

School of Mechanical and Manufacturing Engineering
Standard Operating Procedure (SOP# SMME-2023-026-00)

Temporary Issuance of Original Documents

(To be read with conjunction with NUST Policy issued vide Itr no 0920/05/Regn dated 2 Jun 23)

1. As per NUST policy every student is required to deposit their complete academic documents to Exam Branch SMME at the time of academic program. As per the policy these documents can only be issued for two weeks at a time. From time to time the students withdraw their documents on different occasions as fol:
 - a. Receipt of ISSB Call from Armed Forces.
 - b. For attestation of original documents from HEC.
 - c. Job interview.
 - d. Applying for studies abroad.
 - e. Scholarships.
 - f. For any other purpose.
2. The following procedure will be adopted.
 - a. The student shall apply on prescribed form att as Anx A to this SOP. The proof of requirement will also be att with the form. The concerned student will himself/herself will carry the signed application for the signatures of Acct Officer, DCE and Principal.
 - b. Account Officer SMME will verify deposit of all fees / dues till date, of the student applying.
 - c. DCE will check the application and the proof for withdrawal of the documents and satisfy himself if the reason is convincing and sign the application for the approval of the principal.
 - d. Students will attach an undertaking att as Anx B on a stamp paper for the needful, including the reason for temporary issue of original documents and time period to return.
 - e. Exam Branch staff will place the approved application along with stamp paper in student's dossier for record.

- f. The maximum duration for issuance of original documents is for 15 days only, however, in case a student requires to retain the documents for more than 15 days, then the student will apply again before the expiry period for extension.
 - g. Superintendent Exam Branch will ensure that the student must deposit back the withdrawn original documents prior to expiry date. If the student does not return, then email will be forwarded to the student keeping concerned HoD and DCE in cc.
 - h. Concerned clerk of the Exam Branch will put the tag of “documents withdrawal” on Qalam against the student’s name and remove once the documents are returned.
 - i. If any student fails to return the documents, then the student’s registration for subsequent semester will not be done and in case for final year student the result will be withheld.
 - j. Proper record of temporary issuance of original documents will be kept by Exam Branch SMME.
3. This SOP will be implemented in the true and spirit.

APPLICATION FOR WITHDRAWAL OF ORIGINAL DOCUMENTS

Student's Name _____ Father's Name _____

Regn No _____ Course/Class _____ Section _____

Contact No: _____ Email: _____

Specification of Required Documents: -

SSC: _____

HSSC: _____

BS: _____

Reasons for Withdrawal of Documents:

Expected Date of Return of Above Documents: _____

Date: _____

Student's Signature

Dues paid up to and for: _____

Date: _____

(Accts Offr, SMME)

DCE's Remarks

Date: _____

(Signature)

Principal's Remarks

Date: _____

(Signature)

It is certified that I have received my original documents, namely _____ and I will return the said documents on _____. In case I cannot return the docus on due date, I will inform the Exams Branch well in time accordingly.

Note: *The undertaking on a stamp paper will be attached with this form stating that documents will be returned after two weeks from the date of withdrawal.*

Student's Signature
Date: _____

UNDERTAKING TEMPORAY ISSUANCE OF ORIGINAL DOCUMENTS

I _____ CMS ID/Regn no _____
CNIC _____ Degree/ Discipline _____ hereby certify that I will deposit
my Original Educational Documents within 15 days of their temporarily issuance. Failing to comply
the same within due date, my registration for next semester shall not be done (for 1-3rd year students)
/ my result shall be withheld (for final year students).

Date _____

(Student's Signature)

(Specimen Stamp Paper not less than Rs.10/-)