



UG STUDENTS
Joining Instructions SMME – NUST 2023



School of Mechanical and Manufacturing Engineering (SMME)
National University of Sciences and Technology (NUST)
H-12, Islamabad. Phone No. 051-9085-6021, 6001
Website: www.smme.nust.edu.pk



Contents

1.	Introduction.....	3
2.	Reporting Day – Orientation/Registration.....	3
3.	Schedule of Fall 2023/Classes.....	3
4.	Qalam Student Manual.....	4
5.	SMME Website	4
6.	Student Email ID.....	4
7.	Opening of Bank Account	4
8.	Academic Calendar	4
9.	Student Handbook.....	4
10.	Identity Cards	5
11.	Hostel Accommodation.....	5
12.	Transport Facility	5
13.	Discipline.....	5
14.	Attendance	6
15.	Academic Honesty	6
16.	Accuracy of University Records	6
17.	Important Contact Numbers.....	7
18.	Checklist - Documents to be Deposited on Reporting Day.....	7
19.	Items Required for Practical Work	9
20.	Conclusion.....	9

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; (https://nust.edu.pk/wp-content/uploads/2022/08/Guide_MAP.pdf) 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: -

Undergraduate Programs

- Mechanical Engineering
- Aerospace Engineering

Postgraduate Programs

- 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 week will centrally be scheduled from 4th – 8th Sep 2023 for all freshmen including day wise activities. Program will be uploaded separately on SMME website during last week of August 2023.

3. Schedule of Fall 2023/Classes

The regular classes (Fall Semester 2023) will commence after orientation, from 11th Sep 2023. Timetable is available on SMME website: <https://smme.nust.edu.pk/downloads/fall-semester-2023/>

4. **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
- c. **Parents can track / monitor students' academic progress including attendance, results (Quiz, Sessional Exam, Assignments, Final Exam) and fee by using Qalam Username and Password of their ward.**

5. **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. Relevant information/ forms/ instructions are available in download link <https://smme.nust.edu.pk/downloads/>

6. **Student Email ID**

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

7. **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.

8. **Academic Calendar**

Academic Calendar for Fall Semester 2023 is attached as **Anx-A**

9. **Student Handbook**

For detailed instruction covering stay and academic activities, students are advised to study the NUST students' Handbook at <https://nust.edu.pk/downloads/student-handbooks/>

The students will have to certify that they have gone through it thoroughly.

10. 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.

11. Hostel Accommodation

New intake students who need availing NUST hostel accommodation are advised to visit and apply using their online admission login details through ugadmission.nust.edu.pk

12. 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/ 03088881052, For online registration please fill online form: <https://baigtransport.com/nust>

13. Discipline

Political activities are strictly forbidden at 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 result 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.

14. 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.

15. 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

16. 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.

17. Important Contact Numbers

Principal & Dean	Prof Dr Javaid Iqbal	051-90856001	principal@smme.nust.edu.pk
Head of Department	Assoc Prof. Dr. Emad-ud-din	051-90856040	hodmech@smme.nust.edu.pk
Head of Department Aerospace	Prof Dr Riaz Ahmad	051-90855975	hodaero@smme.nust.edu.pk
Deputy Controller Exam	Engr. Masood Sadiq	051-90856005	dcexam@smme.nust.edu.pk
Program Coordinator	Ms. Aamna Hassan	051-90856076	progcoord@smme.nust.edu.pk
CMS Coordinator	Mr. Ali Baig	051-90856009	cmscoord@smme.nust.edu.pk
AD Accounts	Mr. Saad Salman	051-90856011	saad.salman@smme.nust.edu.pk
UG Coordinator Mechanical	Asst Prof. Dr Muhammad Safdar	051-90856073	ugcoordme@smme.nust.edu.pk
UG Coordinator AE	LE Muhammad Talha Yousaf	051-90855976	lab.engineer10@smme.nust.edu.pk

18. 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 from students by Exam Branch for registration: -

S/No	Academic Level	Documents	Nos	Remarks
(1)	Secondary	(a) *Matric Result Card	1 + 2	Original + Photocopy
		(b) *Matric Certificate	1 + 2	Original + Photocopy
(2)	O Level	(a) *O Level Certificate and statement of result	1 + 2	Original + Photocopy
		(b) *O Level Equivalence Certificate	1 + 2	Original + Photocopy
(3)	Higher Secondary	(a) *FSc Result Card	1 + 2	Original + Photocopy
		(b) FSc Certificate	1 + 2	Original + Photocopy
(4)	A Level	(a) *A Level Certificate and statement of result	1 + 2	Original + Photocopy
		(b) *A Level Equivalence Certificate	1 + 2	Original + Photocopy

		(c)	An undertaking on Rs 100/- legal stamp paper	1	Original undertaking Specimen attached as Anx "B"
(5)	Attested Photocopy of CNIC / Form-B			1	Photocopy
(6)	Attested Photocopy of CNIC father/ guardian			1	Photocopy
(7)	Passport Size Photograph			2	Blue background
(8)	1" x 1" inch Photograph			2	Blue background
(9)	Surety bond typed on a stamp paper of Rs.100/- duly attested by an Oath Commissioner (original).			1	Specimen attached as Anx "C"
(10)	Medical fitness certificate			1	Specimen attached as Anx "D"
(11)	Registration Form duly filled (Original)			2	Specimen attached as Anx "E"
(12)	Registration Form for Security Forces Wards (if applicable)			1	Specimen attached as Anx "F"
(13)	Undertaking regarding conduct			1	Specimen attached as Anx "G"
(14)	Proof (certificate/card etc) in case son/daughter / ward of Armed Forces Personal.			1	Photocopy
(15)	Domicile			1	Photocopy
(16)	Undertaking by the Student & Parent/Guardian about reading Student Handbook available on NUST website. https://nust.edu.pk/downloads/student-handbooks/ Student to deposit undertaking available on the page no 174 of the handbook.			1	Original
(17)	Undertaking Drug and Tobacco Awareness Certificate by the Student & Parent/Guardian available on NUST website. https://nust.edu.pk/downloads/student-handbooks/ Student to deposit undertaking available on the page no 190 of the handbook.			1	Original

***ESSENTIALS:**

- **WITHOUT "ESSENTIALS", STUDENTS SHALL NOT BE REGISTERED. FOR OTHER DOCUMENTS 10 X DAYS MAY BE GRANTED.**
- **AS PER THE INSTRUCTIONS OF HEC, THE UNIVERSITIES WILL ONLY ACCEPT AUTHENTICATED CERTIFICATES (SSC/HSSC/O & A LEVEL/EQUIVALENCE) ISSUED BY EDUCATION BOARDS ACROSS THE COUNTRY DULY VERIFIED BY IBCC. IBCC WILL INCORPORATE A QR CODE ON VERIFIED DOCUMENTS WHICH WILL BE SCANNED AND RE-VERIFIED BY SMME NUST.**

Note: Students may retain sufficient photocopies of their certificates for their future use.

19. Items Required for Practical Work

List of items required attached at **Anx-H** are mandatory to brought along at the time of joining.

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 receiving full co-operation from the parents/guardians as well as the students without which realizing the objectives is not possible.

ACADEMIC SCHEDULE FALL 2023

Ser	Event	Dates
1.	Fall Semester 2023 Starts	11 th September 2023
2.	End Semester Exam Fall 2023	5 th January – 12 th January 2024
3.	Semester Break	15 th January – 28 th January 2024
4.	Spring Semester 2023	29 th January 2024

Undertaking Certificate

(Worth Rs. 100/-)

(NUST STUDENTS)

I, Mr. / Ms. _____ son/daughter of Mr. _____ student of BE Mechanical/Aerospace course, hereby certify that I will deposit all deficient educational documents _____ by ___/___/2023. If I fail to deposit the deficient document before 30th Nov 2023, University will not allow me to sit in 1st semester examination and my registration will also be cancelled.

Signature of Student: _____

Name: _____

Date: _____

Cell No: _____

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.

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

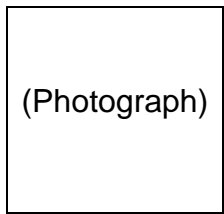
Roll No/Registration No: -----

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. Mather'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 Sindh, 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 _____

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-1)						
Intermediate / Equivalent						
Additional Maths (In case of FSC Pre-Medical)						
SAT						

Signature of the student: _____ Signature of the Parent/Guardian: _____

Note:

- Kindly attach photocopies of Matric/O level/equivalent and FSC/A level/equivalent certificates.
- SAT stream candidates will attach photocopy of SAT score also.

Miscellaneous Information Form

Name: _____ **Regn No:** _____ **Session:** _____ **Sec:** _____

1. Father Occupation (in case of defense officer, exact rank & arms be noted)

2. Ward of Shuhada Armed Forces: -

3. Ward of Shuhada Pakistan Rangers: -

4. Ward of Shuhada FC: -

5. Ward of Shuhada Police: -

7. Orphan: _____(Yes/No)
(Open Merit)

8. Student Belonging to: -
FATA / PATA _____

9. Blood Group _____

Signature of Candidate: _____

UNDERTAKING
(By the Students & Parents/Guardian)

I, Mr. / Ms. _____ son/daughter of Mr. _____ student of BE Mechanical/Aerospace course, hereby certify that I have read the joining instructions carefully and that during my stay with SMME, 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.

Signature: _____

Name: _____

Date: _____

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.

Required Items for Practical Work

S. No	Tool Name	A/U	Qty	Remarks
1.	Try Square 6"	No's	01	
2.	Wire Gauge	No's	01	
3.	Flat File 8"	No's	01	
4.	Steel Rule 12"	No's	01	
5.	Goggles	No's	01	
6.	Vernier Caliper 0-150mm	No's	01	
7.	Screwdriver Double end	No's	01	
8.	Spanner Open Ended Set	No's	01	
9.	Adjustable Wrench 8"	No's	01	
10.	Measuring Tape 03 Meters	No's	01	
11.	Plier Standard	No's	01	
12.	Electric Tester	No's	01	
13.	Toolbox (Metallic) Blue Color	No's	01	As per Picture
14.	Coverall (Navy Blue Color)	No's	01	As per Picture
15.	Safety Helmet (Yellow Color)	No's	01	

Toolbox:**Coverall:**