 2017	0900–1300 Hrs	Inter- School Visits, Phase-I	<ul style="list-style-type: none"> • The visit to any school may start with a short video/ live briefing followed by a guided tour to important labs/ facilities • All visits are, however, essentially required to be concluded before Lunch/ Zohar Namaz break
Day 2 (Contd)	Friday, 8 Sept, 2017	1500–1630 Hrs	Alumni Sessions	This activity will be organized in seminar halls of different schools

Day	Date	Time Limit	Activity	Remarks
Day 2 (Contd)	Friday, 8 Sept, 2017	1700–2100 Hrs	Central Social Activities	Participation of Freshmen in these social activities is Optional
Day 3	Saturday, 9 Sept, 2017	0900–1300 Hrs	Inter- School Visits, Phase-II	As per details given above for Phase-I
Day 3 (Contd)	Saturday, 9 Sept, 2017	1430–1600 Hrs	Introduction/ Registration of NUST Clubs/ Societies	<ul style="list-style-type: none"> • This activity will be conducted at Jinnah Auditorium (CIPS) • Introduction of each Club/ Society would be made through a video and/ or the Presidents' short address. • Separate Recruitment Desks for all Clubs/ Societies will be established outside the hall to distribute/ collect Executive Recruitment Forms from the desirous Freshmen
Day 3 (Contd)	Saturday, 9 Sept, 2017	1600–2100 Hrs	Central Sports Activities	Participation of Freshmen in these social activities is Optional
Day 4	Sunday, 10 Sept, 17	0900–1300 Hrs	Inter- School Visits, Phase-III	As per details given above for Phase-I
Day 4 (Contd)	Sunday, 10 Sept, 17	1700–2300 Hrs	Mega Social Event	Participation of Freshmen in these social activities is Optional

Day	Date	Time Limit	Activity	Remarks
Day 5	Monday, 11 Sept, 17	0900–1300 Hrs	Academic Briefing by the respective HODs/ Reps	<p>HoDs or their reps may give a comprehensive academic briefing to the respective freshmen, broadly covering (but not limited to) the following points:-</p> <ul style="list-style-type: none"> ▪ Credit Hours definition ▪ Semester-wise course work ▪ Exam Policy and Frequency ▪ Relative Grading ▪ Academic Discipline/ Plagiarism Policy ▪ Emphasis on 100% Attendance Policy ▪ 1st Semester Courses, Credit Hrs & Instructor names etc. ▪ First Semester Time Table and Class Rooms/ Labs ID etc ▪ Text/ Reference Books sources' identification ▪ Student Advisor System and its schedule
Day 5 (Contd)	Monday, 11 Sept, 17	1430–1530 Hrs	Student Advisor Meeting	<ul style="list-style-type: none"> • Soon after allocation of the classes/ sections to the freshmen, all schools need to identify Student Advisors for all freshmen of the school • These introductory meetings between the freshmen and their respective Student Advisors may be conducted soon after the above stated HoDs briefings
Day 5	Monday, 11 Sept, 17	1700–2100 Hrs	Closing Ceremony	Participation of all UG Freshmen in this Ceremony is Mandatory