

UG 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. 051-9085-6021, 6001
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; 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 week has centrally been scheduled from 8th – 12th Nov 2021 for all freshmen including day wise activities as mentioned below: -

- a. **7th Nov 2021 (Day-0):** Reporting of Hostelites
- b. **8th Nov 2021 (Day-1):** Reception / School Orientation / Briefings / Alumni talks / Documentation / Registration / Batch Photo / Briefing and Q&A session with parents.

Note:

Entrance to NUST premises will be admissible to Freshmen on showing the admission letter at the reception centre and vaccination card. To ensure COVID protocols only one parent is allowed to attend on Day-1(8 Nov 2021) so as to avoid large gatherings.

- c. **9th Nov 2021 (Day-2):** School Orientation / Documentation / Registration / Ice Breaking Activities / Life at NUST / Sports.

- d. **10th Nov 2021 (Day-3):** Inter School / Dtes / Facilities visits / Clubs & Societies Activities / Sports Fest.
- e. **11th Nov 2021 (Day-4):** Inter School / Dtes / Facilities visits / Scavenger Hunt / CSR activities (ON Committee, NCSC & Froods) / Screening of World Cup T-20 match / Food Festival
- f. **12th Nov 2021 (Day-5):** Inter School / Dtes / Facilities visits / Closing Ceremony / Carnival

7th Nov 2021 (Day-0)

Time	Event	Location
0900-2200 hrs	Reporting of Hostelites	Gate #2, 10 and respective hostels

8th Nov 2021 (Day-1)

Time	Event	Location
0900 - 1000 hrs	Reception at School	SMME
1000-1130 hrs	Principal's Welcome Address and briefing by HoD, DCE and CMS Coord, Alumni Talk	SMME Seminar Hall
1130-1300 hrs	Registration of Students	CR # 407, 408, CAD/CAM Lab
1300-1400 hrs	Lunch / Prayers break	Open
1415- 1515 hrs	Gathering Freshmen for Batch Photo	Convocation Ground
1530-1730 hrs	Batch Photo	Convocation Ground
1430-1500 hrs	Address to Parents by Pro Rector (A)	Jinnah Auditorium
1500-1700 hrs	Briefing & Q/A session with Parents & Tea	Jinnah Auditorium

9th Nov 2021 (Day-2)

Time	Event	Location
0830 - 0900 hrs	Arrival of Freshmen	SMME
0900-1300 hrs	Orientation School / Documentation/ Ice Breaking Activities	CR # 407, 408, CAD/CAM Lab, Seminar Hall
1300-1400 hrs	Lunch / Prayers break	Open
1400-1700 hrs	Life at NUST	Jinnah Auditorium / NET Exam Hall
1730-1930 hrs	Sports	NBS Sports Ground

10th Nov 2021 (Day-3)

Time	Event	Location
0830-0900 hrs	Arrival of Freshmen	Starting Point School
0900-1300 hrs	Inter School Visits & Dte / Facilities	All Schools
1300-1400 hrs	Lunch / Prayer break	Open
1400-1600 hrs	Clubs & Societies Activities Dramatic Club and NUST Technical Amusement Club	Jinnah Auditorium / SADA Seminar Hall
1600-1630 hrs	Rest / Break	Open
1630-1930 hrs	Sports Fest	NBS Sports Ground/ Gymnasium

11th Nov 2021 (Day-4)

Time	Event	Location
0830-0900 hrs	Arrival of Freshmen	Starting Point School
0900-1300 hrs	Inter School Visits & Dte / Facilities	All Schools
1300-1400 hrs	Lunch / Prayer break	Open
1400-1700 hrs	Scavenger Hunt (NUST Environment Club) / CSR Activities (ON Committee, Froods and NUST Community Services Club)	NBS Sports Ground
1700-1800 hrs	Break	Open
1800 hrs onward	Screening of World T-20 match / Food Festival	SCME Ground

12th Nov 2021 (Day-5)

Time	Event	Location
0830-0900 hrs	Arrival of Freshmen	Starting Point School
0900-1230 hrs	Inter School Visits & Dte / Facilities	All Schools
1230-1400 hrs	Lunch / Jumma Prayer break	Open
1430-1630 hrs	Closing Ceremony	Jinnah Auditorium / NET Exam Hall
1630-1730 hrs	Break	Open
1800 hrs onward	Carnival / Food Fest	SCME Ground

3. Schedule of Fall 2021/Classes

The regular classes (Fall Semester 2021) will commence after orientation, from 15th November 2021. Timetable is available on SMME website <https://smme.nust.edu.pk/downloads/time-table-pg-2021-semester/>

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
- 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.**

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. 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 at <https://nust.edu.pk/downloads/student-handbooks/>

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 ugadmission.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 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.

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

Principal & Dean	Prof Dr Javaid Iqbal	051-90856001	principal@smme.nust.edu.pk
Head of Department	Asst Prof. Dr. Emad-ud-din	051-90856040	hodmech@smme.nust.edu.pk
Deputy Controller Exam	Engr. Masood Sadiq	051-90856005	dceexam@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	Asst Prof. Dr Muhammad Safdar	051-90856073	ugcoordme@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 from students 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 (For 2020 and earlier)	1 + 1	Original + Photocopy
		(b)	*A Level Equivalence Certificate (For 2020 and earlier)	1 + 1	Original + Photocopy
		(c)	An undertaking on Rs 100/- legal stamp paper (For students appeared in exam held in 2021)	1	Original undertaking Specimen attached as Anx "I"
(5)	Photocopy of CNIC / Form-B		2	Photocopy	
(6)	Passport Size Photograph		2	Blue background	
(7)	1" x 1" inch Photograph		3	Blue background	
(8)	Surety bond typed on a stamp paper of Rs.100/- duly attested by an Oath Commissioner (original).		1	Specimen attached as Anx "C"	
(9)	Medical fitness certificate		1	Specimen attached as Anx "D"	
(10)	Registration Form duly filled (Original)		2	Specimen attached as Anx "E"	
(11)	Registration Form for Security Forces Wards (if applicable)		1	Specimen attached as Anx "F"	
(12)	Undertaking regarding conduct		1	Specimen attached as Anx "G"	
(13)	Proof (certificate/card etc) in case son/daughter / ward of Armed Forces Personal.		1	Photocopy	
(14)	Domicile		1	Photocopy	
(15)	*COVID Vaccination Certificate (single/double dose)		1	Original	

***ESSENTIALS:**

- **WITHOUT "ESSENTIALS", STUDENTS SHALL NOT BE REGISTERED. FOR OTHER DOCUMENTS 10 X DAYS MAY BE GRANTED.**

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

20. Items Required for Practical Work

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

21. 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.

Opening of Education Sector with 100% Attendance

1. In the light of NCOC decision regarding opening of Educational Institutions made on 7 Oct 2021, **educational institutions are opened with 100% attendance w.e.f 11 Oct 2021.**
2. Accordingly, HEC has advised to resume 100% attendance w.e.f 11 Oct 2021, subject to the following conditions: -
 - a. Complete observance of the Covid-19 health and safety protocols including wearing of masks, hand sanitization / washing, thermal scanning, etc.
 - b. 100% vaccination of all academic and non-academic staff including vendors and service providers. All VCs/Rectors/Heads are required to provide to HEC and display on University Notice Boards and Websites Certificate regarding 100% vaccination of all academic and non-academic staff.
 - c. 100% vaccination of all students of age 18 and above and make special arrangements for vaccination of students aged below 18 years as per instructions of the health authorities i.e., administration of Pfizer vaccine through Mobile Vaccination Teams, Covid Vaccination Centres established by the Government.

ACADEMIC SCHEDULE FALL 2021

Ser	Event	Dates
1.	Fall Semester 2021 Starts	15 th November 2021
2.	End Semester Exam 2021	28 th Feb – 4 th Mar, 2022
3.	Semester Break	7 th Mar -20 Mar, 2022
4.	Spring Semester 2022 Starts	21 st Mar, 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

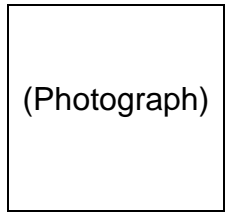
Roll No/Registration No: -----

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.

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 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: _____

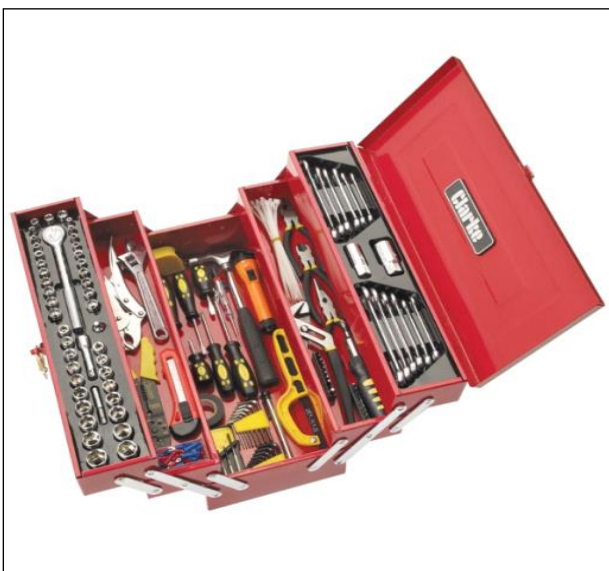
Email: _____

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:**

Undertaking Certificate

(Worth Rs. 100/-)

(NUST STUDENTS)

I, Mr. / Ms. _____ son/daughter of Mr. _____ student of BE Mechanical course, hereby certify that I will deposit all deficient educational documents by end Feb 2022 due to A level examinations conducted in Oct/Nov 2021. If I fail to provide the requisite documents till Feb, 2022 my registration be processed for cancellation at any stage.

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.