

School of Mechanical and Manufacturing Engineering
Standard Operating Procedure (SOP # SMME-2021-008-01)
Online Clearance - UG/PG (For Students Only)

1. **Introduction:** Online clearance on Qalam has been an ongoing viable practice in facilitating the clearance process for students.

2. **Procedure:** To ensure the smooth online clearance of the students, following procedure will be adopted: -

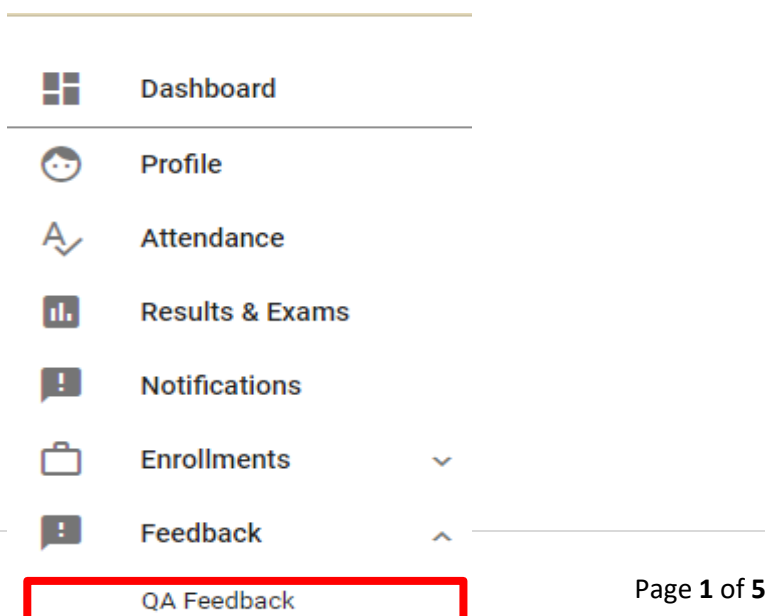
a. Submission of following by UG/PG students are compulsory before processing clearance: -

(1) **For UG Students:** Submission of Survey of Graduating Students form (readily available on Qalam) by students is a pre-requisite for generation of online clearance proforma.

(2) **For PG Students:** Submission of Thesis (hard and soft copy), Submission of Survey of Graduating Students and relevant documents to concerned Department by student is a pre-requisite for generation of online clearance form.

b. Following are the steps for submission of Graduating Student Survey form on Qalam:-

Step-1: Go to Qalam menu, click on feedback and then click on QA Feedback



Step-2: After clicking QA feedback below screen will appear. Student to fill all the fields and submit this form.

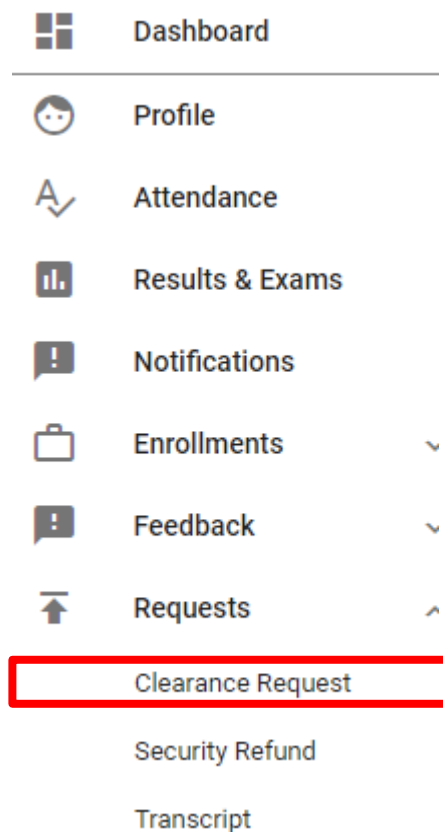
QA Feedback

SURVEY OF GRADUATING STUDENTS ENGINEERING

Survey of Graduating Students Engineering - SMME/MSBIOS/2018F-A
Course
2023-07-06 08:10:57
Deadline
Completed
status

c. Following are the steps for generating clearance request on Qalam: -

Step-1: Student to generate clearance request by clicking on Clearance Request.



Step-2: On clicking Clearance Request below window will open. Student to make new request by clicking “Send Request” button.

Clearance Request

Clearance Requests Detail

Reference No	Name	Session
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Make New Request

[SEND REQUEST](#)

Step-3: On clicking Clearance Request, below window will open, this will show clearance status against each stakeholder

Clearance Requests Approval Details

Appover Name	Designation	Approval Date	Request State
Nasir Saeed	N/A	N/A	PENDING
Waseem Riaz	N/A	N/A	PENDING
Ikram Khan	N/A	05/26/2023 12:59:34	APPROVED
Saad Salman	N/A	05/24/2023 11:09:43	APPROVED
admin.smme	N/A	05/24/2023 08:52:47	APPROVED
Syeda Mansoorah Jamal	N/A	05/24/2023 15:08:21	APPROVED
Qaiser Mustifa	N/A	05/24/2023 09:01:11	APPROVED
SANIA TAHIR	N/A	N/A	

d. Contact details of stake holders involved in clearance process are given below:-

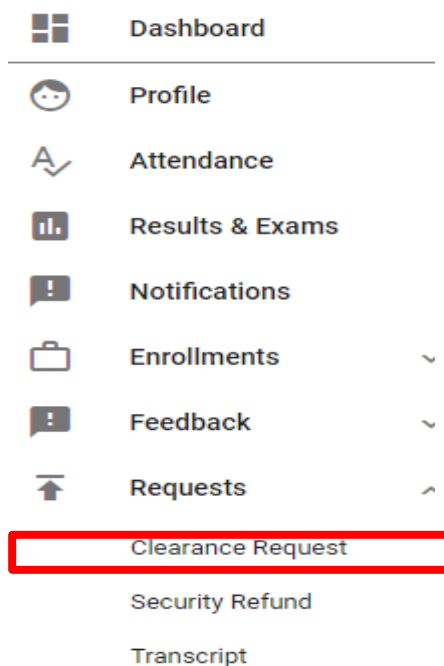
S/No	Name	Designation	Contact No.	Email
(1)	Nasir Saeed	DD Hostel (NUST)	051-9085-1508	ddhostels@nust.edu.pk
(2)	Waseem Riaz	Librarian (SMME)	051-9085-6017	waseem.riaz@smme.nust.edu.pk
(3)	Ikram Khan	Labs (PA HoD Mech SMME)	051-9085-6041	ikram@smme.nust.edu.pk
(4)	Saad Salman	AD ADM & ACCTS (SMME)	051-9085-6011	saad.salman@smme.nust.edu.pk
(5)	admin.smme	DD ADM & COORD (SMME)	051-9085-6007	ddadmin@smme.edu.pk
(6)	Syeda Mansoorah Jamal	Central Library (NUST)	051-9085-1091	librarian.cl@nust.edu.pk
(7)	Qaiser Mustifa	DD Sports (NUST)	051-9085-1507	ddsports@nust.edu.pk
(8)	Sania Tahir	Manager Fee (NUST)	051-9085-1313	manager.fee@nust.edu.pk
(9)	Masood Sadiq	DCE (SMME)	051-9085-6005	dcexam@smme.nust.edu.pk

e. Student must ensure submission of NUST ID card in SMME Exam Branch.

3. After clearance from all stake holders, DCE will finally clear the students. Exam Cell will only be issuing original documents after completion of clearance.

4. Security Refund: Security will be refunded after completion of Clearance and deposit of NUST ID card to Exam Branch. Here are the steps to follow on Qalam:-

Step-1: Go to Qalam menu, click on Requests and then click on Security Refund



Step-2: On clicking Security Refund request below window will open. Student to generate two types of refund requests using dropdown list as indicated in red box

Student Security Refund

Refund Type

Hostel Security ▾

- Degree Security Refund
- Hostel Security Refund

Comments...

Mobile *

Donate to NUST FUND TRUST

Bank Account Information

CNIC *

99999-9999999-9

IBAN Account Number *

PK36SCBL0000001123456702

Account Title *

Muhammad

Bank Name *

Al Baraka Bank(Pakistan) Limited ▾