



UG & PG STUDENTS Joining Instructions SEECs – NUST 2020

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

A centre for quality education and research

Introduction

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

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

Important

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

Location

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

Measures Against COVID-19

In the light of HEC Guide lines and various Government SoPs regarding COVID Pandemic and with an objective to ensure safe and healthy conditions on reopening of the university so that the impact of COVID-19 Pandemic can be prevented and reduced. Important instructions in this regard are given in the ensuing paras.

- a. For undergraduate students orientation week will be from **12th to 16th October 2020** for H-12 Campus.
- b. Fall semester at SEECS will start on **19th October 2020**.
- c. Under Graduate day scholars of first year will join as per schedule given in the selection letters, hostilities would be required to join the hostels as per the dates given by the Hostel authorities.
- d. **In order to minimize the spread, parents / guardians are not allowed to enter NUST on orientation day.**
- e. The new intake day scholar students will report at NUST **Gate No. 02** at mentioned time where they will be commuted to Jinnah Auditorium on NUST transport for opening address.
- f. First year hostelites students will be arriving as and when hostel is allotted, starting from 1st October 2020 onwards.
- g. **Entry in NUST without mask is not allowed. Students have to wear mask during their stay at Campus and maintain the social distancing.**
- h. Due to current pandemic each day scholar Student has to show/present the following documents along the other required documents at Gate No. 02 on joining. Any student failing to show any of these three documents will **NOT** be allowed to join:
 - Affidavit Regarding Joining the University (COVID-19 Situation) (Specimen attached)
 - Health Declaration regarding COVID-19 Situation (Specimen attached)
 - All students to submit recent COVID-19 test, performed within three days (72 hours) before reporting / joining School / hostels. In case a student is unable to undergo the PCR test due to valid reason, the school / hostel (ddhostel@nust.edu.pk) must be informed in advance.

Joining the University (UG Students)

NUST is arranging Orientation Week for the Undergraduates freshmen from **12th October to 16th October 2020**. Keeping in view the current pandemic situation, formal **Reception / Welcome Address** will be conducted separately for students of Bachelor of Electrical Engineering, Bachelor of Engineering (Software Engineering) and Bachelor of Science in Computer Science Programs as mentioned below:-

SEECS Orientation Plan for Undergraduate Students

Program	Day Scholar / Hostelite	Reporting Place	Reporting Time & Date
BSCS 2K20 , BESE 2K20 & BEE 2K20	Day Scholar	NUST Gate No. 02	0700 Hrs on 12 OCT 2020
BSCS 2K20 & BESE 2K20 & BEE 2K20	Hostelite	NET Exam Hall	0830 Hrs on 13 OCT 2020

Joining the University (PG Students)

PG students are required to report at **SEECs** as per below mentioned schedule along with all the required documents as mentioned in the check list (attached). Entry to students will be allowed through **Gate No 2** on production of Admission Offer Letter.

Program	EE / DoC Department	Reporting Place	Reporting Time & Date
MSEE(AI) 2K20 & MSEE(CS) 2K20 & MSEE(SP) 2K20 & MSEE(TCN) 2K20	EE	SEECs Seminar Hall	1000 Hrs on 20 OCT 2020
MSCS 2K20 & MSDS 2K20 & MSIT 2K20 & MSIS 2K20 & MSITL 2K20	DoC	SEECs Seminar Hall	1000 Hrs on 22 OCT 2020

Dress Code/Outfit/Clothing

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

▪ **MALE STUDENTS**

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

▪ **FEMALE STUDENTS**

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

General Information

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

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

▪ **Identity Cards**

Upon arrival, the students will be allowed entry into NUST on production of original Admission Letter. Students will be issued temporary identity cards after registration on arrival in NUST. However, permanent NUST identity cards will be issued later. All students are expected to wear the identity card at all times while in NUST.

▪ **Accuracy of University Records**

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

▪ **Discipline**

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

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

- Theft or damage to the property of school or of a member of school community or that of a visitor to school, or abetment to any of the above.
- Conduct that results in conviction for a crime or crimes in a court of competent jurisdiction may subject a student to disciplinary action including suspension or expulsion.

- Possession of firearms, explosives, dangerous chemicals or other weapons on SEECs campus, or the display or use of the above to intimidate, frighten or control individuals.
 - Engaging in conduct which obstructs or disrupts teaching, research, administration, disciplinary procedures, or other activities of the institute.
 - Keeping pets/animals, cassette players etc or possessing any morally/religiously objectionable printed material.
 - Using/distributing/trading drugs, alcohol, narcotic materials and smoking on the Campus.
- **Attendance**
- NUST expects students' attendance in the classes to be 100%, however, under extreme compassionate reasons / medical sickness of the students, acceptable to authority, 25% allowance may be granted. Hence, at least 75% attendance is mandatory for students to take End Semester Exam in given subjects. Students are required to be present in the classroom as per the training program. Those who join late or leave the classroom without permission will be marked absent, and SEECs authorities reserve the right to fine such students on case-to-case basis. Absence on medical grounds will also be considered as ABSENT for the purpose of counting mandatory attendance.

Rules/Regulations

As a constituent school of NUST, SEECs strictly abides by NUST regulations. The school follows semester system of teaching. Grade is awarded on a relative grading system. Students will be briefed by our staff about academic regulations within two weeks of joining the School. Rules governing academic performance and discipline will be covered during briefing and can also be viewed on our website. In addition, upon arrival, every student will be given a handbook covering important aspects of university rules and regulations. The students are responsible to study these instructions carefully as violating these at any stage on the pretext of not knowing is NOT ACCEPTABLE.

Student Handbook

For detailed instruction covering stay and academic activities, students are advised to study the NUST students' Handbook placed @ <http://nust.edu.pk/Pages/Downloads.aspx>. The students will have to certify that they have gone through it thoroughly.

REGISTRATION FORM

1. Fill the registration form (AVAILABLE AT PAGE – 14 of this document)
2. Get 2 copies of the form, affix your passport size photographs (Blue Background),
3. Sign yourself and also get it signed by your parents/guardian.
4. Please deposit both the forms along with other documents mentioned in checklist on page 6,
on first day of your arrival at SEECs.

CHECKLIST DOCUMENTS TO BE DEPOSITED ON ARRIVAL

Students are required to bring along and deposit the following documents with the SEECs Administration on the 1st and 2nd day of orientation. **PLEASE NOTE THAT THE STUDENTS WITH INCOMPLETE DOCUMENTS WILL NOT BE REGISTERED WHICH MAY RESULT IN SHORTAGE OF ATTENDANCE LEADING TO F GRADE(S) / SUSPENSION OF REGISTRATION: -**

- Two copies of printed Registration Form (filled online) duly affixed with passport size photographs (Blue background and size between 30 kb to 50 kb).
- Original SSC (Matric Sanad), HSSC (Intermediate Sanad / Result Card), along with 2x photocopies of each cert duly attested (Students may retain sufficient photocopies of their certificates for their future use).
- Those who have passed 'O'/A' level exams must bring the equivalence certificates from IBCC. In case A level certificate is awaited, provisional result and marks sheet will be submitted in original.
- In Addition to above, the PG students will also bring Original Bachelor & Masters degrees & transcripts (must clearly mention CGPA earned out of XXX. In case total CGPA is not mentioned in the degree/transcript, students will produce a certificate from university concerned clearly showing total CGPA).
- 02x attested copies of Bachelor & Masters degrees & transcript (for PG Students only)
- Undertaking regarding conduct (**Specimen attached**).
- Surety Bond duly made out on stamp paper worth Rs 100/- (**Specimen attached**).
- Medical Fitness Certificate (**Specimen attached**).
- One ID card size photograph (blue background) for temporary Identity Card.
- Two photocopies of CNIC / Form 'B' duly attested.
- Original SAT Score Card with 2 photocopies (SAT stream candidates only)
- Affidavit Regarding COVID-19 (Specimen attached)
- Health Declaration COVID-19 (Specimen attached)
- CoVID-19 PCR Test Report (within 72 hours of reporting time)
- Undertaking For Deficient Documents duly made out on stamp paper worth Rs 100/- (**Specimen attached**)

SURETY BOND

(Stamp Paper of worth Rs 100 or more)

(NUST STUDENTS)

1. **KNOW ALL MEN BY THESE PRESENT THAT I, Mr./ Ms.** _____
(hereinafter called the student), Mr./ Ms. _____ (Surety No 1)
and Mr./ Ms. _____ (Surety No 2) (hereinafter called the sureties)
do hereby bind ourselves and each of us and heirs, executors and administration to abide by the terms and conditions of NUST after having been selected against open merit seat at NUST School of Electrical Engineering & Computer Science.
2. During studies, the student will abide by the school discipline and rules, regulations and standing orders/procedures concerned and pay all expenses in due time. Any violations of these will make the student liable to expulsion from the SEECS, which shall be without right of appeal in any court of law. During studies, if student is expelled by the School on any ground, or deliberately fails and does not study, student will lose his seat in the School and will not be allowed to continue studies in any of the NUST institutions.
3. The student will abstain from any political activity during his/her tenure of studies at SEECS. Student, if found guilty of an act which is forbidden by SEECS-NUST authorities including cheating/drinking alcohol, etc, will be liable to expulsion from the SEECS.
4. SEECS-NUST authorities reserve the right to plan/issue extended schedule of classes/exams during any part of the day, on as required basis.

Signature of the Student: _____

Surety No 1 (Father/Guardian)

Signature: _____

Name: _____

Son of: _____

CNIC No: _____

Designation/Status: _____

Address: _____

Cell No: _____

Landline No: _____

Surety No 2 (Any Class 1 Govt Servant)

Signature: _____

Name: _____

Son of: _____

CNIC No: _____

Designation/Status: _____

Address: _____

Cell No: _____

Landline No: _____

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

UNDERTAKING

(By the Students & Parents/Guardian)

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

Date: _____

Signature: _____

Name: _____

Cell No: _____

COUNTERSIGNED BY PARENTS/GUARDIAN

Signature: _____

Name: _____

CNIC No. _____

Relationship with the student _____

Address: _____

Cell No: _____

Alternate Cell No for Emergency _____

Landline No: _____

Email: _____

Date: _____

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

Medical Fitness Certificate

Roll No/Registration No: -----

Name: -----

Father's Name: -----

Gender: -----

Age: -----

(Photograph)

Blue Background

1. Weight: ----- (kg) Height ----- (cm) BP -----

2. Blood group: -----

3. Lungs: -----

4. Heart: -----

5. Vision: Left Eye ----- Right Eye ----- Details of Glasses (if worn): -----

6. Hearing: -----

7. Any Impediment in Speech: -----

8. Any Disability: -----

9. Any Neurological / Psychiatric disease, (if yes, please give details). -----

10. Suffering from Hepatitis B / Hepatitis C / HIV (AIDS) -----

11. Any significant Disease Diagnosed in the past: -----

12. Vaccinated (Yes/No/Partially). -----

13. Taking any medicine on regular basis (if yes, please give details). -----

14. Allergies if any: -----

15. Any Communicable / Contagious Disease: -----

16. Mark of Identification: -----

CERTIFICATE BY THE DOCTOR

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

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

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

MEDICAL STANDARDS FOR ADMISSION

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

AFFIDAVIT REGARDING COVID-19

(On Stamp Paper of worth Rs 100 or more)

I _____

Son / Daughter of _____

NUST Registration No. _____ studying in Program _____

At School / College _____ of NUST

hereby certify that I will adhere by all COVID-19 safety protocols / polices and instructions given in this regard, and that I will not hold the university liable if I contract the virus in spite of the safety protocols.

Name of the

Student: _____

CNIC

No. _____

Signature:

Countersigned By Parents / Guardian

Signature: _____

Name: _____

CNIC No. _____

Date: _____

Address: _____

Note: This is just a format, this undertaking has to be made on Rs. 100/- stamp paper and has to be stamped and signed by Oath Commissioner / Notary public.

HEALTH DECLARATION (COVID-19)

I _____

Son / Daughter of _____

NUST Registration No. _____ studying in Program _____

At School / College _____ of NUST

hereby certify that I am in good health , and have not undergone under any COVID-19 testing and / or treatment during the closure period, or have undergone COVID-19 testing and treatment during the closure period from _____ 2020 to _____ 2020

Name of the

Student: _____

CNIC

No. _____

Signature:

Countersigned By Parents / Guardian

Signature: _____

Name: _____

CNIC No. _____

Date: _____

Address: _____

UNDERTAKING FOR DEFICIENT DOCUMENTS

(Stamp Paper of worth Rs 100 or more)

1. It is certified that I, Mr/ Ms _____ merit no. _____ have been selected for admission in BEE/BE(SE)/BS(CS) program at SEECS. I fully understand that I have been admitted provisionally and my admission will be confirmed upon deposit of complete documents as per NUST joining instructions.

2. Presently, I have not deposited the following documents on day of registration. I hereby give an undertaking/guarantee that I will submit these documents before **15 Dec 2020**, I understand that failing which can lead to cancellation of my registration and I would not be allowed to sit in End Semester Examination: -

- ☐ Original SSC/IBCC Equivalence
- ☐ Original HSSC/ IBCC Equivalence
- ☐ Registration Forms
- ☐ Original SAT Score Card (SAT stream candidates only)
- ☐ Surety Bond
- ☐ Affidavit Regarding COVID-19
- ☐ Health Declaration COVID-19

Signature: _____

Name: _____

Merit No: _____

Class: _____

Date: _____

Countersigned By Parents / Guardian

Signature: _____

Name: _____

CNIC No. _____

Date: _____

Address: _____

Note: This is just a format, this undertaking has to be made on Rs. 100/- stamp paper and has to be stamped and signed by Oath Commissioner / Notary public.

IMPORTANT TELEPHONE NUMBERS

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

Dy Con Exams (SEECS): 051 9085 2007 (Office) (From 0900 to 1700 Hrs)

Manager Exams Branch (SEECS): 051 9085 2012 (Office) (From 0900 to 1700 Hrs)

Exams Branch SEECS (For UG): 051 9085 2031 & 35 (From 0900 to 1700 Hrs)

Exams Branch SEECS (For PG): 051 9085 2062 (From 0900 to 1700 Hrs)

Dean SEECS: 051 9085 2001 (Office) (From 0900 to 1700 Hrs)

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

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



National University of Sciences & Technology

School of Electrical Engineering & Computer Sciences

Registration Form

Student's Information

- | | |
|---|---|
| 1. Registration No.: | 2. Roll No. |
| 3. Program: | 4. School: |
| 5. Merit No.: | 6. NET Marks |
| 7. Category: | 8. Intake/Year |
| 9. CNIC No (or Registration No. of Form B): | |
| 10. Name: | 11. Gender: |
| | 12. DoB: |
| 13. Father's/Guardian Name: | 14. Relation with student (Father/Uncle/Bro): |

Paste 3x Pictures
with light Blue
Background

(Size 140x186
pixels)

Parent's Data

- | | |
|--|---|
| 15. Profession: | (If Army/Navy/PAF/State Rank: Serving/Retired) |
| 16. Father's Monthly Income (Rs.): | 17. Father CNIC No: |
| 18. Mother Name: | 19. Mother CNIC No: |
| 20. Next of Kin (Name): | 21. Mobile No (N.O.K): |
| 22. Domicile District: | 23. Province: |
| 24. Allotted Hostel wised NUST | 25. Day scholar/Private Hostels |
| 26. a). Origin / Country (Foreign Student Only): | b). Passport No: |
| c). Contact person in Pakistan | d). Relationship: |
| e). Cell No.: | |
| 27. Current Postal Address: | |
| a). Phone No: | b). Student's Mobile No: |
| 28. Permanent Address: | |
| a). Phone No: | b). Father/Guardian's Mobile No: |
| 29. Father's Email: | 30. Religion |
| | 31. Fax No |
| 32. Emergency Contact No In Pakistan: | |
| a). Name: | b). Relationship: |
| | Mobile No: |
| 33. Blood Group: | |

Student's Academic Details:

Degree Name	Passing Year	Total Marks / CGPA	Marks/CGPA Obtained	% Age	Board /University/school	Major Subjects
SSC						
HSSC-I						
HSSC-II						

Signature of the Applicant

Signature of Parent/Guardian

(In case of guardian) Guardian Name:

Relationship:

Note:

- Kindly attach photocopies of Matric/O level/equivalent, FSC/A level/equivalent and /or Bachelor, Master degrees.
- SAT stream candidates will attach photocopy of SAT score also.