

**PG STUDENTS**  
**Joining Instructions SMME – NUST 2021**



School of Mechanical and Manufacturing Engineering (SMME)  
National University of Sciences and Technology (NUST)  
H-12, Islamabad. Phone No. 051-09085-6023, 6001  
Website: [www.smme.nust.edu.pk](http://www.smme.nust.edu.pk)



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## 1. Introduction

Faculty and Staff of NUST School of Mechanical and Manufacturing Engineering welcome you at National University of Sciences and Technology (NUST). Located at H-12 sector, Islamabad; we take pride in owning a serene & tranquil campus with top-of-the-line faculty and state of the art laboratories. We aim at preparing technically capable human resource with essential skills in the following disciplines: -

- Mechanical Engineering
- Design and Manufacturing Engineering
- Robotics & Intelligent Machine Engineering
- Biomedical Engineering
- Biomedical Sciences

The school is committed to contributing towards the improvement of prevailing educational standards and the promotion of research culture being cognizant of developing industry in Pakistan. In deciding to pursue your education at SMME, NUST, you have chosen to enter a distinguished institution with a proud and rich heritage of teaching, research and service to the industry & country at large. As a student you are the cornerstone of our School and our partner in advancing NUST's stature as a renowned & topmost research lead university of Pakistan. We hope that your stay at SMME shall be valuable and productive.

## 2. Reporting Day – Orientation/Registration

Orientation of PG students has been scheduled on 8<sup>th</sup> and 9<sup>th</sup> Sep 2021 at SMME H-12 Campus. The schedule of activities at SMME will be as follow:

<b>S.No</b>	<b>Department / Programme</b>	<b>Date</b>
a.	<ul style="list-style-type: none"><li>➤ Mechanical Engineering</li><li>➤ Design and Manufacturing Engineering</li></ul>	8 <sup>th</sup> Sep
b.	<ul style="list-style-type: none"><li>➤ Robotics &amp; Intelligent Machine Engineering</li><li>➤ Biomedical Engineering</li><li>➤ Biomedical Sciences</li></ul>	9 <sup>th</sup> Sep

## Activities on Orientation/Reporting Day at SMME

<u>Program</u>	<u>Location</u>	<u>Time (hrs)</u>
Reception (Arrival of students)	Reception Desk at School's entrance	1030 – 1100
Start of Briefing Session	SMME Seminar Hall	1100
Principal's Welcome Address	SMME Seminar Hall	1105 – 1120
Briefing by DCE	SMME Seminar Hall	1120-1125
Qalam briefing by CMS Coord	SMME Seminar Hall	1125 – 1140
Briefing by Concerned HoD	SMME Seminar Hall / Classroom	1140 – 1200
Registration	Classrooms	1200

**Note: Parents will not accompany students for orientation**

### 3. **Schedule of Fall 2021/Classes**

The regular classes (Fall Semester 2021) will commence after orientation, from 13<sup>th</sup> September 2021.

### 4. **COVID SOPs/Instructions for Re-Opening of H-12 Institutes**

To ensure safe and healthy environment regarding COVID-19 Pandemic, various Government SOPs and guidelines must be followed by all to prevent and reduce its impact. Important instructions and requirements in this regard are given at **Anx 'A'**.

### 5. **Qalam Student Manual**

Qalam (<https://qalam.nust.edu.pk>) is used to direct all the academic activities including attendance, course registration, results and fee management. The student Odo/Qalam user manual is available on SMME website <https://smme.nust.edu.pk/downloads/learning-management-system-lms/> with a link CMS Student Manual. All the students to ensure following: -

- a. Download the CMS Student Manual and study before reporting.
- b. The password of Qalam login ID issued initially be changed immediately and should not be shared with anyone else. Username and password will be provided through email. In case of any problem, please contact on [cmscoord@smme.nust.edu.pk](mailto:cmscoord@smme.nust.edu.pk)
- c. **Parents can track / monitor students' academic progress including attendance, results (Quiz, Sessional Exam, Assignments, Final Exam) and fee by using Qalam User name and Password of their ward.**

## **6. SMME Website**

It is in the interest of all students to immediately familiarize with all the relevant information and resources available at SMME website [www.smme.nust.edu.pk](http://www.smme.nust.edu.pk). Relevant information/ forms/ instructions are available in download link <https://smme.nust.edu.pk/downloads/>

## **7. Student Email ID**

Every student will be issued an official Email ID for the official correspondence.

## **8. Opening of Bank Account**

It is mandatory for all students to open a bank account in HBL H-12 Branch at NUST. Bank accounts other than HBL will not be accepted.

## **9. Academic Calendar**

Academic Calendar for Fall Semester 2021 is attached as **Anx-B**

## **10. 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.

## **11. 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 always wear the identity card while in NUST.

## **12. Hostel Accommodation**

New intake students who need availing NUST hostel accommodation are advised to visit and apply using their online admission login details through [pgadmission.nust.edu.pk](http://pgadmission.nust.edu.pk)

## **13. Transport Facility**

Pick and Drop Service is available for Day Scholars residing in twin Cities and adjoining areas. The transport service is provided by private vendor, through NUST. For which students can contact Baig Transport Services Concordia, II, First Floor, NUST H-12, Phone No. 03041110287, For online registration please fill online form: <https://baigtransport.com/nust>

## **14. 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 SMME-NUST students: -

- a. 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.
- b. 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.
- c. Possession of firearms, explosives, dangerous chemicals or other weapons on SMME premises, or the display or use of the above to intimidate, frighten or control individuals.
- d. Engaging in conduct which obstructs or disrupts teaching, research, administration, disciplinary procedures, or other activities of the institute.
- e. Keeping pets/animals, cassette players etc. or possessing any morally/religiously objectionable printed material.
- f. Using/distributing/trading drugs, alcohol, narcotic materials and smoking on the Campus.

## **15. 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. Absence on medical grounds will also be considered as ABSENT for the purpose of counting mandatory attendance.

## **16. Academic Honesty**

SMME requires all students to adhere to high standards of integrity in their academic work. The school follows a zero-tolerance policy for activities such as plagiarism and cheating. Students found involved in such activities are subject to serious disciplinary action. This may include being awarded an "F" grade by the teacher, academic suspension or expulsion. The plagiarism policy is strictly followed to ensure academic integrity.

Plagiarism is defined as the use, whether by paraphrase or direct quotation, of the published or unpublished work of another without complete and clear acknowledgment. Cheating includes the giving or receiving of unauthorized assistance on quizzes, examinations or written assignments from any source not approved by the teacher. Examples of cheating include but are not limited to:-

- a. Submitting someone else's work as one's own with or without the permission of the individual concerned
- b. Allowing someone to copy one's work
- c. Using a writing service or having someone else to write a paper for oneself
- d. Using someone else's work without proper citation
- e. Submitting collaborative and/or group work as one's own
- f. Stealing a test or question paper from a teacher or her/his office
- g. Taking a course and/or examination for another student
- h. Using unauthorized materials during a test or exam

### 17. 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.

### 18. Important Contact Numbers

<b>Principal &amp; Dean</b>	Prof Dr Javaid Iqbal	051-90856001	principal@smme.nust.edu.pk
Deputy Controller Exam	Engr. Masood Sadiq	051-90856005	dceexam@smme.nust.edu.pk
Program Coordinator (PG)	Assoc Prof. Dr. Amer Kashif	051-90856038	progcoordpg@smme.nust.edu.pk
Program Coordinator (UG)	Ms. Aamna Hassan	051-90856076	progcoord@smme.nust.edu.pk
<b>Head of Departments (HOD)</b>			
Design & Manufacturing Engineering	Prof. Dr. Shahid Ikramullah	051-90856025	hoddme@smme.nust.edu.pk
Mechanical Engineering	Asst Prof. Dr. Emad-ud-din	051-90856040	hodmech@smme.nust.edu.pk
Robotics & Artificial Intelligence	Asst Prof. Dr. Hassan Sajid	051-90856080	hodrime@smme.nust.edu.pk

Biomedical Engineering & Sciences	Asst Prof Dr. Omer Gillani	051-90856050	hodbmes@smme.nust.edu.pk
<b>PG Coordinators</b>			
Design & Manufacturing Engineering	Asst Prof. Dr. Najam	051-90856039	pgcooordme@smme.nust.edu.pk
Mechanical Engineering	Asst Prof. Dr. Waqas Khalid	051-90856098	pgcoordme@smme.nust.edu.pk
Robotics & Artificial Intelligence	Asst Prof. Dr. Sara Ali	051-90856072	pgcoordrime@smme.nust.edu.pk
Biomedical Engineering & Sciences	Assoc Prof. Dr. Saima Zafar	051-90856057	pgcoordbmes@smme.nust.edu.pk

### 19. Checklist - Documents to be Deposited on Reporting Day

**NOTE : STUDENTS WITHOUT REQUIRED DOCUMENTS OR ORIGINAL DEGREES / CERTIFICATES WILL NOT BE REGISTERED UNLESS THEY ARRANGE AND DEPOSIT THE ORIGINAL DOCUMENTS.**

Following documents will be collected by Exam Branch for registration:-

S/No	Academic Level	Documents		Nos	Remarks
(1)	Secondary	(a)	Matric Result Card	1 + 1	Original + Photocopy
		(b)	*Matric Certificate	1 + 1	Original + Photocopy
(2)	O Level	(a)	O Level Certificate	1 + 1	Original + Photocopy
		(b)	*O Level Equivalence Certificate	1 + 1	Original + Photocopy
(3)	Higher Secondary	(a)	FSc Result Card	1 + 1	Original + Photocopy
		(b)	* FSc Certificate	1 + 1	Original + Photocopy
(4)	A Level	(a)	A Level Certificate	1 + 1	Original + Photocopy
		(b)	*A Level Equivalence Certificate	1 + 1	Original + Photocopy
(5)	Bachelor	(a)	*Bachelor Degree/ Provisional Certificate duly attested from HEC	1 + 1	Original + Photocopy
		(b)	*Transcript duly attested from HEC (clearly mentioned CGPA and date of issue). Date of Degree completion/ award should be before	1 + 1	Original + Photocopy



			31 <sup>st</sup> Aug, 2021.		
(6)	Master (if applicable)	(a)	Master Degree/ Provisional Certificate duly attested from HEC	1 + 1	Original + Photocopy
		(b)	*Transcript duly attested from HEC	1 + 1	Original + Photocopy
(7)	Photocopy of CNIC			2	Photocopy
(8)	Photocopy of GAT General Result Card			1	Photocopy
(9)	Passport Size Photograph			2	Blue background
(10)	1" x 1" inch Photograph			2	Blue background
(11)	Surety bond typed on a stamp paper of Rs.100/- duly attested by an Oath Commissioner (original).			1	Specimen attached as <b>Anx "C"</b>
(12)	Photocopy of medical fitness certificate deposited in NUST at the time of admission			1	Specimen attached as <b>Anx "D"</b>
(13)	Duly filled Registration Form (Original)			2	Specimen attached as <b>Anx "E"</b>
(14)	COVID Vaccination Certificate			1	Original

**\*ESSENTIALS:**

- **WITHOUT "ESSENTIALS", STUDENTS SHALL NOT BE REGISTERED. FOR OTHER DOCUMENTS 10 X DAYS MAY BE GRANTED.**
- **STUDENT SHALL NOT BE ALLOWED TO ATTEND CLASSES AFTER 10 X DAYS, IF BACHELOR'S / MASTER'S DEGREE / PROVISIONAL CERTIFICATE AND TRANSCRIPT DULY ATTESTED FROM HEC ARE NOT PROVIDED WITHIN THIS PERIOD**

**20. Conclusion**

School of Mechanical and Manufacturing Engineering (SMME) is a top-merit school of NUST. The school is committed to the academic excellence and development of faculties of its students, grooming personality by inculcating virtues in the students to transform them into good human beings and above all proud Pakistanis. Activities not confirming with the aims and objectives of the school cannot be tolerated. In discharging these sacred duties, the school looks forward to receive full co-operation from the parents/guardians as well as the students without which realizing the objectives is not possible.

## **Instructions for Vaccination of NUST Students for prevention of Corona Virus**

1. **General.** COVID-19 situation is becoming critical since the emergence of the Delta / Indian variant in Pakistan. Science has confirmed that the severity of COVID-19 infections reduces drastically with mass immunizations. To prevent and mitigate the spread of COVID-19 and its transmissible variants, NUST has made vaccination MANDATORY for ALL (students, faculty, and staff). NCOC has also directed for MANDATORY vaccination of the students.
2. **Students**
  - a. All existing UG / PG students are required to get themselves vaccinated by 15 Sep 2021(for new entry of Fall 2021 deadline is 1 Oct 2021. However, under 18 MUST get vaccinated immediately, within 45 days from the date of eligibility.
  - b. Once vaccinated, immunization certificates shall be submitted to respective institutions.
3. **Institutions**
  - a. Institutions to solicit and verify vaccination certificates submitted by the students.
  - b. Strict disciplinary action to be taken on the production of fake vaccination certificate
  - c. **For Anti-Vaxxers (who will not get vaccinated by 15 Sep 2021 for existing batches & 1<sup>st</sup> Oct 2021 for new entry)**
    - (1) Day Scholar students shall not be allowed to enter institute premises, attend classes, and use any on-campus facilities.
    - (2) Hostelite students will be barred from hostel amenities, access to institutions, and all other on-campus facilities.

**ACADEMIC SCHEDULE FALL 2021**

<b>Ser</b>	<b>Event</b>	<b>Dates</b>
1.	Fall Semester 2021 Starts	13 <sup>th</sup> September 2021
2.	End Semester Exam 2021	7 January to 14 January 2022
3.	Semester Break	15 January to 30 January 2022
4.	Spring Semester 2022 Starts	31 January 2022

**SURETY BOND**

*(Worth Rs. 100/-)*

**(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 Mechanical & Manufacturing Engineering.

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 SMME, 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 SMME. Student, if found guilty of an act which is forbidden by SMME-NUST authorities including cheating/drinking alcohol, etc, will be liable to expulsion from the SMME.

4. SMME-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)**

**Servant)**

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Son of: \_\_\_\_\_  
 CNIC No: \_\_\_\_\_  
 Designation/Status: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Cell No: \_\_\_\_\_  
 Landline No: \_\_\_\_\_

**Surety No 2 (Any Class 1 Govt**

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.***

**Medical Fitness Certificate**

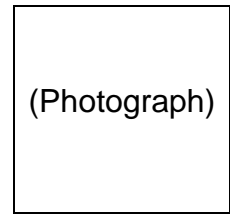
Roll No/Registration No: -----

Name: -----

Father's Name: -----

Gender: -----

Age: -----



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

2. Blood group: -----

3. Lungs: -----

4. Heart: -----

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

6. Hearing: -----

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

8. Any Disability: -----

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

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

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

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

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

14. Allergies if any: -----

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

16. Mark of Identification: -----

**CERTIFICATE BY THE DOCTOR**

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

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

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

**MEDICAL STANDARDS FOR ADMISSION**

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



## National University of Sciences & Technology Registration Form

Latest  
Photograph

Registration No: \_\_\_\_\_  
 Roll No. \_\_\_\_\_ Merit Position \_\_\_\_\_ NET Marks \_\_\_\_\_ Year 20 \_\_\_\_\_  
 Programme: \_\_\_\_\_ School/College: \_\_\_\_\_ Course Serial No: \_\_\_\_\_  
 Course Commencement Date: \_\_\_\_\_ Student's Category: \_\_\_\_\_

1. Name 



  
 (Write the name as per Matric/Equivalent certificate in hand print in CAPITAL letters)
2. Father's Name
3. Mother's Name
4. Father's Profession \_\_\_\_\_ 5. Father's Monthly Income \_\_\_\_\_
6. Date of birth: Day 



 Month 



 Year 



 7. Gender: Male  Female
8. CNIC No or Registration No of Form 'B'
9. Province of Domicile \_\_\_\_\_ 10. Religion \_\_\_\_\_ 11. Nationality \_\_\_\_\_
12. Next of Kin (Name) \_\_\_\_\_ Mobile \_\_\_\_\_
13. Do you belong to rural areas of Sind, Punjab, Balochistan, KPK, and AJK Yes  No  If yes, specify the Area/Distt. \_\_\_\_\_
14. Foreign students / Pakistanis living abroad only:- a. Country of origin \_\_\_\_\_ b. Passport No. \_\_\_\_\_
15. Current address: \_\_\_\_\_  
 \_\_\_\_\_ Phone \_\_\_\_\_ Mobile (own) \_\_\_\_\_ Mobile (Father's/Guardian) \_\_\_\_\_
16. Permanent address: \_\_\_\_\_  
 \_\_\_\_\_ Phone \_\_\_\_\_ Mobile \_\_\_\_\_
17. E- mail: \_\_\_\_\_ Fax \_\_\_\_\_ (if available)

**18 . ACADEMIC DETAILS: Fill in the relevant rows and put a cross (x) against the rest.**

Examination	Year of Passing	Total Marks	Marks Obtained	Percentage Marks / GPA	Major Subjects of Study (less Islamic and Pakistan studies)	Additional Information (if any)
Matric / Equivalent						
Intermediate (Part-I)						
Intermediate / Equivalent						
Additional Maths (In case of FSc Pre-Medical)						
SAT						

Signature of the Student: \_\_\_\_\_ Signature of the Parent/Guardian: \_\_\_\_\_

- Kindly attach photocopies of Matric/O level/equivalent and FSc/A level/equivalent certificates.

Note: • SAT stream candidates will attach photocopy of SAT score also.