UG & PG STUDENTS
Orientation 2016
Joining Instructions

SCHOOL OF ELECTRICAL ENGINEERING AND
COMPUTER SCIENCE (SEECS)
A centre for quality education and research
Introduction
Welcome to NUST School of Electrical Engineering & Computer Science (SEECS), 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 will 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 immediately.

Location
SEECS-NUST is located in newly developed 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/About/Contact/h12_map/index.htm

Arrival/Reception
At the start of each academic year, SEECS administration along with faculty, students and staff organizes an exclusive one-day orientation program for newly enrolled students. The aim is to facilitate new entrants’ integration into the world of university with ease and confidence. New students also get an opportunity to ask questions and clarify doubts and concerns, the day is also a great opportunity to meet fellow students.

For the academic year 2016, SEECS orientation program is scheduled at 0930 hrs for UG and at 1400 hrs for PG students on 19 Sep 2016 at SEECS UG Block, Sector H-12 Islamabad. However, regular classes will commence wef 20 Sep 2016. In case of inability to attend the orientation, school must be informed telephonically on the numbers listed at the end of this document.

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, by avoiding the following:-

- Wearing tight or see-through dress.
- Wearing Shorts, or sleeveless shirts.
- Wearing Tee-Shirts/dress bearing language or art, which appears to be provocative or indecent and is likely to offend others.
- Wearing shabby or torn clothing.
- Wearing jogging or exercise clothing during classes.
- Putting on excessive makeup or wearing expensive jewelry.
- Wearing untidy, gaudy or immodest dress is classrooms, cafeteria and university offices.
- Wearing unprofessional attire in formal programmes and interviews.

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 your first or recent experience with certain freedoms and privileges. The university should not therefore be constantly watching your actions or judging your behaviour. When your 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. You 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.

• **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 any inaccuracy/concealment of information may lead to termination from the institute. 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 considered unacceptable 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 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/Internal/downloads/downloads/SEECS_Plagiarism_Policy_Dec2010_v1.0.pdf](http://seecs.nust.edu.pk/Internal/downloads/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**

75% attendance is mandatory for the students to take the End Semester Exam in all 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 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. Semester Exam Result is displayed on SEECS website. 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 – (FOR UG STUDENTS ONLY)**

- Students with semester GPA 3.50 and above are eligible for merit scholarship of different amounts on a sliding scale.
- Students unable to pay the tuition fees are allowed deferred payment (maximum 50%) on case to case basis provided they attain GPA of at least 2.25 at the end of each semester. However, financial assistance and subsidized hostel facilities to needy and bright students from backward areas to the extent of 75% is provided if students show excellent performance during the course. Detailed information in this regard can be obtained from SEECS exam department.
- NUST Need Based Scholarships (NNBS) and ICT R&D Fund Scholarships are also awarded to needy students provided they show good semester results.
- Following organizations are also extending financial support/assistance in the shape of scholarships to needy students:
  - HEC PAK-USAID Merit and Need based Scholarship.
  - NESCOM Fellowship Award
  - ICT R&D Scholarship
  - Punjab Educational Endowment Fund (PEEF) Scholarships.
  - Scholarships/Financial Help to Meritorious-cum-Needy NUST Students from Province of Khyber-Pakhtoonkhwa.
  - Scholarship for Selected Students of Balochistan and FATA.
  - Scholarship/Stipend to AJ&K Students of NUST.

**Registration Online**

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

- Click on the link [https://lms.nust.edu.pk/portal/](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 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 Orientation Day

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:**

- Medical Fitness Certificate (if not already deposited at Main Office NUST).
- 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.
- 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).*
- 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).*

**IN ADDITION, THE PG STUDENTS WILL ALSO BRING THE FOLLOWING DOCUMENTS:--**

- 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.

**IMPORTANT TELEPHONE NUMBERS**

- SHoD EE SEECS: 051 9085 2101 (Office);  
  SHoD DOC SEECS: 051 9085 2151 (Office);
- Dy Con Exams (SEECS): 051 9085 2007 (Office) |  
  Registration Office SEECS (Supt): 051 9085 2035 | 0300 5223121 (Mobile)  
  Info Office SEECS: 051 9085 2400
- E-mail: info@seeecs.nust.edu.pk | Website: www.seeecs.nust.edu.pk
- NUST School of Electrical Engineering & Computer Science (SEECS),  
  H-12 Sector, Islamabad, Postcode 44000
SURETY BOND
(Worth Rs. 100/-)

(NUST STUDENTS)

1. KNOW ALL MEN BY THESE PRESENT THAT I, 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 of Student: ________________
Name of Student: ____________________
Cell No: ____________________________
Alternative Cell No: ________________

COUNTERSIGNED BY PARENTS/GUARDIAN

Signature of Parents/Guardian: __________________________
Name of Patents/Guardian: __________________________
Relationship (if other than parents) ______________________
Address: _________________________________________
__________________________________________________
Cell No: ____________________________
Alternative Cell No: ______________________
Landline No: ____________________________
Email: ________________________________

Date: ____________

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