NUST

Defining futures

UG STUDENTS

Joining Instructions SMME – NUST 2025



School of Mechanical and Manufacturing Engineering (SMME)
National University of Sciences and Technology (NUST)
H-12, Islamabad. Phone No. 051-9085-6021, 6005
Website: 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; (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 programs: -

Undergraduate Programs

- Mechanical Engineering
- Aerospace Engineering

Postgraduate Programs

- Mechanical Engineering
- Design and Manufacturing Engineering
- Robotics & Artificial Intelligence 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 industrial growth 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 led 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 1st – 3rd Sep 2025 for all freshmen including day wise activities. Program will be uploaded separately on SMME website during last week of August 2025.

3. Schedule of Fall 2025/Classes

The regular classes (Fall Semester 2025) will commence after orientation, from 8th Sep 2025. Timetable is available on SMME website: https://smme.nust.edu.pk/downloads/

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 Odoo/Qalam user manual is available on SMME website https://smme.nust.edu.pk/downloads/learning-

management-system-lms/ with a link Qalam Student Manual. All the students to ensure following: -

a. Download the Qalam 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 at the 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 any HBL Branch.

8. Academic Calendar

Academic Calendar for Fall Semester 2025 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 and United Transport Services, Concordia I, NUST H-12 Sector, Phone No. 0300-0341240/0300-0311240. For online registration please fill online form: https://www.baigtransport.com/sakbcrp and UTS https://forms.gle/rBLs3DKeDsun5d498

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.

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. Mian Ashfaq Ali	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 M Shoaib Ansari	051-90856005	dcexam@smme.nust.edu.pk
DD Program Coordinator	Mr. Waqas Ahmed Qureshi	051-90856076	progcoord@smme.nust.edu.pk
Snr Mgr ERP/App Coord	Mr. Muhammad Ali Baig	051-90856009	cmscoord@smme.nust.edu.pk
AM Finance	Ms Abida Mehmood Bhatti	051-90856011	accountofficer@smme.nust.edu.pk
UG Coordinator Mechanical	Dr Asad Javaid	051-90856066	ugcoordme@smme.nust.edu.pk
UG Coordinator Aerospace	Engr Hamid Mehmood Khan	051-90855977	ugcoordae@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/Lab Engr's for registration:

S/No	Academic Level	Documents		Nos	Remarks
(1)	Secondary	(a)	*Matric Result Card duly verified by IBCC	1 + 2	Original + Photocopy
		(b)	*Matric Certificate duly verified by IBCC	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 duly verified by IBCC	1 + 2	Original + Photocopy
		(b)	FSc Certificate duly verified by IBCC	1 + 2	Original + Photocopy
		(c)	An Affidavit on Rs 100/- legal stamp paper	1	Affidavit Specimen attached as **Anx "B"**

(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 Affidavit on Rs 100/- legal stamp paper	1	Affidavit 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)	Under Taking on stamp paper (deficient documents				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 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 handbook.			1	Original
(18)	Submission of Scanned Docs by clicking link: https://forms.gle/HQUscycuAztFN9R7A			-	-

***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 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.

Anx-A

ACADEMIC SCHEDULE FALL 2025

Ser	Event	Dates
1.	Fall Semester 2025 Starts	8th September 2025
2.	Mid Semester Exam Fall 2025	3rd – 7th Nov, 2025
2.	End Semester Exam Fall 2025	29th December 2025 – 04th January, 2026
3.	Semester Break	05th January – 18th January 2026
4.	Spring Semester 2026	19th January, 2026

Anx -B

AFFIDAVIT

(By the student & Parents / Guardian)

I_____Son / Daughter of _____
NUST Registration No._____, Merit No: _____
granted provisional admission in (Program)_____
at NUST hereby certify that I have read the provisional selection letter and attached Instructions regarding Admission (UG), issued to me and I have deposited the admission dues in time for session 2025.

I hereby declare that all academic requirements and documents are complete and correct as per eligibility criteria and there is no deficiency. I further certify that my (strike out which is not relevant):-

a. Matric / FA / FSc results are with more than 60% marks and in required subjects / group with no deficiency.
b. Equivalence certificates (O & A level / 9-12 grade / high school diploma / IB / any other equivalent foreign qualification) duly issued by IBCC, Pakistan are with more than 60% marks and in required subjects / group.
c. Required ACT score is equal to OR more than 25 as per eligibility criteria and not older than 2 years.
d. Required SAT score is equal to OR more than 550 in each subject and are not older than 2 years.(For Business Studies / Social Sciences programmes selectees only)
e. Required Law Admission Test (LAT) score is more than 50% (For LLB selectees only).
f. Entered academic marks / ACT / SAT Scores in online application form are same as per my original certificates / mark sheets / scores reports.

If any document is found incorrect or any deficiency is observed at any stage, or entered academic marks, ACT/SAT Scores in online application form differ from the actual ones, my admission can be cancelled at any stage at my risk and cost.

I solemnly declare that I will abide by the rules and regulations of NUST as enforced at present and made from time to time by the university authority in future. I further declare that I will not take part in any political activities or agitation and will be regular in paying of university dues and will be punctual in attending my classes. Decision of university administration is not liable to be challenged in any court of law. If I violate the above affidavit, I shall be liable to the appropriate strict disciplinary action includes, but is not limited to, fines, penalties, suspension, expulsion, or legal proceedings as deemed necessary by NUST.

Name of the Student: _____
CNIC No. _____
Signature: _____
Date: _____

Countersigned By Parents / Guardian

Signature:_____
Name:_____
CNIC No._____
Date:_____
Address: _____

Note: ***This affidavit has to be made on Rs. 100/- stamp paper and has to be stamped and signed by Oath Commissioner / Notary public***

Anx -C

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)
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.

Anx -D

Medical Fitness Certificate

Roll No/Registration No: -

Name: -

Father's Name: -

Gender: -

Age: -

(Photograph)

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: - - - - - - - - - - - - - - - - - - -

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.**

Anx -F

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: _____

Anx -G

AFFIDAVIT

(Worth Rs.100/ -on stamp paper will invariably be attested by Oath Commissioner/Notary Public)

I, Mr. / Ms. Name _____son/ daughter of Mr _____Regn No: _____ Department _____ Section_____student of BE Mechanical / Aerospace course, hereby certify that I will deposit following deficient educational/ other documents on __/___/2025. If, I fail to deposit the deficient document before _____. University will not allow me to sit in 1st semester examination and my registration will also be cancelled.

Ser	Type of Documents	No of Copies	Remarks	Status Yes/No
a.	***Matric Result Card (**attested from IBCC in case of SSC Certificate not in possession)	1+2	Original + Photocopies	
b.	*Matric Certificate (Sanad) **duly attested by IBCC**	1+2	Original + Photocopies	
c.	*O Level Certificate and statement of result	1+1	Original + Photocopies	
d.	*O Level Equivalence Certificate **by IBCC**	1+2	Original + Photocopies	
e.	*FSc Result Card **duly attested by IBCC**	1+2	Original + Photocopies	
f.	FSc Certificate (Sanad)	1+2	Original + Photocopies	
g.	*A Level Certificate and statement of result **(U** grade obtained by student in subject be reported to DCE)	1+2	Original + Photocopies	
h.	*A Level Equivalence Certificate **by IBCC**	1+2	Original + Photocopies	
i.	An Affidavit on Rs 100/-legal stamp paper **(Anx B**) to joining instrs New affidavit as required by Main Office)	1	Original	
j.	Attested Photocopy of CNIC / Form-B	1	Photocopy	
k.	Attested Photocopy of CNIC Father/ Guardian		Photocopy	
l.	Passport Size Photograph (Regn no must written on reverse)	2	Blue background	
m.	1" x 1" inch Photograph (Regn no must written on reverse)	3	Blue background	
n.	Surety bond typed on a stamp paper of Rs.100/- duly attested by an Oath Commissioner (**Anx C)**	1	Original	
o.	Medical fitness certificate	1	Original	
p.	Registration Form duly filled (Original)	2	Original	
q.	Registration Form for Security Forces Wards (if applicable) (Shuhada) **(Anx F)**	1	Copy	
r.	Proof (certificate/card etc) in case son/daughter / ward of Armed Forces Personal	1	Copy	
s.	Domicile	1	Photo copy	
t.	Undertaking by the Student & Parent/Guardian about reading Student Handbook available on NUST website	1	Copy	
u.	Undertaking Drug and Tobacco Awareness Certificate by the Student & Parent/Guardian available on NUST website.	1	Copy	
v.	Check sheet / Undertaking Certificate- (NUST students**)**	1	Copy	

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

Countersigned By Parents / Guardian

Name of the Student: _____

CNIC No. _____

Signature_____

Date: _____

Signature_____

Name:_____

CNIC No._____

Date:_____

Address: _____

Anx -H

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:



