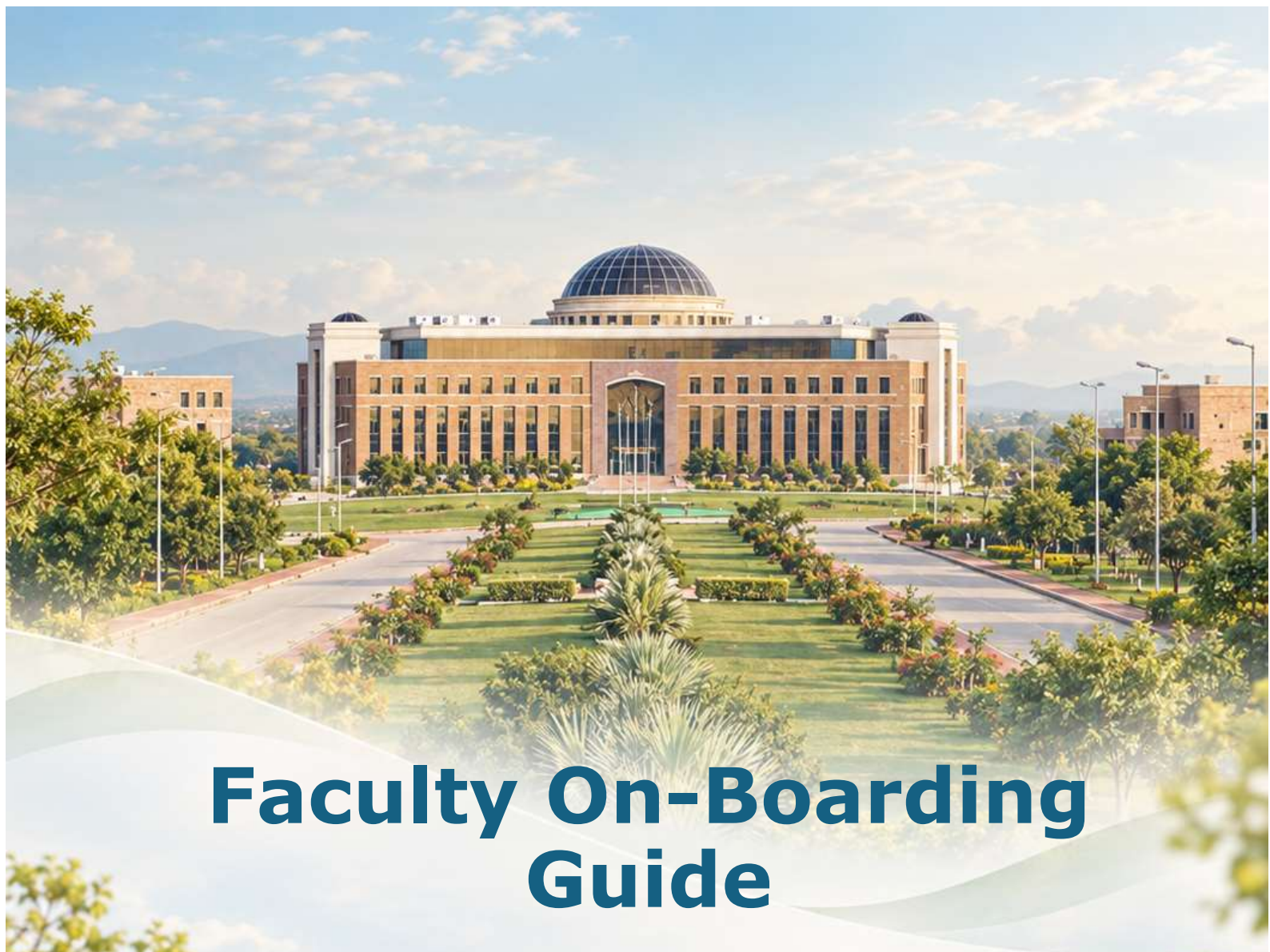




Faculty On-Boarding Guide

SEECs - NUST

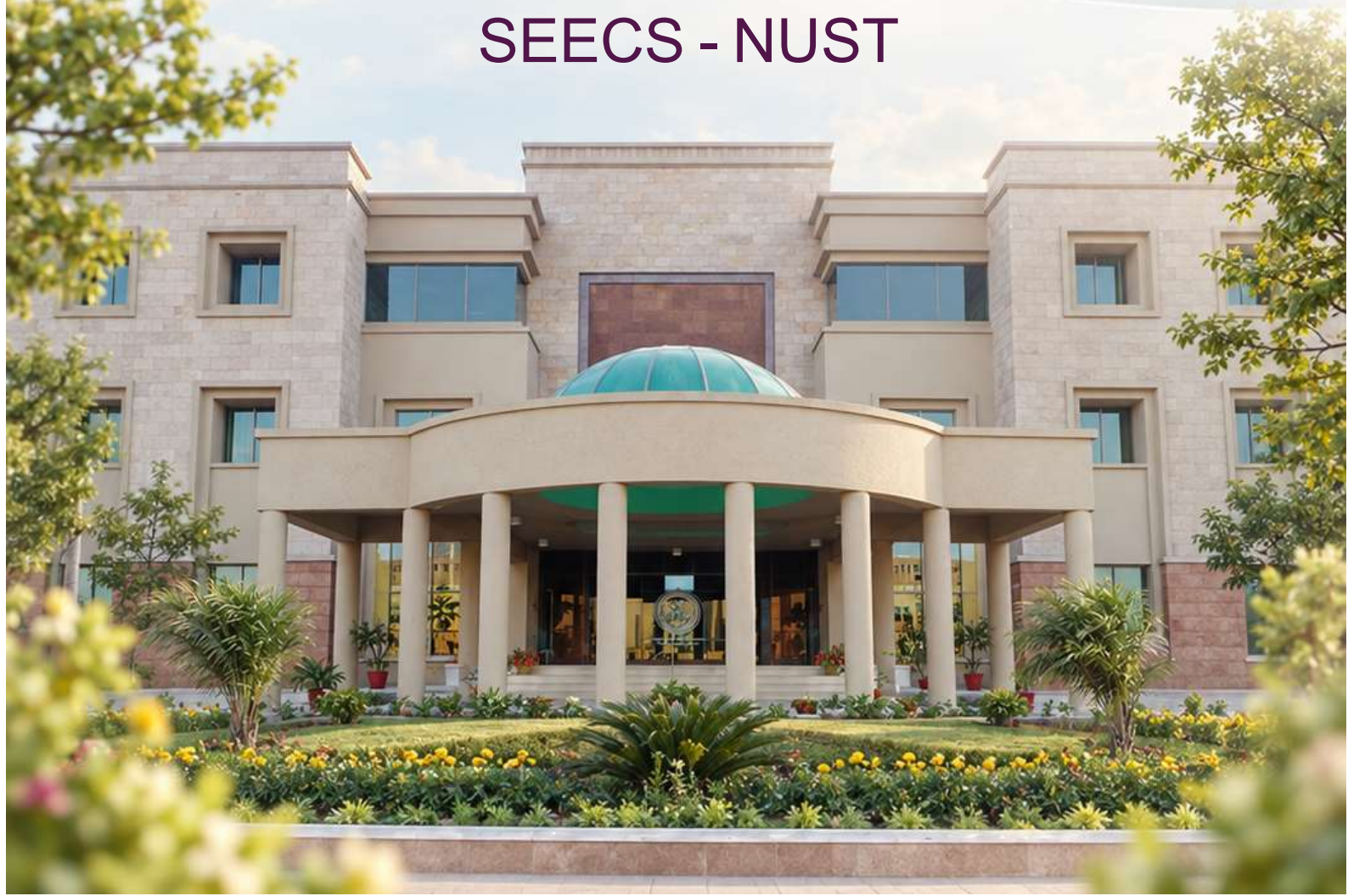


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Disclaimer: This document is intended solely as a general guide and does not replace or supersede any official NUST or SEECS policy, regulation, or procedure. For all policy-related matters, readers should consult the relevant official policy documents. In the event of any discrepancy, the provisions of the official policy documents shall prevail.

Glossary

Term	Meaning
AAR	Annual Appraisal Report
ACB	Academic Coordination Branch
BT	Bloom's Taxonomy
CAE	Complex Engineering Activity
CEP	Complex Engineering Problem
CH	Credit hour or approved credit-hour equivalent
CLO	Course Learning Outcome
CMS	Campus or academic management system; Qalam is the NUST platform
CQI	Continuous Quality Improvement
ECE	Faculty of Electrical and Computer Engineering
ESE	End-Semester Examination
FoC	Faculty of Computing
FYDP	Final Year Design Project
GEC	Guidance and Evaluation Committee
HoD	Head of Department
IAB	Industrial Advisory Board
IAEC	Institute of Applied Electronics and Computing
ILO	Industry Liaison Officer
IoN	Inter-office Note
ITS	Information Technology Services
KGH	Knowledge Group Head
LMS	Learning Management System
MSE	Mid-Semester Examination
NCEAC	National Computing Education Accreditation Council
OBE	Outcome-Based Education
PEC	Pakistan Engineering Council
PEO	Programme Educational Objective
PLO	Programme Learning Outcome
PG	Postgraduate

Term	Meaning
Qalam	NUST academic and administrative management platform
RIMMS	Research Institute for Microwave and Millimeter-Wave Studies
TA	Teaching Assistant
TMS	Thesis Management System
UG	Undergraduate

1 Welcome and Getting Started

1.1 Welcome to SEECS

Welcome to the School of Electrical Engineering and Computer Science at the National University of Sciences and Technology.

Joining a new academic institution involves more than completing employment formalities. Faculty members must become familiar with their department, teaching responsibilities, digital systems, research environment, administrative procedures and institutional policies. This guide brings the essential information together and provides a practical starting point for completing these requirements.

SEECs values high-quality teaching, meaningful research, professional conduct and service to the University. New faculty members are encouraged to engage with their Head of Department, colleagues, programme coordinators, Knowledge Group Heads and administrative offices from the beginning of their appointment. Early communication will help resolve operational matters and support a smooth transition into academic responsibilities.

We hope that this guide will help you settle into your role and contribute effectively to the academic and research activities of SEECs.

1.2 Purpose of This Guide

The purpose of this guide is to help newly appointed faculty members understand and complete the main academic, administrative and operational requirements associated with joining SEECs.

The guide provides introductory information about:

- The organisational structure and reporting lines of SEECs
- Academic and administrative offices
- Campus buildings, classrooms, laboratories and other facilities
- Institutional email accounts and digital platforms
- Faculty workload and relevant policies
- Course preparation, teaching and assessment procedures
- Outcome-Based Education and quality-assurance requirements
- Research, innovation and student supervision
- Institutional service and annual appraisal
- Faculty support, wellbeing and grievance procedures

This guide should be used as an orientation and quick-reference document. It does not replace an appointment letter, office order, faculty handbook or any approved NUST

policy. Where a difference arises, the latest approved NUST policy, regulation or office order will prevail.

Faculty members should consult their Head of Department or the relevant administrative office whenever a requirement is unclear or programme-specific guidance is needed.

1.3 Responsibilities During Onboarding

Onboarding is a shared process. SEECs offices and departments facilitate access to systems, facilities and institutional information. Newly appointed faculty members are responsible for completing the required formalities, attending scheduled orientation activities, reviewing applicable policies and seeking clarification where necessary.

Each faculty member should maintain electronic copies of important documents received or completed during onboarding, including:

- Appointment letter and office order
- Joining report and employment documents
- Workload and course allocation
- Account-activation confirmations
- Orientation or training records
- Policy acknowledgements
- Approved course outlines
- Any departmental instructions relevant to the assigned role

1.4 Faculty Onboarding Checklist

The following checklist provides a suggested sequence for completing the main onboarding activities. Individual requirements may vary according to department, designation and assigned responsibilities.

1.4.1 Before or On the Joining Date

- ☐ Confirm the date of joining and reporting location with the Admin Branch or the designated departmental contact.
- ☐ Submit the joining report and all required employment documents.
- ☐ Confirm receipt of the appointment letter and office order.
- ☐ Verify personal, academic, banking and contact information in the University record.
- ☐ Meet the Head of Department and receive an initial briefing on reporting arrangements and assigned responsibilities.
- ☐ Obtain the name and contact details of the departmental coordinator or focal person assisting with onboarding.
- ☐ Confirm office allocation and obtain any required keys or access permissions.

- ☐ Apply for or collect the NUST identification card.
- ☐ Obtain information about campus access, parking, transport and accommodation, where applicable.

1.4.2 During the First Week

Administrative arrangements

- ☐ Confirm the employee number, payroll information and applicable salary-processing requirements.
- ☐ Verify the procedure for attendance, leave applications, medical claims and official correspondence.
- ☐ Obtain the official telephone extension and access to the SEECs telephone directory.
- ☐ Identify the locations and contact details of the Admin Branch, Academic Coordination Branch, Exam Branch, Accounts Office, ITS and Research Office.

Digital access

- ☐ Activate the SEECs Google Workspace email account.
- ☐ Activate the NUST Microsoft 365 account.
- ☐ Obtain access to the campus network and Wi-Fi.
- ☐ Activate and test access to Qalam.
- ☐ Activate and test access to the Learning Management System.
- ☐ Confirm access to the Thesis Management System if the assigned role involves FYDP, MS or PhD supervision.
- ☐ Obtain e-office credentials and review the guidelines for processing minute sheets and Inter-office Notes.
- ☐ Enable the required security features, including multifactor authentication where available.
- ☐ Report any account or access problem through the designated ITS support channel.

Departmental orientation

- ☐ Meet the Associate Dean, departmental faculty and relevant support staff.
- ☐ Review the department's academic programmes, curriculum structure and research areas.
- ☐ Obtain the current academic calendar, timetable and examination schedule.
- ☐ Confirm the assigned teaching, research and institutional service workload.
- ☐ Identify the relevant programme coordinator and Knowledge Group Head.
- ☐ Tour the allocated office, classrooms, laboratories, meeting rooms and emergency assembly areas.
- ☐ Review emergency contacts, evacuation routes and procedures for reporting safety or facility concerns.

1.4.3 During the First Month

Teaching preparation

- ☐ Review the approved course outline for each assigned course.
- ☐ Discuss the course content, Course Learning Outcomes and assessment plan with the relevant Knowledge Group Head.
- ☐ Confirm the timetable, classroom or laboratory allocation and student enrolment list.
- ☐ Upload the approved course outline, semester plan and initial learning resources to the LMS.
- ☐ Review the applicable Outcome-Based Education requirements.
- ☐ Confirm the mapping of assessment items to Course Learning Outcomes, Program Learning Outcomes and Bloom's Taxonomy levels.
- ☐ Coordinate laboratory delivery with the assigned laboratory engineer, where applicable.
- ☐ Review examination-paper vetting, assessment security and result-submission procedures.
- ☐ Communicate the course outline, assessment scheme, attendance requirements, consultation hours and academic-integrity expectations to students.

Research orientation

- ☐ Meet the HoD Research or the designated Research Office representative.
- ☐ Review the SEECs research groups, centres and laboratory facilities.
- ☐ Discuss potential research alignment and collaboration with the Head of Department or relevant research-group lead.
- ☐ Review procedures for research ethics approval, grant submission, equipment procurement, publication support and intellectual-property protection.
- ☐ Confirm the institutional affiliation to be used in publications and research profiles.
- ☐ Create or update relevant researcher profiles, such as ORCID, Google Scholar and other indexing profiles, where applicable.
- ☐ Review the requirements for supervising FYDP, MS and PhD students before accepting supervisory responsibilities.

Policies and professional responsibilities

- ☐ Read the current Faculty Handbook and Faculty Load Policy.
- ☐ Review applicable policies on leave, annual appraisal, promotion, code of conduct, academic integrity, research ethics, data protection, conflict of interest and workplace harassment.
- ☐ Clarify probation, performance-review and annual-appraisal requirements with the Head of Department or Admin Branch.
- ☐ Identify any institutional service or committee responsibilities assigned for the semester.

1.4.4 During the First Semester

- ☐ Maintain attendance and assessment records in Qalam within the prescribed timelines.
- ☐ Keep each LMS course page current with learning resources, assessments and student communications.
- ☐ Participate in required faculty-development, OBE, Qalam, LMS and examination-related training.
- ☐ Submit examination papers securely for vetting within the notified deadlines.
- ☐ Provide students with timely assessment results and constructive feedback.
- ☐ Maintain the required course and laboratory folders throughout the semester.
- ☐ Participate in student feedback and faculty or peer-audit processes.
- ☐ Complete CLO and PLO mapping and verify that the required OBE weightage has been assigned.
- ☐ Submit sessional and final results through the approved verification and submission process.
- ☐ Review CLO attainment reports and submit a corrective-action or CQI plan where required.
- ☐ Complete assigned research, supervision and institutional service responsibilities.
- ☐ Maintain evidence of teaching, research and institutional service activities for the Annual Appraisal Report.
- ☐ Meet the Head of Department near the end of the semester to review progress, discuss support requirements and plan the next semester.

1.5 Where to Seek Assistance

A new faculty member should normally contact the following offices according to the nature of the matter:

Requirement	Primary contact
Joining documents, identification card, office allocation, accommodation or transport	Admin Branch
Reporting line, workload, departmental responsibilities or general academic guidance	Head of Department (HoD)
Timetable, classroom allocation or makeup class	Academic Coordination Branch
Course allocation, programme requirements or student records	Programme Coordinator/ HoD
Course outline, assessment mapping or examination-paper vetting	Knowledge Group Head
Examination schedule, result processing or transcript-related matter	Exam Branch
Email, Wi-Fi, account credentials or classroom technology	ITS
Qalam, LMS or related academic-system support	Qalam/CMS/LMS Office

Payroll, reimbursement or financial documentation	Accounts Office
Grants, publications, intellectual property or research procurement	Research Office
A matter that cannot be resolved through the normal reporting line	Associate Dean or Principal and Dean, as appropriate

Faculty members should use official institutional email addresses and support portals for formal requests. Where a matter is urgent, it may first be communicated by telephone, followed by an email or support ticket to maintain an official record.

2 Organizational Structure and Key Contacts

2.1 Overview

The School of Electrical Engineering and Computer Science operates through academic faculties, departments, research units and administrative offices. The Principal and Dean provides overall leadership, while Associate Deans, Heads of Department, programme coordinators and administrative officers manage the School's academic and operational functions.

A newly appointed faculty member normally reports to the Head of their department. The Head of Department is the primary contact for workload allocation, teaching assignments, departmental responsibilities, performance expectations and other matters related to the faculty member's academic role.

Programme coordinators, Knowledge Group Heads and administrative offices provide specialised support but do not replace the faculty member's formal reporting line.

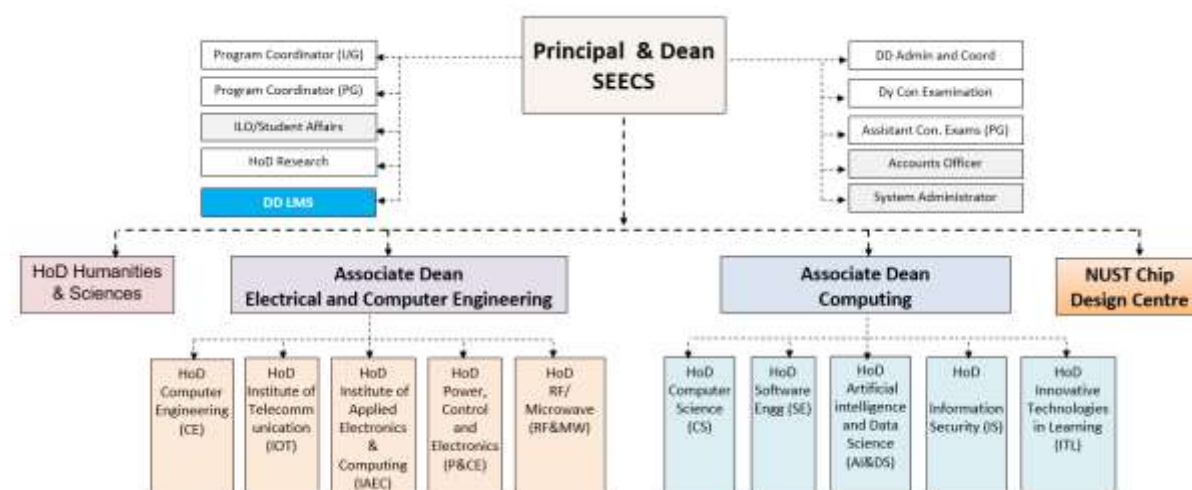


Figure 2.1: Organisational Structure of SEECS

2.2 Executive Leadership

The Principal and Dean is the executive head of SEECS and is responsible for the School's strategic direction, academic leadership, administration and institutional governance.

Position	Current office holder	Official contact
Principal and Dean SEECS	Prof Dr Muhammad Ajmal Khan	principal@seecs.edu.pk

Associate Dean Faculty of Electrical and Computer Engineering	Prof Dr Salman Abdul Ghafoor	associatedean.ece@seecs.edu.pk
Associate Dean Faculty of Computing	Prof Dr Muhammad Moazam Fraz	associatedean.foc@seecs.edu.pk

Associate Deans provide academic oversight within their respective faculties. Faculty members should normally raise routine matters through their Head of Department before referring them to the relevant Associate Dean.

2.3 Academic Structure

SEECs comprises the Faculty of Electrical and Computer Engineering, the Faculty of Computing and the Department of Humanities and Sciences. The School also includes specialized research and technology units.

2.3.1 Faculty of Electrical and Computer Engineering

The Faculty of Electrical and Computer Engineering covers teaching and research in electrical engineering, computer engineering, telecommunications, electronics, power and control systems, and radio-frequency and microwave engineering.

The Faculty of ECE comprises three departments offering the following degree programmes:

Department	Undergraduate programme	Master's programme	PhD programme
Electrical Engineering (EE)	Bachelor of Electrical Engineering (BEE)	MS Electrical Engineering (MS EE)	PhD Electrical Engineering (PhD EE)
Computer Engineering (CE)	Bachelor of Computer Engineering (BE CE)	—	—
Artificial Intelligence and Autonomous Systems (AI&AS)	—	MS Artificial Intelligence and Autonomous Systems (MS AI&AS)	PhD Artificial Intelligence and Autonomous Systems (PhD AI&AS)

The Associate Dean Electrical and Computer Engineering provides faculty-level academic oversight. Each department or institute is led by a Head who manages academic planning, workload allocation, faculty performance, programme delivery and departmental administration.

2.3.2 Faculty of Computing

The Faculty of Computing covers teaching and research in computing, software engineering, artificial intelligence, data science, information security and learning technologies.

The Faculty of Computing at NUST SEECS comprises five academic departments offering 14 degree programmes:

Department	Undergraduate programme(s)	Master's programme(s)	PhD programme(s)
Computer Science (CS)	BS Computer Science	MS Computer Science	PhD Computer Science
Software Engineering (SE)	Bachelor of Engineering in Software Engineering	—	—
Artificial Intelligence and Data Science (AI&DS)	BS Artificial Intelligence; BS Data Science	MS Artificial Intelligence; MS Data Science	PhD Artificial Intelligence
Information Security (IS)	—	MS Information Security	PhD Information Security
Innovative Technologies in Learning (ITL)	—	MS Information Technology; MS Innovative Technologies in Learning	PhD Information Technology

2.3.3 Department of Humanities and Sciences

The Department of Humanities and Sciences supports SEECS academic programmes through courses in mathematics, management, communication, social sciences and other foundational or interdisciplinary areas.

The department is led by the Head of Humanities and Sciences.

Position	Current office holder	Official contact
Head of Humanities and Sciences	Dr Adnan Aslam	adnan.aslam@seecs.edu.pk

2.4 Research and Specialist Units

The HoD Research coordinates research-related administration across SEECs. The office facilitates research proposals, publication matters, travel grants, research procurement, intellectual property and other research-support activities.

Position	Current office holder	Official contact
HoD Research	Dr Wasif Tanveer	wasif.tanveer@seecs.edu.pk

SEECs also includes specialist units such as the NUST Chip Design Centre and several research centres and laboratories. Further information about research groups and facilities is provided in the chapter on research and innovation.

2.5 Departmental and Academic Coordination Roles

New faculty members will interact with several academic coordinators. Their roles should be distinguished from the formal reporting responsibilities of the Head of Department.

2.5.1 Head of Department

The Head of Department is the faculty member's primary academic and administrative supervisor. The Head normally oversees:

- Teaching and research workload
- Course allocation
- Institutional service assignments
- Departmental leave and administrative recommendations
- Faculty performance and annual appraisal
- Research and professional development
- Departmental resources and office allocation
- Resolution or escalation of academic and workplace concerns

Faculty members should consult their Head of Department before making commitments that affect workload, teaching schedules or institutional responsibilities.

2.5.2 Undergraduate Programme Coordinator

The Undergraduate Programme Coordinator is the face of department towards the students, supports undergraduate programme delivery and coordinates matters such as:

- Undergraduate UG Student's issues
- Undergraduate academic issues
- Coordination with departments and the Academic Coordination Branch

2.5.3 Postgraduate Programme Coordinator

The Postgraduate Programme Coordinator supports postgraduate programmes and coordinates matters such as:

- PG Students issues
- Coordinate Elective Course registration
- Coordination with departments and the Academic Coordination Branch

2.5.4 Knowledge Group Head

Each course is associated with a relevant Knowledge Group. The Knowledge Group Head provides discipline-specific academic oversight and normally:

- Reviews and vets course outlines
- Checks alignment among course content, CLOs and assessments
- Vets mid-semester, end-semester and retake examination papers
- Supports consistency across different sections of a course
- Reviews academic quality and compliance with OBE requirements

A faculty member should identify the relevant Knowledge Group Head immediately after receiving a course allocation.

2.5.5 ILO and Student Affairs

The ILO and Student Affairs function supports student engagement, co-curricular activities, student development and related coordination. Faculty members assigned advisory, mentoring or student-support responsibilities may be required to coordinate with this office.

2.6 Administrative and Support Offices

2.6.1 Admin Branch

The Admin Branch supports faculty members in completing joining and employment-related formalities.

Location: First Floor, SEECs Faculty Block

The office provides assistance with:

- Joining documentation
- Appointment and office orders
- NUST identification cards
- Office allocation
- Accommodation and transport matters
- Attendance and leave administration

- General human-resource coordination

A faculty member who has not received an appointment-related document or has an unresolved administrative matter should contact the Admin Branch and inform the Head of Department where appropriate.

2.6.2 IT Support

IT Support manages institutional technology access and computing services.

Location: Ground Floor, SEECS PG Block

Support portal:

https://support.seecs.edu.pk/index.php?/default_import/Tickets/Submit

The office provides assistance with:

- SEECS email accounts
- Microsoft 365 access
- Campus Wi-Fi and network access
- Account credentials and password issues
- Classroom computing and presentation systems
- Faculty computers and approved software
- Technical support tickets

Faculty members should submit technical problems through the support portal so that the request can be tracked and formally closed.

Key Contacts are below.

S. No.	Name	Designation	Office No	Mobile No	Email
1	MR FARHAN AFTAB	SYSTEM ADMIN	2017	0300-5335396	farhan.aftab@seecs.edu.pk
2	MR ALI HASSNAIN	DY MANAGER ICT OPERATIONS	2018	0336-5592566	ali.hassnain@seecs.edu.pk

2.6.3 Exam Branch

The Exam Branch coordinates formal examination and result-related processes.

Location: Ground Floor, Faculty Block, SEECS Main Building

Email: exam@seecs.edu.pk

Its responsibilities include:

- Examination schedules and date sheets
- Examination administration

- Academic milestones
- Result-processing coordination
- Retake examination records
- Transcript-verification workflows

Course instructors should follow the notified examination and result-submission schedules and consult the Exam Branch when an exceptional case requires formal guidance.

2.6.4 Academic Coordination Branch

The Academic Coordination Branch coordinates teaching schedules and the use of academic facilities.

Location: Office A-113, Ground Floor, Faculty Block

Email: acb@seecs.edu.pk

Its responsibilities include:

- Class timetables
- Classroom and laboratory allocation
- Makeup-class scheduling
- Examination logistics
- Changes in teaching venues
- Coordination of academic schedules

Faculty members must inform the Academic Coordination Branch and their Head of Department when a scheduled class cannot be conducted. Makeup or rescheduled classes should be arranged through the prescribed process.

The key contacts are as follows:

S. No.	Name	Designation	Office No	Mobile No	Email
1	MR IMRAN HAIDER	ADDL DD PROG COORD PG	2025	0346-5119214	imran.haider@seecs.edu.pk
2	MR EHTISHAM HAIDER	SENIOR ASSISTANT TRG STAFF	2057	0300-5585807	ehtisham.haider@seecs.edu.pk
3	MR SARFRAZ ALI	ASSOCIATE TRG BR	2056	0333-5596946	sarfraz.ali@seecs.edu.pk

2.6.5 Qalam CMS and LMS Office

This office supports the academic information systems used for course, student and assessment management.

Location: Office 229, First Floor, PG Block

Email: lms@seecs.edu.pk

Its responsibilities include:

- Qalam and LMS support
- Course and student records
- Course registration support
- Assessment and gradebook access
- CLO and PLO records
- Course-folder support
- Academic data quality and integrity

Faculty members should report incorrect course assignments, missing student records or access problems as soon as they are identified.

2.6.6 Accounts Office

The Accounts Office manages financial matters related to faculty employment, academic activities and approved research expenditure.

Location: Ground Floor, SEECs PG Block

Email: accounts.officer@seecs.edu.pk

Its responsibilities include:

- Payroll coordination
- Reimbursements
- Travel and conference claims
- Research-project payments
- Financial clearances
- Procurement documentation
- Teaching and research assistant payments

Faculty members should obtain the required approvals before making a purchase or incurring an expense for which reimbursement will be requested.

2.6.7 Research Office

The Research Office supports research, innovation and scholarly activities.

Location: Ground Floor, SEECs PG Block

The office facilitates:

- Research-grant submissions
- Institutional endorsements
- Publication-related approvals
- Article-processing charge requests
- Publication rewards

- Research travel grants
- Research equipment procurement
- Intellectual-property applications
- Research-project administration

Detailed research procedures are provided in the chapter on research and innovation.

2.7 Reporting and Escalation

Faculty members should use the following sequence for routine academic and administrative matters:

1. Contact the relevant coordinator, Knowledge Group Head or support office for operational assistance.
2. Refer unresolved departmental matters to the Head of Department.
3. Refer matters requiring faculty-level oversight to the relevant Associate Dean.
4. Refer matters requiring school-level approval or intervention to the Principal and Dean through the prescribed channel.

The appropriate route may differ for confidential complaints, workplace harassment, research-integrity concerns, safety incidents or cases involving a conflict of interest. Such matters should be reported through the designated confidential or statutory mechanism described in the chapter on faculty support, wellbeing and grievances.

2.8 Quick Contact Directory

Matter	Primary office or role	Contact channel
Reporting line, workload or departmental assignment	Head of Department	Departmental office
Course outline and examination-paper vetting	Knowledge Group Head	Departmental coordinator
Undergraduate programme matter	Undergraduate Programme Coordinator	Departmental or programme office
Postgraduate programme matter	Postgraduate Programme Coordinator	Departmental or programme office
Joining documents, ID card, office or transport	Admin Branch	Administrative office
Timetable, classroom or makeup class	Academic Coordination Branch	acb@seecs.edu.pk
Examination administration	Exam Branch	exam@seecs.edu.pk

Email, Wi-Fi or classroom technology	IT Support	ITS support portal
Qalam, LMS or academic-system access	Qalam CMS and LMS Office	lms@seecs.edu.pk
Thesis-management-system access	TMS Support	tms@seecs.edu.pk
Payroll, reimbursement or financial claim	Accounts Office	accounts.officer@seecs.edu.pk
Grant, publication or research procurement	Research Office	HoD Research Office
Matter unresolved at departmental level	Relevant Associate Dean	Official Associate Dean email
Confidential complaint or grievance	Designated grievance channel	Refer to the faculty-support chapter

3 Campus Navigation Facilities and Safety

3.1 SEECS Location

The School of Electrical Engineering and Computer Science is located within the National University of Sciences and Technology campus in Sector H-12, Islamabad.

New faculty members should familiarise themselves with the SEECS buildings, teaching spaces, administrative offices, emergency exits and assembly areas during their first week. Room allocations may change between semesters; therefore, faculty members should confirm their classrooms and laboratories from the official timetable or the Academic Coordination Branch before the start of teaching.

The SEECS Information Desk can assist with directions and general enquiries.

Location: Ground Floor, Faculty Block

Telephone: +92-51-9085-2400

Reference: [SEECS Contact Directory](#)



Figure 3.1: Location of SEECS within the NUST H-12 Campus

3.2 SEECS Buildings

SEECS academic, administrative and research activities are distributed across the Main Building, New Academic Block, IAEC Building, RIMMS.

3.2.1 Main Building

The Main Building comprises the Faculty Block, PG Block and UG Block.



Figure 3.2: SEECS Main Building

Faculty Block

The Faculty Block contains most faculty offices and several administrative offices. The SEECS Information Desk is located on its ground floor.

The following offices are located in or associated with the Faculty Block:

- Office of the Principal and Dean
- Offices of the Associate Deans
- Offices of Heads of Department
- Faculty offices
- Admin Branch
- Academic Coordination Branch
- Exam Branch
- Programme Coordination offices
- Qalam and academic-system coordination offices

New faculty members should confirm their office number, telephone extension and building-access arrangements with the Admin Branch or departmental coordinator.

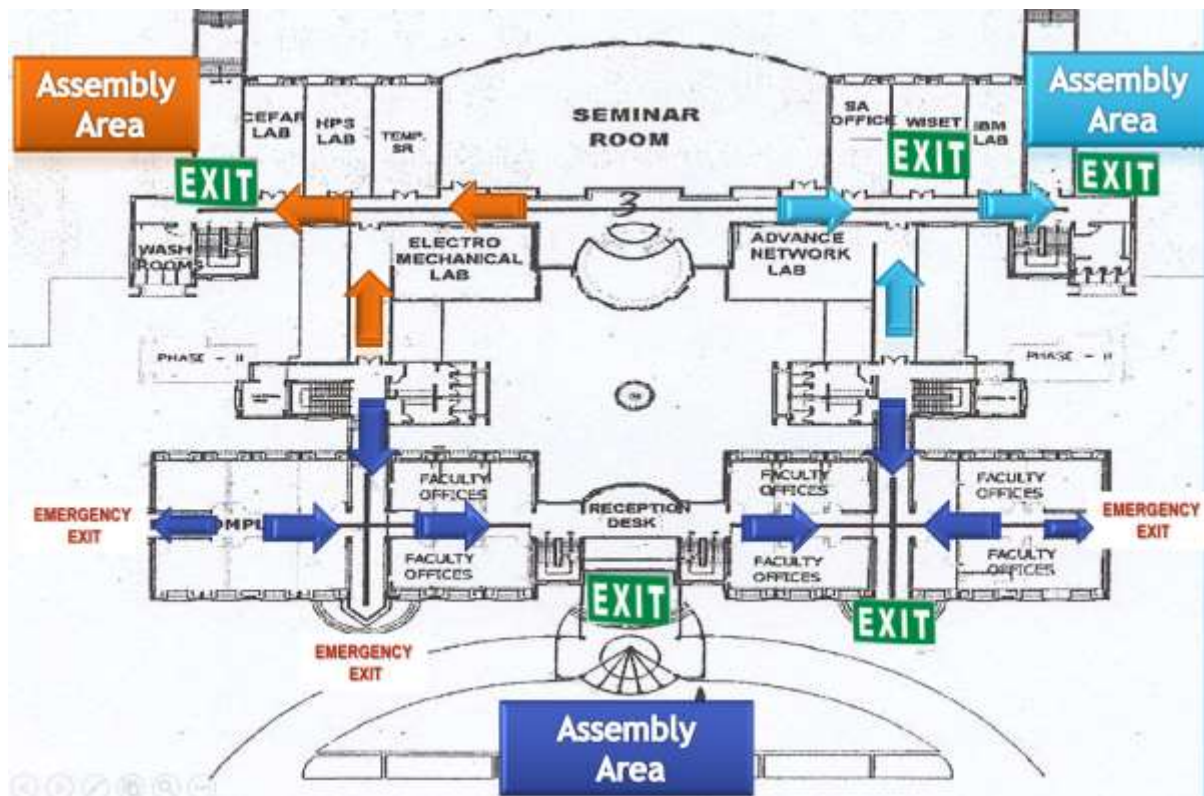


Figure 3.3: Faculty Block Floor Plan

PG Block

The PG Block accommodates postgraduate teaching, research, laboratories and selected administrative functions. Facilities described in the current SEECs guide include:

- Research laboratories
- Final Year Design Project Laboratory
- Computing Teaching Labs CL-6 to CL-8
- Basic Electronics Laboratory
- Embedded Systems Laboratory
- Smart classroom
- Lecture hall
- Faculty and staff offices
- Accounts Office
- Research Office
- IT Support and equipment-storage areas
- Innovation Hub in the basement

Faculty members supervising students or conducting research in the PG Block should identify the relevant Lab in-charge and review any access or safety requirements before using a facility.

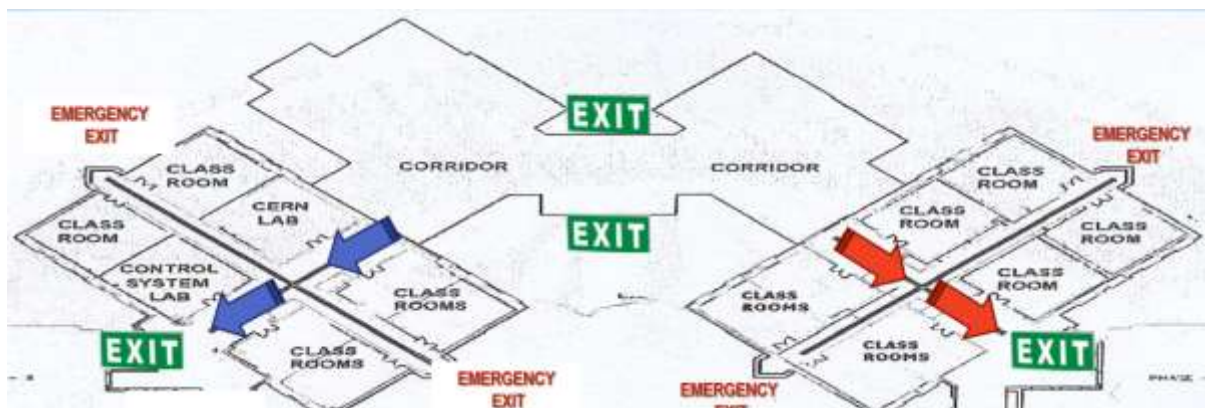
UG Block

The UG Block contains undergraduate classrooms and teaching laboratories. The current room allocation includes:

- Classrooms CR-1 to CR-15
- Teaching Laboratories 1 to 5
- Control Laboratory
- Digital Systems Laboratory
- DSP and Communication Laboratory
- EMS Laboratory
- Computing laboratories

The electrical and computer engineering laboratories are primarily located on the ground floor, while computing laboratories are located on the first floor.

The timetable should be treated as the authoritative source for the location of a particular class or laboratory session.



Layout of First Floor:

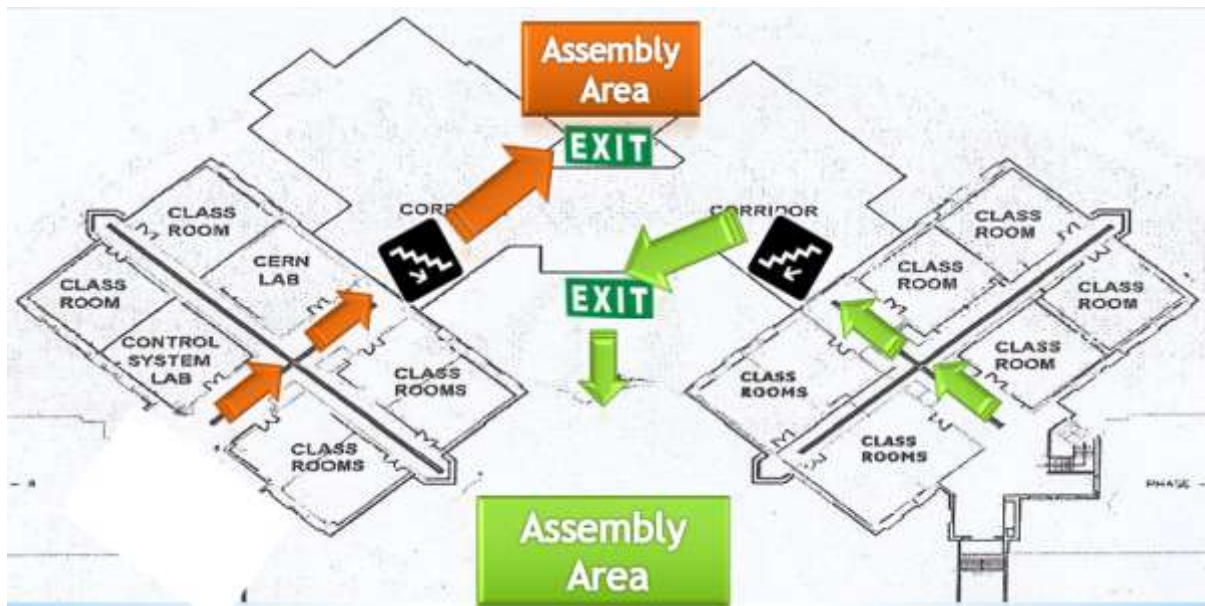


Figure 3.4: UG Block Floor Plans

3.2.2 New Academic Block

The Academic Block, previously referred to as the New Academic Block, provides additional teaching laboratories, classrooms and faculty offices.

The current allocation places Faculty of Computing facilities primarily on the third floor and Faculty of Electrical and Computer Engineering facilities primarily on the fourth floor. The third floor includes classrooms CR-23 to CR-28 and teaching laboratories CL-10 to CL-12. Room assignments should be verified through the official timetable because allocations may change.

Faculty members teaching in the Academic Block should allow sufficient travel time when moving between it and the SEECs Main Building.



Figure 3.5: Academic Block Floor Plans

3.2.3 IAEC Building

The IAEC building contains faculty offices, classrooms and specialised laboratories, including facilities related to applied electronics, embedded systems, hardware-software integration and computing.

Access to specialist laboratories may require prior approval from the laboratory in-charge or Head of the relevant academic unit.

3.2.4 RIMMS Building

The RIMMS building contains faculty offices, a seminar hall and specialised teaching and research laboratories. These include CL-9, the Media Laboratory and facilities supporting research in radio-frequency systems, microwave engineering, millimetre-wave technologies and integrated circuits.

Faculty members requiring access to specialised equipment should coordinate with the relevant laboratory in-charge before scheduling an activity.

The contact details and the location of various offices is available [here](#).

3.3 Finding a Classroom Lab or Office

Room allocations may be revised because of timetable changes, maintenance or special academic activities. Faculty members should use the following sequence when confirming a location:

1. Check the room shown in the official timetable.
2. Verify any change communicated through the Academic Coordination Branch or official email.
3. Consult the departmental coordinator if the room is not identified clearly.
4. Contact the Academic Coordination Branch for a classroom, timetable or makeup-class matter.
5. Contact the SEECs Information Desk for directions to an office or building.

Signs placed at building entrances and corridor intersections should be followed. Emergency exits must not be used as routine entry or exit routes unless they have also been designated for normal use.

Visitors should be received in accordance with campus-access and security procedures. Faculty members hosting external visitors should confirm the applicable entry requirements in advance and provide the visitor with the correct building and office location.

3.4 Teaching Facilities

SEECs teaching facilities include classrooms, computer laboratories, electronics laboratories, specialised engineering laboratories, lecture halls and smart classrooms.

Before conducting the first session in an assigned room, the instructor should:

- Confirm that the room number matches the official timetable.
- Check the seating capacity and suitability of the venue.
- Test the computer, projector, display, sound system and internet connection.
- Identify the nearest emergency exit and assembly area.
- Confirm access arrangements for students with mobility or other accessibility requirements.
- Report a classroom or laboratory fault before the scheduled session.
- Avoid relocating a class without approval from the Academic Coordination Branch.

Problems involving computers, networks, projectors or classroom technology should be reported through the [SEECs Support System](#). Urgent timetable or room-allocation matters should be referred to the Academic Coordination Branch.

3.5 Teaching Labs

SEECs has enough computing labs to cater for BSCS, BESE, BSDS and BSAI curriculum.

3.6 Library and Learning Resources

Faculty members may use the NUST Central Library and relevant school-level learning resources, subject to account activation and applicable membership procedures.

Available services may include:

- Printed books and reference materials
- Electronic journals and databases
- Institutional research resources
- Reading and study spaces
- Library catalogue and discovery services
- Support for accessing subscribed academic literature

New faculty members should confirm that their NUST identification and library access have been activated. Access problems should be reported through the relevant library or administrative support channel.

The official library portal is available through the [NUST Central Library](#).

3.7 Food Retail and Daily Services

NUST provides cafeterias, tuck shops and other day-to-day services at various campus locations. The University's published facilities include cafeterias, mini markets, stationery and printing services, computer and cellular shops, business-centre services, dining facilities and selected personal services.

Locations and operating hours may change. Faculty members should consult the current campus directory or the relevant facility before relying on a particular service.

Additional information is available on the [NUST Housing and Dining](#) webpage.

3.8 Transport Parking and Campus Access

NUST provides transport services for students, faculty and staff. Its published facilities include pick-and-drop services from different parts of the city and electric shuttle vehicles operating between campus gates, hostels, schools and offices. Routes, eligibility, timings and charges are subject to current University arrangements.

Faculty members requiring transport should contact the Admin Branch for:

- Current routes and schedules
- Registration or application procedures
- Applicable charges
- Pickup and drop-off points
- Temporary suspension or route-change notices

Faculty members using personal vehicles should complete the applicable vehicle-registration or e-tag procedure. Vehicles must be parked only in authorised areas and must not obstruct entrances, emergency routes, pedestrian paths or spaces reserved for persons with disabilities.

Current transport information is available from [NUST Campus Transport](#).

3.9 Accommodation and Childcare

Subject to University policy, eligibility and availability, NUST provides on-campus residential facilities for faculty members and employees. Applications and related queries should be routed through the Admin Branch or the relevant NUST accommodation office.

NUST also provides a daycare facility for female students and employees and operates the NUST Creative Learning School on campus. Faculty members interested in these services should confirm current eligibility, capacity, timings, fees and application requirements directly with the responsible office.

Further information is available through:

- [NUST Housing and Dining](#)
- [NUST Day Care Facility](#)

3.10 Health Counselling and Recreation

3.10.1 NUST Medical Centre

The NUST Medical Centre provides round-the-clock routine and emergency medical support to students, faculty and staff. The University also maintains an ambulance service for medical emergencies.

Medical Centre Reception: +92-51-9085-1671

Medical Emergency: +92-51-9085-1666

In a medical emergency, the caller should provide:

- Their name and contact number
- The building and room number
- The nature of the emergency
- The number of people requiring assistance
- Any immediate hazard at the location

Where possible, another person should wait at the building entrance to guide the medical team.

Current information is available from the [NUST Medical Centre and Wellbeing](#) page.

3.10.2 Counselling Support

The Centre for Counselling and Career Advisory provides counselling support for educational, social, emotional and psychological concerns. Its services extend to NUST students, faculty, staff and their families.

Faculty members may contact the Centre directly when they require personal support or wish to seek guidance about referring a student.

Further information is available from the [NUST Counselling Services](#) webpage.

3.10.3 Sports and Recreation

NUST provides sports and recreational facilities for students, faculty and staff. Published facilities include gymnasias, indoor sports areas, athletics facilities and grounds for cricket, hockey and football. The campus Sports Complex supports activities such as swimming, archery, basketball, badminton, tennis and bowling. Access to individual facilities may require registration, membership or compliance with specific operating procedures.

Further information is available from:

- [NUST Sports and Recreation](#)
- [Sports Facilities Membership Forms and Procedures](#)

3.10.4 Safety Responsibilities

Every faculty member has a responsibility to follow campus and building safety instructions and to support a safe environment for students, colleagues and visitors.

Faculty members should:

- Carry their NUST identification card while on campus.
- Follow security instructions at gates and buildings.
- Become familiar with emergency exits and assembly areas.
- Keep corridors, staircases and exits clear.
- Report exposed wiring, water leakage, structural damage, smoke, unusual odours or other hazards.
- Ensure that students follow classroom and laboratory safety requirements.
- Avoid unauthorised access to restricted rooms or equipment.
- Report lost access cards, keys or institutional equipment promptly.
- Cooperate with evacuation drills and emergency instructions.
- Avoid re-entering an evacuated building until authorised personnel declare it safe.

3.10.5 Emergency and Service Contacts

Service	Contact
NUST Medical Centre Reception	+92-51-9085-1671
NUST Medical Emergency	+92-51-9085-1666
Chief Security Officer	+92-51-9085-1525
NUST Control Room	+92-51-9085-9112
Gate 1 Reception	+92-51-9085-1520
Gate 2 Reception	+92-51-9085-1522
Project Management Office Duty Room for maintenance	+92-51-9085-1279
ICT Directorate Helpline	+92-51-9085-1144
SEECs Information Desk	+92-51-9085-2400
NUST UAN	+92-51-111-11-6878

Further details are available at [NUST Student Helplines](#) and [SEECs Contact Directory](#).

4 Digital Accounts and Systems

This chapter explains the digital accounts and systems that faculty members use for teaching, student records, research administration and official correspondence. New faculty members should activate and test the required accounts during their first week, before attendance or assessment deadlines arise.

4.1 First Week Actions

- Activate the SEECS Google Workspace and NUST Microsoft 365 accounts.
- Obtain access to campus Wi-Fi and the systems required for the assigned role.
- Sign in to Qalam and confirm the employee profile, courses, sections and advisees.
- Sign in to LMS and confirm that the correct courses and students are visible.
- Confirm TMS access if supervising or evaluating FYDP, MS or PhD work.
- Obtain E-Office credentials and review the minute-sheet procedure.
- Test the SEECS Support System and save the relevant support contacts.

4.2 Systems Overview

System	Primary use	Access	First check
SEECS Google Workspace	Official email, calendar and collaboration	Account ending in @seecs.edu.pk	Send and receive an institutional email
NUST Microsoft 365	Microsoft applications and University services	Account ending in @seecs.nust.edu.pk	Confirm sign-in and licence access
Qalam	Attendance, grades, leave, research records, advisory sessions and AAR	Qalam credentials	Verify profile, courses and assigned roles
LMS	Course delivery, assessments, communication and course folders	LMS credentials	Verify course, section and enrolment
TMS	FYDP, MS, PhD and project workflows	Normally LMS credentials	Verify supervision and evaluation assignments
E-Office	Minute sheets, IoNs, circulars and administrative cases	Credentials issued through the department	Confirm login and routing guidance
SEECS Support System	Trackable technical and administrative requests	Support portal	Know the correct ticket category

4.3 Account Activation and Security

Account activation. Account creation may depend on completion of joining formalities, assignment of an employee number and confirmation of the faculty member's department and designation. After receiving credentials, sign in through the official portal, change any temporary password, verify the displayed profile and test the functions needed for the assigned role.

- Use a strong and distinct password for each institutional account.
- Enable multifactor authentication where it is available.
- Do not share passwords with students, colleagues or support staff.
- Lock the screen when leaving a device unattended.
- Use institutional email and approved storage for official records.
- Check recipients and access permissions before sharing student or research data.
- Do not enter confidential institutional information into an unapproved external application or AI service.
- Report a lost device, suspected phishing message or compromised account immediately.

4.4 Institutional Email Accounts

SEECs provides a Google Workspace account ending in @seecs.edu.pk for official school communication. NUST also provides a Microsoft 365 identity ending in @seecs.nust.edu.pk. Faculty members should confirm which identity is required for each service and should use institutional accounts for communication with students and University offices.

- Check institutional email regularly on working days.
- Use a clear subject line and an official signature.
- Avoid sending grades, examination material or personal records to non-institutional accounts.
- Review calendar and file-sharing permissions before adding confidential information.
- Treat unexpected attachments and requests for passwords or payments as potential security risks.

Required reading: [NUST Email Policy Version 2.0](#)

4.5 Qalam Campus Management System

[Qalam](#) is NUST's Campus Management System. Faculty members use it for attendance, assessments, grades, research records, leave applications, student advisory sessions and Annual Appraisal Reports. The dashboard also displays workload, notifications, alerts, announcements and available feedback reports.

4.5.1 Navigation and Profile

The menu icon at the upper left opens the navigation panel. The available options depend on the user's role. Faculty members should keep their personal, education, experience and research information current and should report an incorrect department, designation or assignment.

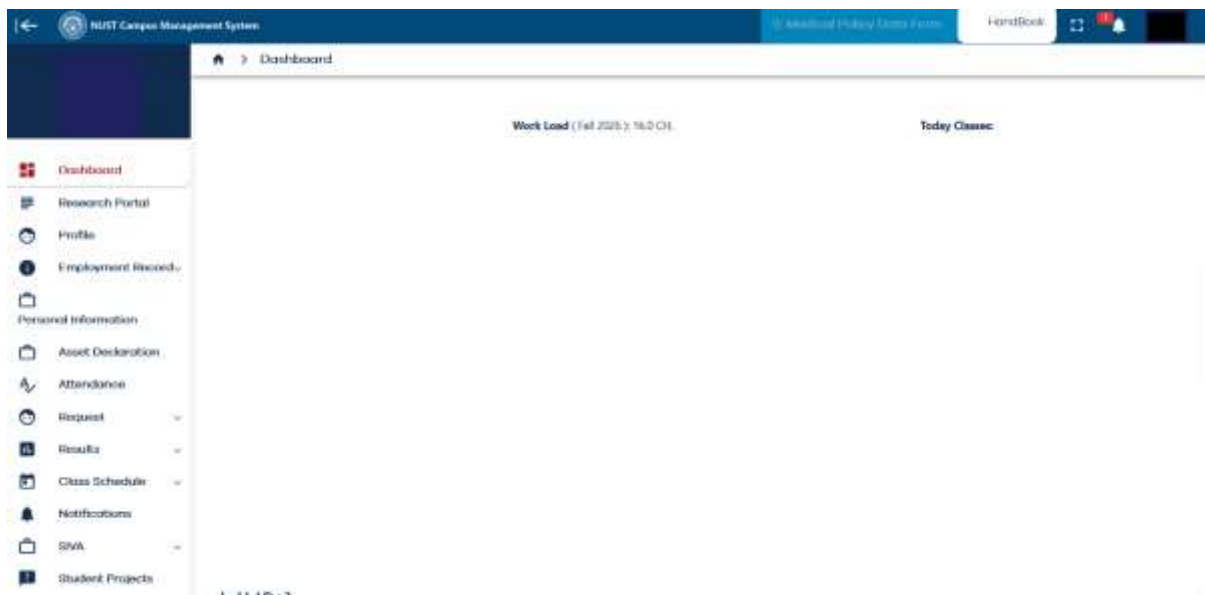


Figure 4.1 Qalam navigation panel

4.5.2 Attendance

Qalam normally generates an attendance roster for each scheduled lecture or laboratory session. The roster shows enrolled students and allows the instructor to record absence, late arrival or early departure. It also displays cumulative attendance, which helps instructors identify students approaching the applicable attendance threshold.

Attendance should be recorded after each class. Monthly rosters may be locked, after which the instructor cannot amend them through the normal interface. Any required correction should follow the approved procedure. The Makeup Class function is used to generate a roster for a class scheduled through the Academic Coordination Branch.

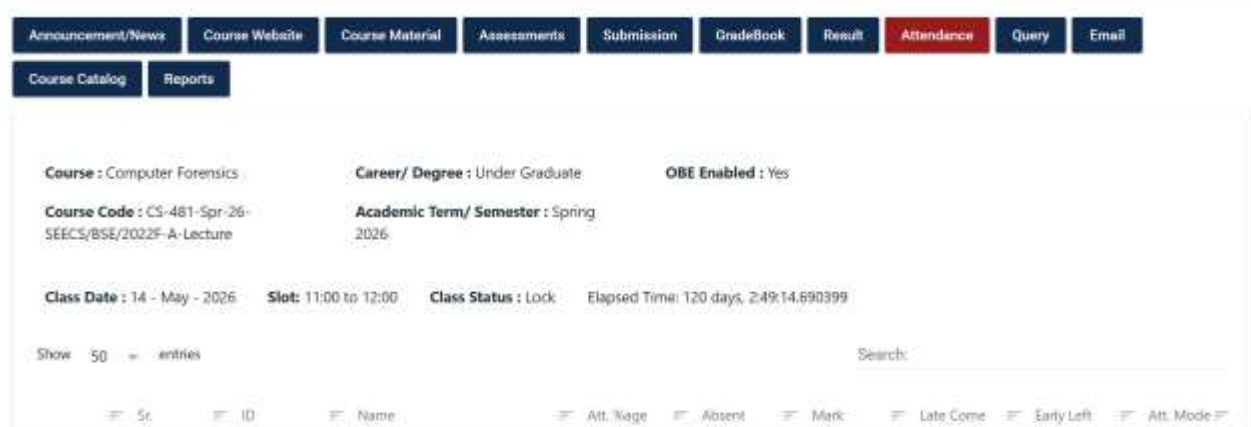


Figure 4.2 Qalam attendance roster

4.5.3 Assessment Gradebook and Results

The Assessment area is used to configure assessment components. The Gradebook is used to enter marks and generate reports. At the end of the semester, the Results area

supports review of the class distribution and preparation of grades. Retest cases are handled through the Schedule Retest and Retest Class functions.

- Configure the gradebook according to the approved course outline.
- Confirm assessment totals, weightages and CLO mappings before entering marks.
- Enter marks within the notified deadlines and verify all entries before submission.
- Follow the approved correction process if an error is found after submission or locking.



Figure 4.3 Qalam gradebook



Figure 4.4 Qalam results and grade-boundary interface

4.5.4 Research Portfolio

The Research Portal records publications, editorial activities, projects, intellectual property, training and related outputs. Faculty members should update these records

during the year because verified information is used in appraisal and institutional reporting.



Figure 4.5 Qalam Research Portal

4.5.5 Leave Annual Appraisal and Advisory Sessions

The Leave Management System is used to submit leave requests, attach supporting documents where required and review application status and leave history. The AAR function generates the applicable probationary or annual appraisal report. Faculty members should maintain evidence throughout the reporting period rather than reconstructing records at the submission deadline.

Figure 4.6 Qalam leave application interface



Figure 4.7 Student Advisory System interface

Figure 4.8 Annual Appraisal Report interface

Faculty members assigned as student advisors use Student Advisory Management to record scheduled sessions, attendance and relevant student and advisor comments. Sensitive information should be recorded carefully and only within the scope of the advisory process.

Policy reference: [Annual Appraisal Report Policy](#)

4.5.6 Qalam Support

Check the employee profile, course assignments, sections and student lists before using Qalam. Report missing courses, incorrect roles or inaccessible functions through the CMS or Qalam support category in the SECS Support System. The current CMS and Qalam coordinator is listed in the SECS Contact Directory.

4.6 Learning Management System

[NUST Learning Management System](#) supports course delivery, learning resources, assessments, communication and electronic course folders.

4.6.1 Course Setup

- Confirm that the correct course, section and enrolled students are visible.
- Upload the approved course outline and semester plan.
- Organise learning resources by week or topic.
- Publish assessment instructions, marks and deadlines clearly.
- Verify instructor and supporting-staff roles before the first assessment.

4.6.2 Course Delivery and Course Folders

Faculty members may upload lecture slides, readings, videos and other approved materials; create quizzes and assignments; receive submissions; grade work; and provide feedback. Course and laboratory folders should be maintained throughout the semester and completed according to the applicable departmental and accreditation checklist.

A complete folder normally includes the approved outline, semester plan, CLO and PLO mappings, learning resources, assessments, examination papers, approved solutions, vetting records, rubrics, samples of assessed work, result records, attainment reports and CQI evidence.

4.6.3 Manuals Policies and Support

The Useful Links menu provides access to user manuals, NUST policies and working papers. Available resources include examination, accommodation, medical, leave, journal, transport, laptop and teaching-assistant policies. The policy chapter of this guide identifies the mandatory documents for newly appointed faculty.



Figure 4.9 User manuals and policy resources in LMS

Support: [LMS site support](#)

4.7 Thesis Management System

[Thesis Management System](#) was previously known as the Project Management System. It supports the creation, tracking and assessment of FYDP, MS, PhD and selected industry projects. It is normally accessed using LMS credentials.

4.7.1 Dashboard and Assigned Work

The dashboard summarises supervision records and pending actions such as idea approvals, evaluations and reports. Each user sees functions associated with their assigned role as a supervisor, evaluator, committee member or coordinator.

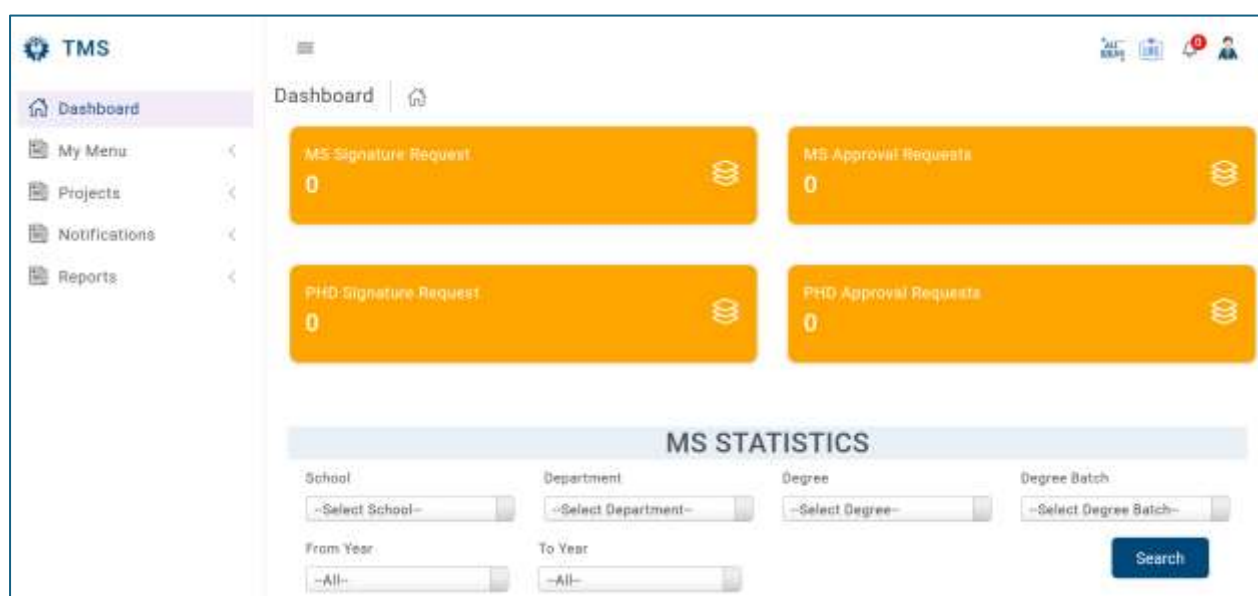


Figure 4.10 TMS dashboard and pending requests

4.7.2 From Research Idea to Project

A faculty member may first float a research idea. After the required expressions of interest and approvals, the idea can be converted into a project. The project record then provides the applicable milestones, documents, timelines, committees, defences, evaluations and approvals.

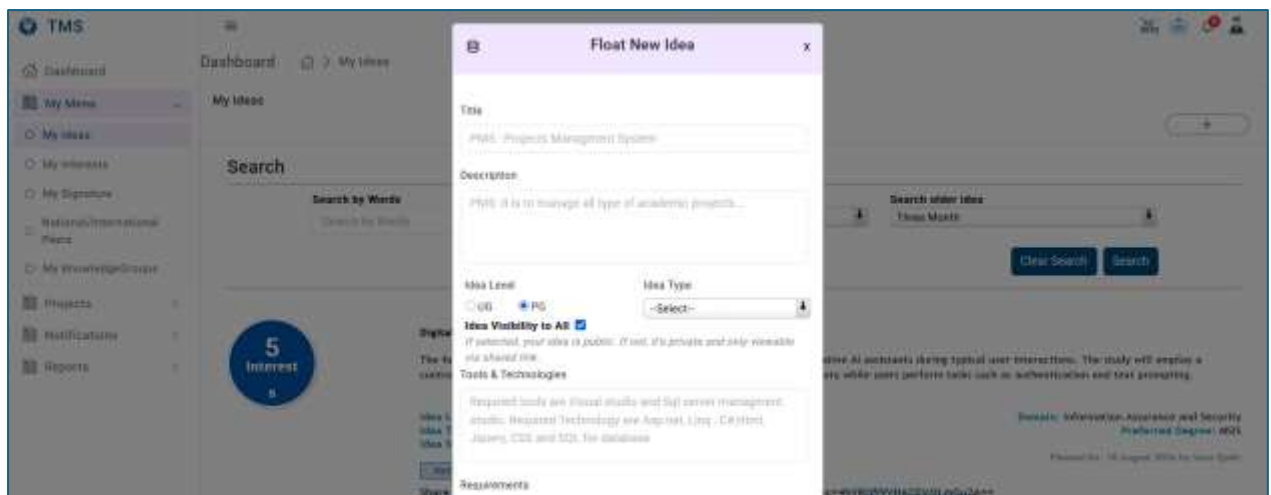


Figure 4.11 Floating a research idea in TMS

4.7.3 Project Supervision and Evaluation

- Verify all assigned students and projects.
- Review proposals, progress reports and supporting documents within the notified timeline.
- Complete approvals, signatures and evaluations in the system.
- Enter defence marks using the prescribed rubric when the evaluation window opens.
- Maintain confidentiality of proposals, reports and assessments.
- Report an incorrect assignment, missing project or inaccessible task promptly.

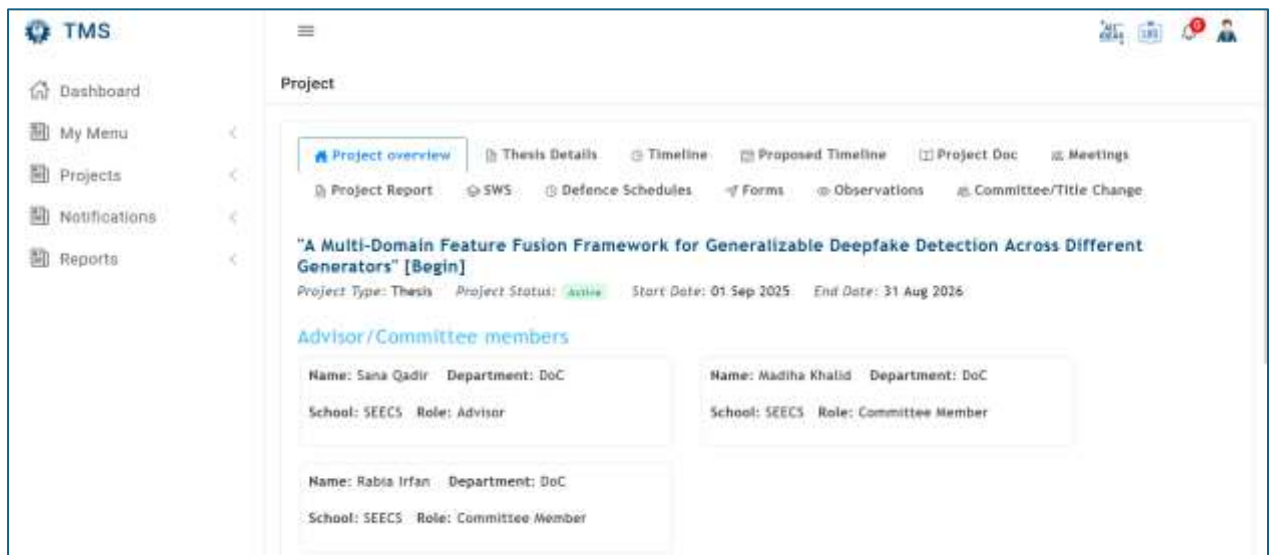


Figure 4.12 MS thesis project record in TMS

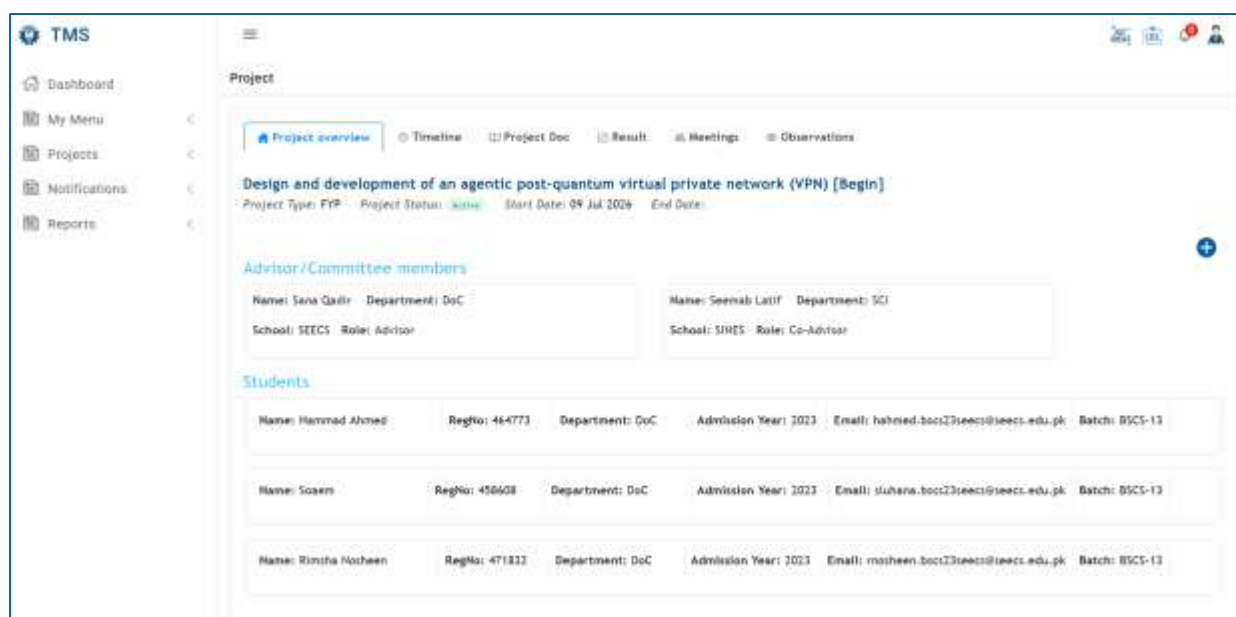


Figure 4.13 FYP project record in TMS

4.7.4 Policies and Support

Faculty members should read the policy applicable to the type of project they supervise or evaluate. TMS information may also feed into Qalam and the Annual Appraisal Report, but faculty members remain responsible for checking the accuracy of their records.

[FYDP Evaluation Policy and Workflow Version 1.4](#)

[MS Thesis Guidelines Version 2.0](#)

[PhD Policy 2023](#)

For TMS queries, contact tms@seecs.edu.pk.

4.8 E Office

[NUST E-Office](#) is used for formal interoffice communication and administrative case processing. Its functions include minute sheets, Inter-office Notes, circulars, notifications, approval cases and official correspondence.

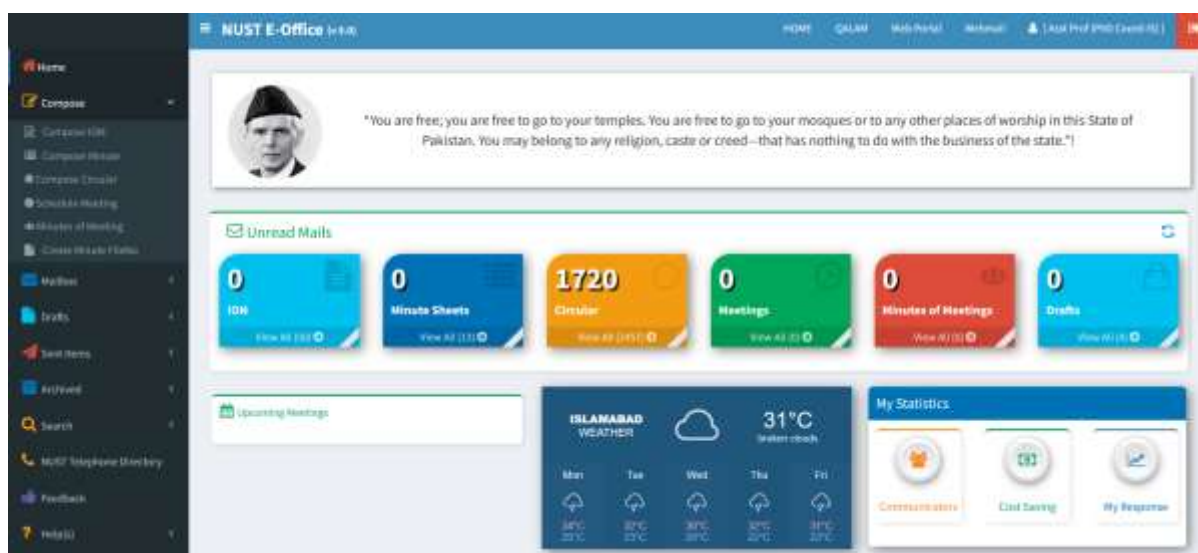


Figure 4.14 E-Office navigation panel

4.8.1 Processing an Administrative Case

1. Confirm that E-Office is the correct route for the matter.
2. Consult the Head of Department if the approval route is unclear.
3. Use the prescribed subject, format and terminology.
4. State the request or decision required and provide necessary background.
5. Attach complete and readable supporting documents.
6. Route the case through the correct offices and respond to observations.
7. Retain the final approval or decision in the relevant institutional record.

Minute sheets follow a specific format and approval route. A faculty member should review the current guidelines and consult the Head of Department before initiating their first minute sheet.

Required guidance: [Guidelines for Processing Minute Sheets](#)

4.8.2 Telephone Directory

E-Office includes the NUST telephone directory, which can be searched for current institutional contact information. The directory should be used instead of relying on old personal contact lists.

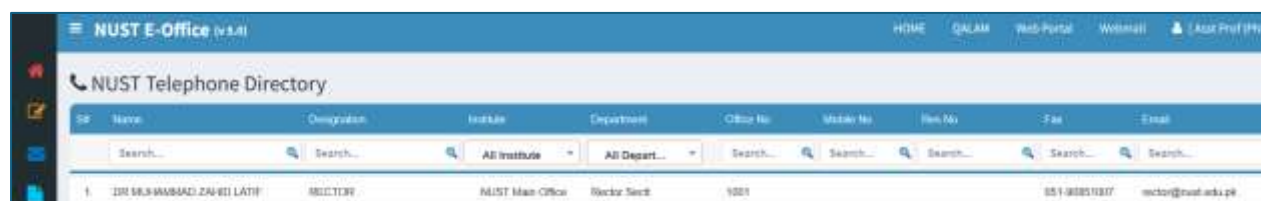


Figure 4.14 NUST telephone directory in E-Office

4.9 Support and Problem Reporting

[SEECS Support System](#) provides trackable categories for ITS, network, data-centre, LMS, Qalam, accounts, administration and Academic Coordination Branch requests. Select the most specific category available.

4.9.1 Information to Include

- Name, department and employee number
- Affected system or service
- Course code and section where relevant
- Exact error message and the time it occurred
- A screenshot with confidential information removed
- Actions already attempted
- Academic or administrative deadline affected by the issue

Issue	Primary support route
Email, Wi-Fi, network, VoIP or classroom technology	SEECs Support System under ITS Support
Faculty computer, repair or software	Support, Maintenance and Repair category
Data-centre or server resource	Data Centre Resources category
Qalam account, profile, role or course	CMS or Qalam support
LMS account, course or enrolment	LMS or CMS Support Desk; lms@seecs.edu.pk
TMS access or workflow	tms@seecs.edu.pk
E-Office access or case routing	Departmental office or Admin Branch
Current system coordinator	SEECs Contact Directory

Current coordinators and extensions: [SEECs Contact Directory](#)

4.10 Digital Access Checklist

Complete this checklist during the first week and raise any unresolved access issue through the relevant support route.

- ☐ SEECs Google Workspace account activated
- ☐ NUST Microsoft 365 account activated
- ☐ Temporary passwords changed and multifactor authentication enabled where available
- ☐ Campus network and Wi-Fi tested
- ☐ Qalam profile, courses, sections and advisees verified
- ☐ LMS courses, roles and student enrolments verified
- ☐ TMS access confirmed if required
- ☐ E-Office credentials obtained and minute-sheet guidance reviewed
- ☐ SEECs Support System bookmarked
- ☐ Official support contacts saved
- ☐ Information-security and data-protection responsibilities reviewed

5 Employment Administration and Essential Policies

This chapter explains the administrative actions that establish a faculty member's employment record and the policies that govern routine work at SEECS. Complete the joining formalities promptly, keep copies of approved documents, and use the latest policy available through the official NUST or SEECS channel. Where a policy and this guide differ, the approved policy and formal office order take precedence.

5.1 Completing the Joining Process

The SEECS Administration Branch coordinates the school-level joining process and assists with matters such as the office order, employee identity card, office allocation, accommodation and transport. The faculty member's department confirms the reporting date, reporting line, initial duties and office arrangements. Salary and service conditions should be checked against the formal offer or appointment letter; the office order is the administrative record of placement and may not reproduce salary information.

5.1.1 Documents and Records

Submit the documents requested by the Administration Branch and retain a personal electronic copy of every signed or acknowledged item. Requirements may vary by appointment type, so the branch should confirm the current checklist. The following records normally require early attention:

- Offer or appointment letter, acceptance and joining report.
- Office order showing school, department and effective date of appointment.
- Verified identity, educational and experience documents requested by NUST.
- Bank, tax, payroll and emergency-contact information requested for the employee record.
- NUST identity card request and any access, transport, accommodation or medical documentation applicable to the appointment.
- Current contact details, next-of-kin information and copies of any subsequent amendments to the appointment.

5.1.2 Office and Access Arrangements

Confirm the assigned office, access permissions, telephone extension and departmental mailing lists. Digital accounts are covered in Chapter 4. Report missing email, Wi-Fi, Qalam, LMS or classroom access through the [SEECS Support System](#) and copy the departmental coordinator if teaching is affected.

5.2 Workload and Assignment of Duties

Faculty workload combines teaching, research and institutional service. The current working paper summarized in the onboarding material describes a normal regular-semester workload of approximately 12 credit-hour equivalents. It also provides a reduced load of 8 credit-hour equivalents per regular semester for newly joined faculty during the first year, subject to the policy's definition of a new faculty member and any approved exception. The department allocates courses and service duties; research and supervision credits must be supported by the records required in the policy.

5.2.1 Confirming the Semester Workload

- Review the proposed teaching, research, supervision and institutional-service assignment with the HoD before the semester starts.
- Check contact hours, lab responsibilities, course coordination, project supervision and committee duties rather than relying only on the number of course titles.
- Record approved changes in writing and ensure that the same assignment appears in the relevant departmental, Qalam and appraisal records.
- Consult the current Faculty Load Policy for the credit assigned to research outputs, projects, supervision and institutional service.

5.2.2 Institutional Service

Institutional service may include programme coordination, accreditation work, postgraduate or undergraduate committees, final-year projects, HR and disciplinary committees, laboratory management, student orientation, school visits, internationalization, industry liaison and digital platforms. The source policy allows institutional-service credit up to the approved ceiling, stated as 3 credit-hour equivalents in the current onboarding material. The HoD should confirm which assignment carries workload credit and what evidence is required.

5.3 Leave Attendance and Availability

Leave is initiated through Qalam and processed through the applicable approval route. Faculty members should read the current Leave Policy before planning leave, especially during teaching weeks, examinations, result preparation, student defences or other assigned duties. Leave during semester should be avoided. A Qalam submission does not remove the need to inform the HoD and arrange coverage for time-sensitive responsibilities.

5.3.1 Planned Leave

- Check the applicable leave category, eligibility, required notice and supporting documents.
- Discuss teaching, examination, supervision and committee commitments with the HoD before submitting the request.

- Enter the request in Qalam and attach the required evidence.
- Arrange approved class or lab coverage and communicate any schedule change through the Academic Coordination Branch.
- Retain the approved leave record and any related travel or duty authorization.

5.3.2 Unplanned Absence

If illness or an emergency prevents attendance, following steps should be taken

- Inform the HoD and the FOC office / relevant office responsible for the affected duty as early as possible.
- For a scheduled class, notify the Academic Coordination Branch at acb@seecs.edu.pk and inform students through the appropriate channel.
- Submit or regularize the leave request in Qalam with the required evidence once circumstances allow.

5.4 Annual Appraisal and Professional Record

The Annual Appraisal Report is submitted through Qalam. Maintain the underlying evidence throughout the year rather than reconstructing the record at the deadline. Publications, grants, patents, teaching assignments, student supervision, committee work, professional service and approved awards should be entered consistently and supported by verifiable documents. Before final submission, reconcile the Qalam profile with departmental records and the current Annual Appraisal Report Policy.

Record area	Evidence to retain
Teaching	Course allocation, timetable, course outline, course folder, results and approved teaching audit records
Research	Published article or acceptance evidence, indexing details, grant documents, project role and financial approval
Innovation	Patent, copyright, industrial design, prototype, technology-transfer or industry-engagement record
Supervision	Approved allocation, milestone decisions, defence or completion record and current student status
Service	Office order, committee notification, activity report or other evidence required by the workload or appraisal policy

5.5 Essential Policies

NUST policies are available through the LMS user-manual and policy area, departmental repositories and formal notifications. Always check the approval date and version before relying on a downloaded copy. The policy owner or Administration Branch should clarify any conflict, exception or implementation question.

Policy or guidance	When to consult it	Access
Faculty Load Policy	Course allocation, research and supervision credit, institutional service and reduced load	Open working paper
Faculty Handbook	Terms of service, duties, benefits, conduct, appraisal and general faculty procedures	Open faculty resources
Leave Policy	Leave categories, eligibility, approval, documentation and return to duty	Open policy
Medical Policy	Medical entitlement, treatment and reimbursement requirements	Open policy
Accommodation Policy	Eligibility, allotment, occupancy and related responsibilities	Open policy
Transport Guidance	Use, maintenance and authorized access to NUST transport	Open guidance
Minute Sheet Guidance	Format and routing of cases initiated through E-Office	Open guidance

5.6 Administrative Questions and Grievances

Raise an employment or administrative issue first with the relevant HoD or the SEECs Administration Branch. A matter affecting workload, teaching or programme delivery should also be documented with the responsible academic office. If the matter remains unresolved, use the applicable escalation or grievance procedure rather than relying on informal messages. Verify the current office holder and contact details in the [SEECs Contact Directory](#).

6 Teaching and Assessment Procedures

Teaching at SEECs requires coordinated preparation, timely delivery, secure assessment and complete academic records. The instructor is responsible for the course as a whole, including alignment between lectures and laboratories, the quality of assessment, entries in Qalam and completion of the LMS course folder. Departmental instructions, the approved course outline and the current Conduct of Examination procedures govern the detailed implementation.

6.1 Preparing Before the Semester

6.1.1 Course Allocation and Knowledge Group Coordination

Confirm the course title, code, credit hours, sections, delivery mode, laboratory component and any coordination role. Each course belongs to a Knowledge Group. Discuss the outline and assessment plan with the relevant Knowledge Group Head before teaching begins. The same Knowledge Group normally vets the Mid-Semester Examination and End-Semester Examination, so expectations for coverage, format and submission should be agreed early.

Reference: [Knowledge Group list](#)

6.1.2 Course Outline and Semester Plan

Use the approved SEECs template and preserve the course learning outcomes, programme mappings and assessment weightages approved for the course. The outline should state prerequisites, weekly topics, learning resources, attendance requirements, assessment components, grading information and the policy for late or missed work. Prepare a realistic week-by-week plan around the academic calendar. A regular semester typically contains 15 to 16 teaching weeks plus the examination period, although the published calendar is authoritative.

Template: [Course outline template](#)

6.1.3 LMS and Teaching Resources

- Check that the correct course shell, section and enrolled students appear in LMS.
- Upload the approved course outline and organize folders for lectures, labs, assignments, quizzes, projects and examinations.
- Upload lecture material and lab tasks before the relevant class, subject to assessment-security requirements.
- Publish office or consultation hours and the approved communication route.
- Confirm required software, datasets and equipment with the teaching-lab team before the first practical session.

6.2 Conducting Classes and Laboratories

6.2.1 Punctuality and Use of Scheduled Time

Arrive before the scheduled start and use the full teaching period. If an unforeseen circumstance affects a class, inform the Academic Coordination Branch at acb@seecs.edu.pk and copy the HoD. Inform students through the approved course channel. Repeated or avoidable rescheduling should be avoided because it disrupts student timetables and room allocation.

6.2.2 Makeup and Rescheduled Classes

Arrange a makeup or rescheduled class through the Academic Coordination Branch so that the room, timing and student timetable can be checked. Obtain any required approval before announcing the session. Record the revised arrangement in LMS and notify students with enough notice to attend.

6.2.3 Lab Delivery

The course instructor remains academically responsible for the laboratory component even when a laboratory engineer conducts the session. Coordinate the sequence of practical work with the lecture plan, review lab instructions and rubrics, and confirm software and equipment readiness. The onboarding source requires the instructor to attend at least the opening 30 minutes of the laboratory session to establish the task, expected outcome and connection with the theory component. Any local departmental requirement that is more specific should be followed.

6.2.4 Attendance and Student Records

Record attendance accurately and within the timeline prescribed for Qalam. Resolve an incorrect entry promptly and retain supporting evidence where a correction requires approval. Students should be informed of the applicable attendance rule and advised to raise discrepancies early; instructors should not create informal exceptions outside the approved policy.

6.3 Designing the Assessment Plan

Assessments must measure the approved Course Learning Outcomes and use the weightages stated in the course outline. Plan quizzes, assignments, projects, laboratory work, the Mid-Semester Examination and the End-Semester Examination as one coherent assessment system. Avoid over-assessing one outcome while leaving another weakly measured.

Assessment component	Planning requirement	Primary record
Quiz or assignment	State the assessed CLO, marks, submission rule and feedback method	LMS and Qalam
Lab work	Use the approved task and rubric; assess the relevant psychomotor or cognitive outcome	Lab folder and Qalam
Semester project	Define scope, milestones, individual contribution and rubric before work begins	LMS, project record and Qalam
MSE	Follow approved format, map every question to a CLO and obtain KGH vetting	Secure examination record and Qalam
ESE	Cover the approved outcomes, map questions to CLOs, obtain vetting and follow exam security	Secure examination record and Qalam

6.3.1 Assessment Mapping and Rubrics

Show the CLO mapping for each assessment item. Use an approved rubric for laboratory work, presentations, design activities, projects and any task where performance must be judged against multiple criteria. Give students the rubric or grading criteria before submission unless examination security prevents advance release. Chapter 7 explains OBE mapping and attainment in detail.

6.3.2 Vetting and Confidentiality

Share MSE, ESE and retake papers securely with the Knowledge Group Head within the announced vetting schedule. Address comments before printing or release. Limit access to examination material, use approved printing and handling arrangements, and do not distribute solved examination material before the authorized time. Keep the vetted paper and response to vetting comments in the course record.

6.4 Administering and Marking Assessments

6.4.1 During the Assessment

- Apply the announced duration, permitted material and academic-integrity conditions consistently.
- Clarify genuine ambiguities without giving an advantage to one student or section.
- Record incidents and refer suspected misconduct through the applicable examination or disciplinary procedure.
- For projects or group work, retain evidence of individual contribution where marks are awarded individually.

6.4.2 Marking and Feedback

Mark against the approved key or rubric and apply the same standard across all scripts and sections. Review totals, question-level entries and transferred marks before release. Give useful feedback in time for students to improve in later work. A solved instructor version of each evaluation should be stored in the LMS course folder, subject to the release rules for secure examinations.

6.5 Qalam Gradebook and Result Submission

Enter sessional marks throughout the semester so that errors can be detected before result submission. Keep Qalam entries consistent with the approved assessment weightages and the detailed marking record. Before final submission, verify missing entries, absences, exemptions, totals, grade boundaries, CLO weightages and any approved moderation or retake decision.

6.5.1 Result Verification Checklist

- All registered students and assessment components are present.
- Marks match the checked scripts, rubrics or approved project records.
- The gradebook total and published weightages agree with the course outline.
- CLO mappings and OBE weightages are complete and total 100 percent for each CLO where required.
- The result has completed departmental or Knowledge Group vetting before final submission.
- Any retake or special case is supported by formal approval and follows the same vetting and recording process.

6.6 Course Folder and Semester Closure

Complete the course folder progressively. At semester close, the LMS folder should contain the approved outline, teaching plan, learning material, assessments, solutions or marking guidance, samples of evaluated work where required, attendance, grade record, result-vetting evidence, CLO attainment information and the instructor's CQI response. A laboratory course should have a corresponding lab folder containing tasks, rubrics, evaluated samples and lab attainment evidence.

6.7 Teaching Quality Review

SEECs reviews teaching through student feedback and faculty or peer audit. Both consider preparation, clarity, use of time, subject knowledge, relevance, classroom management, communication, responsiveness, fairness and respectful interaction. When the evidence identifies a weakness, record a specific improvement and check its effect in the next offering.

7 OBE and Quality Assurance

Outcome-Based Education organizes curriculum, teaching and assessment around the abilities that students and graduates must demonstrate. At SEECS, the course outline, assessment design, Qalam gradebook, attainment reports, course folder and continuous-quality-improvement record form one connected process. The approved programme documents and accreditation requirements of PEC or NCEAC determine the applicable outcomes and evidence.

7.1 Outcome Hierarchy

Level	Purpose	Typical review point
Programme Educational Objectives	Career and professional achievements expected from graduates several years after graduation	Alumni, employer and programme-level review
Programme Learning Outcomes	Knowledge, skills and professional attributes demonstrated by graduation	Programme assessment and accreditation review
Course Learning Outcomes	Measurable knowledge or skill demonstrated on completing a course	Course assessment and semester review

7.1.1 Programme Educational Objectives

Programme Educational Objectives (PEO) describe the career or professional accomplishments expected approximately three to five years after graduation. They are reviewed using evidence such as alumni and employer input and must remain aligned with the programme mission and stakeholder needs.

7.1.2 Programme Learning Outcomes

Programme Learning Outcomes (PLO), also called graduate attributes, describe the competencies students should possess at graduation. Engineering programmes align their outcomes with PEC and the Washington Accord framework; computing programmes follow the applicable NCEAC requirements. A programme normally has 11 or 12 outcomes, but faculty must use the approved list for the relevant curriculum and intake.

7.1.3 Course Learning Outcomes

Course Learning Outcomes are measurable statements approved for each course. They define what a student must demonstrate and are mapped to selected Programme Learning Outcomes and Bloom levels. Instructors may refine teaching and assessment, but may not change an approved CLO or mapping without the required curriculum process.

7.2 Bloom Taxonomy and Learning Domains

Select an assessment method that matches the intended learning domain and level. The action verb alone does not establish the level; the intellectual or practical demand of the task must also match it.

Domain	Progression	Suitable evidence
Cognitive	Remember understand apply analyse evaluate create	Written questions, problem solving, design justification, analysis and projects
Psychomotor	From guided performance to precise and independent execution	Laboratory observation, practical task, prototype and demonstration
Affective	From receiving and responding to consistent professional values	Rubrics for teamwork, ethics, responsibility, communication and professional conduct

7.3 Course Design and Mapping

7.3.1 Vetting the Course Outline

At the beginning of the semester, review the course outline with the Knowledge Group Head. Confirm each CLO, its PLO mapping, Bloom domain and level, assessment weightage and the teaching activities that prepare students to demonstrate it. Use the current SEECs vetting form and retain the approved copy in the course folder.

Form: [Course outline vetting form](#)

7.3.2 Building the Assessment Map

- Map every assessed item or question to one approved CLO.
- Ensure the task difficulty matches the stated Bloom level.
- Use more than one appropriate item when a single question would provide weak evidence of attainment.
- Distribute the assessment load across the semester and avoid relying only on the final examination.
- For every CLO, make the direct-assessment weights complete and consistent with the Qalam configuration.

7.4 Direct Assessment

Direct assessment measures attainment through student work. Each quiz, assignment, examination, laboratory, presentation or project item must be mapped to a CLO and marked with an appropriate key or rubric. Qalam aggregates mapped marks into course CLO and linked PLO attainment reports.

7.4.1 Complex Problems and Activities

Engineering programmes require evidence of Complex Engineering Problems and Complex Engineering Activities. These tasks should involve the characteristics specified by the applicable accreditation framework, such as depth of knowledge, competing requirements, analysis, judgement, investigation, modern tools or multidisciplinary constraints. Do not label an exercise as complex solely because it is lengthy. Retain the task, mapping, rubric, representative student work and attainment analysis.

Guidance: [Guidance on complex engineering problems and activities](#)

7.4.2 Rubric Based Evaluation

A rubric should describe observable performance at each level and separate criteria that represent different aspects of the outcome. Avoid vague labels such as excellent or poor without a descriptor. Calibrate the rubric among assessors when several instructors or lab engineers mark the same task, and retain evidence of moderation where required.

Examples: [Sample OBE rubrics](#)

7.5 Indirect Assessment

Indirect assessment records stakeholder perceptions rather than performance observed in student work. Course-completion surveys, exit surveys and employer or alumni feedback complement direct assessment but do not replace it. Interpret indirect evidence with its response rate, respondent group and question wording, then compare it with direct attainment before proposing programme action.

7.6 Qalam Configuration and Data Quality

Before marks are entered, confirm that Qalam shows the approved CLOs, PLO mappings, assessment components, maximum marks and OBE weightages. Each CLO's assessment weights should total 100 percent where the system requires this configuration. After data entry, reconcile the Qalam report with the detailed gradebook and investigate unexpected zero values, missing students, unmapped items or implausible attainment before closing the result.

Guide: [Qalam Gradebook user guide](#)

7.7 Continuous Quality Improvement

Continuous Quality Improvement converts assessment evidence into a documented change and checks whether that change worked. A useful action identifies the outcome, evidence, likely cause, intervention, responsible person, implementation period and the measure that will be reviewed in the next offering.

CQI stage	Faculty action	Evidence
Plan	Confirm outcomes, mappings, teaching plan and assessment strategy	Vetted outline and assessment map
Deliver	Teach, assess and give feedback as planned	LMS material and evaluated work
Measure	Complete Qalam entries and generate attainment reports	CLO and PLO reports
Analyse	Identify the specific outcome below target and examine item-level evidence	Analysis and identified cause
Act	Define a feasible change to teaching, assessment, resources or sequencing	Signed CQI action
Verify	Review the same evidence after implementation in the next cycle	Follow-up result and closure decision

7.7.1 Course Level CQI

When a CLO falls below the approved attainment threshold, submit the required corrective action through Qalam and the department's OBE process. Avoid generic actions such as improve teaching. State what will change, for which topic or student difficulty, in which offering and how the effect will be measured. The departmental OBE coordinator should review and sign the action where required.

7.7.2 Programme Level Review

Programme committees aggregate course and stakeholder evidence to review PLO attainment, curriculum coverage and Programme Educational Objectives. The Industrial Advisory Board and relevant OBE or accreditation committees may recommend curriculum, assessment or resource changes. Faculty members should respond to requests for course evidence and preserve the approved record of any resulting change.

7.8 Quality Assurance Evidence

Evidence set	Minimum contents
Course file	Approved outline, teaching plan, assessment instruments, solutions or marking keys, results and CQI record
Evaluated work	Representative high, average and low performance samples where required, with marks and feedback visible
Laboratory file	Lab plan, tasks, rubrics, evaluated samples, attendance and attainment evidence
Vetting record	Submitted paper, reviewer comments, corrected paper and approval
Feedback record	Student feedback, faculty audit or peer review and the instructor's response
Programme evidence	PLO and PEO reports, stakeholder surveys, committee minutes and approved actions

7.9 OBE Resources

Official page: [SEECs OBE page](#)

Orientation material: [OBE orientation presentation](#)

8 Research Innovation and Supervision

Research at SEECS includes publications, funded projects, industry projects, consultancy activities, filing intellectual property, industry engagement and supervision of undergraduate and postgraduate work. A new faculty member should establish a clear research affiliation, use the approved route for proposals and expenditure, and maintain reliable records in Qalam, TMS and the Annual Appraisal Report. Compliance, authorship and student welfare must be addressed from the start of each activity.

8.1 Establishing a Research Plan

Discuss the initial research plan with the HoD and identify a relevant SEECS research group or laboratory. The plan should be realistic for the appointment, available facilities and expected teaching load. Define a small number of deliverables with dates, likely collaborators, data or equipment needs, funding routes and student-supervision opportunities. Revisit the plan after the first semester and record changes that affect workload or resource commitments.

8.2 Research Office Support

The SEECS Research Office is located on the ground floor of the PG Block and is led by the HoD Research. It coordinates school-level processing for research proposals, project administration, research procurement, travel-grant cases, publication-related claims and other research approvals. Consult the office before committing expenditure, submitting an institutional proposal, promising cost share or signing a document on behalf of NUST.

8.2.1 Typical Research Cases

- Internal approval and submission of national or international funding proposals.
- Budget review, project account processing, procurement and reimbursement.
- Conference travel grants and publication-related support or rewards.
- Institutional letters, partner documentation and authorized signatures.
- Research equipment, project staff, student support and project closure records.

8.3 SEECS Research Groups and Labs

The current SEECS Research Groups page presents laboratories and groups spanning modelling and simulation, communication and signal processing, machine learning, language technology, formal verification, neuroinformatics, robotics and nanoelectronics. The published list should be checked for the current lead, facilities and membership route.

Research group or laboratory	Published focus
Machine Vision and Intelligent Systems Lab https://vision.seecs.edu.pk	Computer Vision, Deep Learning, Generative AI & LLM applications in healthcare, remote sensing, precision agriculture, urban sustainability and Intelligent Systems
TUCL NUST Research and Development Centre	Long-term applied research collaboration modelled on the DFKI ecosystem
Information Processing and Transmission Lab	Wireless communication, signal processing, estimation, detection and cooperative networks
NUST Chip Design Center	Chip Designing
NeuroInformatics Research Lab	EEG, brain-computer interfaces, neuroscience and neural engineering
Robotics and Machine Intelligence Lab	Localization, mapping, SLAM, path planning, computer vision and learning for robotics
Advanced Energy Efficient Nano Group	Energy-efficient nanoelectronics, CMOS devices, characterization and low-power design
TUI Research Lab	RF and Microwave Research Lab
Anechoic Chamber and EMC Lab	State of the art research & measurement facility providing educational and commercial services

Current directory: [SEECs Research Groups](#)

8.4 Developing and Submitting a Funding Proposal

8.4.1 Before Submission

- Read the call, eligibility rules, budget limits, overheads, submission route and deadline.
- Inform the HoD Research and Research Office early, particularly when institutional endorsement, partner commitments or cost share is required.
- Enter project data on QALAM and in the eOffice initiate min sheet for approval of submission of proposal.
- Allow time for school and university review; do not treat the sponsor deadline as the internal deadline.
- Define roles, deliverables, milestones, risks, data needs, ethics requirements and ownership of outputs with collaborators.
- Prepare a compliant budget and confirm that requested staff, equipment, travel and services are allowable. University overhead is mandatory.

8.4.2 After Award

Do not incur expenditure until the project and financial arrangements have been formally established. Keep the approved proposal, award, budget, amendments, procurement, staff appointments, progress reports and deliverables in one project record. Monitor

sponsor deadlines and inform the Research Office early if a change in scope, budget, personnel or schedule requires approval.

8.5 Ethics Data and Intellectual Property

Obtain the required ethical, safety, data-access or institutional approval before collecting data or involving human participants. Use approved consent, privacy and security controls. Clarify ownership, confidentiality, publication rights and background intellectual property before sharing data, code, prototypes or confidential information with an external party. Potentially patentable work should be discussed with the relevant NUST office before public disclosure because early publication can affect protection.

8.6 Publications and Research Outputs

Select a credible venue that fits the work and comply with the current NUST journal and publication policies. Agree authorship and contribution expectations early, disclose conflicts of interest and retain the underlying research record. Before requesting an Article Processing Charge, publication reward or travel support, confirm eligibility, approval timing and documentary requirements with the Research Office. Predatory or misleading journals and conferences should be avoided.

8.6.1 Recording Outputs

Below steps are very important for your workload calculation and promotion matters.

- Enter complete publication metadata and evidence in Qalam or the designated research profile.
- Record grants, project roles, patents, copyrights, industrial designs, prototypes and technology-transfer activity.
- Keep acceptance, publication, indexing, funding acknowledgement and approval documents for appraisal and audit.
- Use the correct institutional affiliation and acknowledge grants according to the award terms.

8.7 Student Supervision

Supervision is an academic and professional responsibility. Accept a student only when the topic fits the supervisor's expertise, resources and available capacity. Define the research question, expected contribution, milestones, meeting pattern, data access, authorship expectations and required training at the start. Record formal approvals and milestone decisions in TMS or the designated programme system.

8.7.1 Final Year Design Projects

For an FYDP, define a feasible problem, measurable requirements, design method, evaluation criteria and responsibilities. Use approved rubrics, monitor individual contribution, and require analysis and documentation alongside the demonstration.

8.7.2 Masters Thesis Supervision

For an MS thesis, require a defensible gap, manageable methodology and appropriate evaluation. Review progress against formal milestones, verify data provenance and require reproducible analysis where feasible. Prepare the student for the proposal, progress, pre-defence and final evaluation requirements.

8.7.3 Doctoral Supervision

Doctoral supervision requires an original contribution, a coherent publication plan and timely programme milestones. Use the approved GEC and departmental processes, document major decisions and give substantive feedback on research design, evidence, writing and integrity. Formal approval is required for changes in topic, supervisor, committee or examination arrangements.

8.7.4 Supervision Records and Research Integrity

- Maintain a brief record of meetings, agreed actions and milestone decisions.
- Use similarity checking, citation review and data verification as learning and quality-assurance tools.
- Do not assign authorship solely because of position; use a transparent contribution-based approach consistent with the target venue and NUST policy.
- Escalate persistent lack of progress, misconduct, conflict or welfare concerns through the programme's formal route.
- Protect confidential student, participant and partner information in drafts, datasets and presentations.

8.8 TMS Milestones and Documentation

TMS supports the approval, monitoring and evaluation of FYDP, MS and PhD projects. Keep the project, supervisor, proposal, milestones, committee decisions and evaluation record current. For help, contact tms@seecs.edu.pk and include the project identifier.

Access the [Thesis Management System](#).

8.9 Research Workload and Appraisal

Research, innovation and supervision contribute to workload and appraisal only as allowed by the current policy and the status of each output. The onboarding material notes a research allocation of zero to six credit-hour equivalents per semester. Confirm

the calculation and evidence with the HoD, then reconcile the departmental, Qalam, TMS and Annual Appraisal Report records.

9 Quick Reference Contacts Forms and Glossary

This chapter consolidates the contacts, portals, forms and abbreviations most often needed during the first semester. Office holders and procedures may change. The SEECS Contact Directory and Downloads page are the authoritative public reference points, while the relevant office should confirm the latest internal form or policy version. Contact information below was checked against the SEECS website on 11 September 2026.

9.1 Operational Contacts

Office or role	Current contact	VoIP or phone	Use for
SEECS Information Desk	info@seecs.edu.pk	051 9085 2400	Directions and general school enquiries
Principal SEECS	Dr Muhammad Ajmal Khan	051 9085 2001	School leadership and matters routed through the Principal's office
Associate Dean FOC	Prof Dr Muhammad Moazam Fraz	051 9085 2151	Faculty of Computing academic matters
Associate Dean ECE	Dr Salman Abdul Ghafoor	051 9085 2100	ECE academic matters
Administration and Coordination	Mr Usman Ghani, DD Admin and Coord	051 9085 2009	Joining, ID card, office, accommodation, transport and administration
Examinations	Mr Muhammad Tanveer, Deputy Controller Exams	051 9085 2007	Examination administration and formal exam cases
Programme Coordination	Mr Imran Haider, Addl DD Program Coord	051 9085 2025	Timetable, programme coordination and academic scheduling
LMS	Dr Gibrial, DD LMS	051 9085 2152	LMS access, course shells and user support
Qalam CMS	Mr Muhammad Waqas Hanif	051 9085 2011	Qalam profile, gradebook, attendance and workflow queries
System Administration	Mr Farhan Aftab	051 9085 2017	Email, network, Wi-Fi and school IT systems
Accounts	Mr Muhammad Atif Jan	051 9085 2013	Payroll, claims, reimbursements and financial documentation
HoD Research	Dr Wasif Tanveer	051 9085 2118	Research proposals, grants, publications and research administration
Industry Liaison	Mr Adeel Ahmed	051 9085 2196	Industry engagement and liaison

Verify the current office holder and email address: [SEECS Contact Directory](#)

9.2 Functional Email and Support Routes

Need	Route
Academic coordination or class rescheduling	acb@seecs.edu.pk

Need	Route
Examination query	exam@seecs.edu.pk
LMS query	lms@seecs.edu.pk
TMS query	tms@seecs.edu.pk
Accounts query	accounts.officer@seecs.edu.pk
IT incident or access request	SEECs Support System

9.3 Essential Portals

Portal	Primary use	Link
Qalam CMS	Attendance, gradebook, leave, research profile, advisory records and Annual Appraisal Report	Open Qalam
NUST LMS	Teaching material, activities, assessments, course folders, user manuals and policy resources	Open LMS
TMS	FYDP, MS and PhD project creation, milestones, approvals and evaluation	Open TMS
E Office	Minute sheets, inter-office notes, circulars and internal administrative communication	Open E Office
SEECs Support	IT incidents, account access and school-system support	Open Support

9.4 Forms and Reference Material

Resource	Contents	Link
SEECs Downloads	Central index for student, thesis, PhD, FYP, conference, schedule, handbook and miscellaneous resources	Open downloads
Student Handbooks	Current undergraduate and postgraduate student handbooks	Open handbooks
MS Thesis Forms	Proposal, evaluation, defence and submission forms	Open category
PhD Forms	Programme milestones, committee, synopsis, progress and defence forms	Open category
Conference and Journal Forms	Research travel, publication and related approval forms	Open category
Final Year Projects	FYDP guidance, forms and published resources	Open category
Course Outline	Standard course-outline template	Open template

Resource	Contents	Link
Course Vetting	Knowledge Group review of the course outline and OBE mapping	Open form
Faculty Load	Teaching, research, supervision and institutional-service workload	Open working paper
Annual Appraisal	Policy governing appraisal evidence and scoring	Open policy
E Office Minute Sheets	Required format and processing guidance	Open guidance

9.5 First Semester Quick Checklist

- ☐ Complete joining records and confirm the office order, employee ID and office arrangements.
- ☐ Activate email, Wi-Fi, Qalam, LMS, TMS and E-Office.
- ☐ Read the current Faculty Handbook, Load, Leave and Examination policies.
- ☐ Confirm course allocation, KGH, timetable, lab support and approved outline.
- ☐ Configure LMS and Qalam and verify registered students before teaching.
- ☐ Prepare the assessment and CLO map and schedule MSE and ESE vetting.
- ☐ Select a research group and discuss the first-year plan with the HoD.
- ☐ Confirm supervision assignments and update active projects in TMS.
- ☐ Maintain folders for teaching, research, service and appraisal evidence.