



# **PG STUDENTS Joining Instructions SEECs – NUST 2018**

**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](http://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](http://seecs.nust.edu.pk/head_links/h12_map/index.htm)

## **Orientation/Registration**

PG students are required to report at SEECS on **03 Sep 2018 at 0900 hrs** along with all the documents mentioned herein.

## **Hostel Accomodation**

Students who are desirous of availing hostel accommodation need to visit NUST website [www.nust.edu.pk](http://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 chappals / 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 ones 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 NUST 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](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.

## ▪ **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 handed over hand-books covering all the important rules & regulations of the university. Undertaking at the end of hand-book will be signed and submitted to SEECS Exam Branch by each student for record.

## **Scholarships & Financial Assistance**

- 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 3.00. Interested/needy students can apply for said facility on the dates announced by NUST authorities. No student can apply before completion of 1<sup>st</sup> semester.
- NUST Need Based Scholarships (NNBS) is also awarded to needy students whose overall monthly income is less than Rs 40,000/-, provided they show satisfactory semester results, (at least semester GPA 3.0 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
  - Punjab Educational Endowment Fund (PEEF) Scholarships
  - Scottish Scholarship Scheme for Women
  - Chief Ministers Educational Endowment Fund (CMEEF) Scholarship for KPK Students
  - ICT Endowment Fund Merit Based Scholarship
  - Higher Education Commission (HEC) Scholarship

## **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:** -

- All Original Academic Documents including Mark Sheets, Transcripts and Degrees  
(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.
- 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.
- 02x attested photocopies of all the educational documents.
- 02x 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).
- 01x ID card size photograph for temporary Identity Card.
- 02x photocopies of National ID Card, duly attested.

### IMPORTANT TELEPHONE NUMBERS

**Dean SEECs: 051 9085 2003 (Office) (From 0900 to 1700 Hrs)**

**Dy Con Exams (SEECs): 051 9085 2020 (Office) (From 0900 to 1700 Hrs)**

**Registration Office SEECs (Superintendent) : 051 9085 2035 (From 0900 to 1700 Hrs)**

**Info Office SEECs: 051 9085 2400 (From 0900 to 2100 Hrs)**

**NUST Facilitation Centre: 051 9085 1370**

**Email: [info.orientation@nust.edu.pk](mailto:info.orientation@nust.edu.pk)**

**FB Page: [facebook.com/ItsON2018/](https://www.facebook.com/ItsON2018/)**

E-mail: [info@seecs.nust.edu.pk](mailto:info@seecs.nust.edu.pk) | Website: [www.seecs.nust.edu.pk](http://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: \_\_\_\_\_

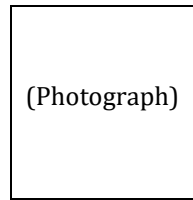
Date: \_\_\_\_\_

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***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.