



Undergraduate

Orientation 2024 Joining Instructions

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School of Chemical and Materials Engineering (SCME)
A Centre for quality education and research

Joining Instructions

Careful reading and understanding of the information contained in this document will aid your smooth transition to this new phase of your academic life. An overview of various aspects of training and administration is provided so as to help you settle down during the first few weeks at SCME. We look forward to meeting you, and help you embark successfully on your degree program at SCME. It is in the interest of all students to immediately familiarize with all the resources available at SCME website www.scme.nust.edu.pk

Location

SCME-NUST is located in H-12 Sector, Islamabad.

Arrival/Reception

At the start of each academic year, NUST along with faculty, students and staff organizes an exclusive orientation program for newly enrolled students. The aim is to facilitate new entrants' integration into the world of university with ease and confidence. New students also get an opportunity to ask questions and clarify doubts and concerns. The day is also a great opportunity to meet fellow students.

Semester for first year students will start with effect from **09th Sep 2024**. However, the preceding week (**2nd- 6th Sep 2024**) will be observed as Orientation week for new-comers to get them familiar with the university routine/facilities. Hostel students will report to their respective hostels as per the dates given by the Hostel authorities.

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General Instructions

Ragging Policy

Freshmen are the most respectable members of our university and deserve special attention. Senior students are not allowed to pass derogatory comments or humiliate the junior students in the garb first year fooling. As per NUST policy, strict disciplinary action is to be initiated against any senior students involved in fooling the junior students. Moreover, new students are advised to report any such incident to Student Coordinator SCME

Dress Code/Outfit/Clothing

There is no specified uniform; however, a proper dress code is to be followed, as specified below:

Male Students

- Dress Pants and dress shirts of decent color (Shorts or Bermudas not allowed).
- Simple jeans
- T-Shirt.
- Shalwar Kameez of decent color (properly ironed).

Female Students

- Shirt with appropriate length and normal pattern shalwar (Low neck and sleeveless shirts not allowed).
- Small heel or flat shoes (high heels not allowed).
- Trousers with long shirts.

Identity Cards

All students will be issued temporary identity cards on arrival. However, permanent NUST identity cards will be issued later. Students will be responsible for the safe custody of their identity cards. In case of loss, they will be liable to disciplinary action and a fine of Rs 1000.

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 for other types of records. Provision of any inaccurate/concealment of information may lead to termination from the institute. It is student responsibility to ensure subsequent updates on change of any information.

Discipline

Political activities are strictly forbidden on SCME 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 activity.

The following practices are considered unacceptable for SCME-NUST students:

- 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.
- Conduct that results in conviction for a crime or crimes in a court of competent jurisdiction may subject a student to disciplinary action including suspension or expulsion.
- Possession of firearms, explosives, dangerous chemicals or other weapons on SCME campus, or the display or use of the above to intimidate, frighten or control individuals.
- Engaging in conduct which obstructs or disrupts teaching, research, administration, disciplinary procedures, or other activities of the institute.
- Keeping pets/animals, cassette players etc. or possessing any morally/religiously objectionable printed material.
- Using/distributing/trading drugs and smoking on the Campus.

Academic Honesty

- SCME 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 available at http://SCME.nust.edu.pk/about/downloads/SCME_Plagiarism_Policy_Dec2010_v1.0.pdf 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 full 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:-
 - Submitting someone else's work as one's own with or without the permission of the individual concerned
 - Allowing someone to copy one's work
 - Using a writing service or having someone else to write a paper for oneself
 - Using someone else work without proper citation
 - Submitting collaborative and/or group work as one's own
 - Stealing a test or question paper from a teacher or her/his office Taking a course and/or examination for another student
 - Using unauthorized materials during a test or exam.

Attendance

Under normal circumstance 100% attendance is mandatory for the students However to take the End Semester Exam in taught subjects. Students are required to have minimum 75% attendance 25% leverage is given for some reason beyond the control of student like sickness etc.. Those who join late or leave the classroom without permission will be marked absent, and SCME authorities reserve the right to fine such students on case-to-case basis.

Rules/Regulations

As a constituent school of NUST, SCME strictly abides by NUST regulations. The school follows semester system of teaching. Grade is awarded on a relative grading system. Semester Exam Result is displayed on SCME website. Students will be briefed by our staff about academic regulations within two weeks of joining the School. Rules governing academic performance and discipline will be covered during briefing and can also be viewed on our website

Documents to be Deposited at SCME.

02 September 2024

ID Card Data form

2x ID card size photographs (Name & Registration Number written on backside)

Registration form in duplicate duly affixed with passport size photograph.

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- Original SSC, HSSC Dully Attested by IBCC with QR Code (along with 2x photocopies of each cert.)
- Those who have passed "O"/"A" level examinations must bring the equivalent certificates from IBCC.
- Medical Fitness Certificate (if not already deposited at Main Office NUST).
- Undertaking regarding conduct (Specimen attached).
- Surety Bond duly made out on stamp paper worth Rs 100/- (Specimen attached).
- 2x photocopies of National ID Card/Form "B,

PLEASE NOTE THAT THE STUDENTS WITH INCOMPLETE DOCUMENTS WILL NOT BE REGISTERED

Student / Academic Coordination (SCME): (Office) 051 9085 5107
051 9085 5011

Mobile: 03005200516

Registration Office: 051 9085 5022;

E-mail: acad.coord@scme.nust.edu.pk | Website: www.scme.nust.edu.pk

(NUST STUDENTS)

SURETYBOND
(Worth Rs. 100/-)

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 Chemical and Materials 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 SCME, 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 SCME. Student, if found guilty of an act which is forbidden by SCME-NUST authorities including cheating/drinking alcohol, etc. will be liable to expulsion from the SCME.

4. SCME-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)

Surety No 2 (Any Class 1 Govt Servant)

Signature: _____

Signature: _____

Name: _____

Name: _____

Son of: _____

Son of: _____

CNIC No: _____

CNIC No: _____

Designation/Status: _____

Designation/Status: _____

Address: _____

Address: _____

**Note: This bond will be typed on STAMP PAPER worth Rs. 100/-
and will invariably be attested by Oath Commissioner/Notary Public.**

UNDERTAKING

(By the Student & Parents/Guardian)

I, Mr./Ms. _____ son/daughter of Mr. _____,

Student of BE (Chemical and Materials) course, hereby certify that I have read the joining instructions carefully and that during my stay with SCME, 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.

Date: _____

Signature: _____

Name: _____

COUNTERSIGNED BY PARENTS/GUARDIAN

Date: _____

Name and Signature: _____

Name: _____

Address: _____

Note: Please deposit this certificate duly completed on first day of your arrival.

NUST ID Card Data

PHOTOGRAPH

Regn No. _____

Name: _____

Discipline
Chemical / Materials _____

CNIC No. _____

Blood Group _____

Emergency No.
(Parents/Guardian) _____

Hostelite/Day Scholar
(NUST / Outside
Hostel) _____

Father: _____

Parents Contact No.

Mother: _____

Parents Email Id _____

Parents Designation
(only army person) _____

Parents Status
(only army person) Serving /retired/ Shuhada



National University of Sciences & Technology
Registration Form - Undergraduate Programs

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. Mother'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 Sind, 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 (own) _____ Mobile (Father's/Guardian) _____

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-I) | | | | | | |
| Intermediate / Equivalent | | | | | | |
| Additional Maths (In case of FSc Pre-Medical) | | | | | | |
| SAT | | | | | | |

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

• Kindly attach photocopies of Matric/O level/equivalent and FSc/A level/equivalent certificates.

Note: • SAT stream candidates will attach photocopy of SAT score also.



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: _____



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 | 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.