PG STUDENTS
JOINING INSTRUCTIONS
SEECS – NUST 2025

SCHOOL OF ELECTRICAL ENGINEERING

AND

COMPUTER SCIENCE (SEECS)

(A CENTRE FOR QUALITY EDUCATION AND RESEARCH)

Introduction

1. Welcome to the National University of Sciences and Technology (NUST) School of Electrical Engineering & Computer Science (SEECS), a distinguished institution recognized among the top engineering schools in the country. With a forward-looking vision, SEECS has made significant strides in research, industry collaborations, and student employment.

2. The institute offers unparalleled opportunities for postgraduate students to develop and enhance their skills, preparing them for immediate employment or entrepreneurial ventures. Our state-of-the-art on-campus laboratories provide students with the hands-on experience needed to complement their classroom learning and advance research in their respective fields.

3. One of the key benchmarks established by SEECS for ensuring a bright future for our students is our rigorous accreditation process, which facilitates employment opportunities immediately after graduation. The curriculum is meticulously designed to bridge the gap between academia and industry, equipping students with the relevant skills needed in today's dynamic job market.

4. We strongly encourage you to leverage your talents, pursue your interests, and make full use of the resources and facilities available to you at SEECS website **https://seecs.nust.edu.pk**

Joining Instructions for PG Students (Fresh intake Fall 2025):

5. **Immediate Tasks:** **Online Pre-registration** (**To be done ONLINE on LMS**) as per following Procedure. **(**LMS usernames and passwords will be shared in a separate email)**:-**

- a. Click on the following link: https://lms.nust.edu.pk/portal/ and Log in using the User ID and Password already sent to your email.

- b. Carefully read the "**Terms and Conditions**." You must **agree** to them to proceed.

- c. Click on **My Profile Settings -> Edit Profile** from left menu bar.

- d. Fill the **mandatory fields** correctly, upload your **picture** with full face and press "**Update Profile"** button at bottom.

- e. On the next page, Fill-in all the relevant **mandatory details** correctly and press "**Save Profile"** button.

- f. **Review your profile before submitting for any change.** No changes will be allowed after submitting your profile.

- g. **"Submit"** button will appear once your info is saved successfully by pressing the **"Save Profile"** button. (No changes will be allowed after submitting your profile.)

- h. **"Print Form"** button will appear after the successful submission of data in our system at SEECS.

- i. Get 2 copies of the **Registration Form**, affix your passport size photographs (white Background), sign yourself and also get it signed by your parents /guardian.

j. For any query contact on **051-90852020/051-90852062** or email on **exampg@seecs.edu.pk**

6.   **Tasks to be done before arrival at SEECS, NUST.** Kindly ensure that all the required documents are completed/signed/stamped and placed in a file in the following order **in hard form** at the time of arrival at SEECS, NUST on **3rd & 4th Sep 2025** for your **Registration process**.

a. **Checklist of the documents to be deposited on arrival:**   **THE STUDENTS WITH INCOMPLETE DOCUMENTS WILL NOT BE REGISTERED WHICH MAY RESULT IN SUSPENSION OF REGISTRATION.**

(1) **Original SSC Cert and HSSC Cert**, along with 2x attested photocopies of each Cert. **Result card will not be accepted in lieu of said certificates**. Students may retain sufficient photocopies of their certificates for future use.

(2) **Original Bachelor & Master degrees & transcripts** along with 02x attested copies of Bachelor & Masters degrees & transcript. Degree & transcript both are required. **Ensure that the date of completion of your Terminal Degree (BS/MS) should be before 8th September 2025.**

(3) Those who have passed 'O'/'A' level exams or have a **Foreign Degree MUST** bring the **Equivalence Certificates from IBCC and HEC**.

(4) **GAT Score Card** 02x photocopies of GAT Score Card.

(5) Two copies of printed **Registration Form** (filled online) duly affixed with passport size photographs (Blue background).

(6) **Surety Bond** duly made out on stamp paper worth Rs 100/- (**See on page # 5**).

(7) **Affidavit Undertaking** regarding academics duly made out on stamp paper worth Rs 100/- (**Sample on page # 6**).

(8) **Medical Fitness** Certificate (**Sample on page # 7**).

(9) One **photograph** (blue background) (size 1x1) for temporary NUST Student Identity Card.

(10) Two **photographs** (blue background- Passport size) for student dossier.

(11) Two photocopies of **CNIC** duly attested.

Note: In case your required documents are not received **upto 19th Sep 2025** your name will be forwaded to Registrar Dte for necessary action.

7. <u>**Registration/Documentation (Date/Time/Venue):**</u>

Date	Venue	Program	Time	Event
3rd Sep 2025	SEECS Seminar Hall	MS/PhD (IT, CS, DS, IS, AI, ITL)	1000 - 1600 hrs	Registration/ Documentation
4th Sep 2025	SEECS Seminar Hall	MS/PhD (EE/AI & AS)	1000 - 1600 hrs	Registration/ Documentation

8. <u>**Entry in NUST:**</u> Use **NUST gate No 1 or gate No 2 for entry** (Entery gates and important locations inside NUST campus are highlighted in attached map, which is also available on NUST website (www.nust.edu.pk)**.** At the entry point, you will be required to present the NUST Provisional Selection/Admission Letter.

 *** Students volunteer and NUST Staff will also be available for necessary guidance/assistance to support freshman at Gate 1 & 2 ***

9. <u>**Location of SEECS:**</u> SEECS-NUST is located at NUST Main Campus in H-12 Sector, Islamabad. The NUST Main Campus guide map is available on website www.nust.edu.pk.

10. <u>**Student Handbook.**</u> Students are advised to read the NUST Student Handbook, available at the link:-
https://nust.edu.pk/downloads/student-handbooks/.

11. The handbook addresses FAQs and serves as an essential resource throughout your academic journey. It has a comprehensive guideline on campus regulations, academic performance, and discipline.

12. <u>**Commencement of Clases Fall, 2025 Semester.**</u> All PG Freshmen of Intake 2025 are hereby informed that their classes for Fall 2025 will start from **Monday 08 September 2025 (1700 Hrs)** on campus.

SURETY BOND

(Stamp Paper of worth Rs 100 or more)

(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 Electrical Engineering & Computer Science.

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

4. SEECS-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: _____

Date:_____

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:_____
_____	_____
_____	_____
_____	_____
Cell No:_____	Cell No:_____
Landline No: _____	Landline No: _____
Email: _____	Email: _____

Note: This bond will be typed on STAMP PAPER worth Rs. 100/- and
Invariably be attested by Oath Commissioner / Notary Public.
All entries must be completed.

(SAMPLE)

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 (PG), issued to me and I have deposited the admission dues in time for Session 2025.

I hereby declare that my 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. Entered academic marks/GAT Scores in online application form are same as per my original certificates / mark sheets / scores reports.

b. **I have completed my terminal degree (BS/MS) before 08th Sep 2025.**

c. I completely meet the eligibility criteria in terms of required duration, credit hours, marks and subjects.

d. Required GAT/HAT/GNET/GRE test is within acceptable time limit and score.

If any document is found incorrect or any deficiency is observed at any stage, or entered academic marks, GAT 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: _____

Email/Tel: _____

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.

Medical Fitness Certificate

Roll No/Registration No: --

Name: --

Father's Name: --

Gender: --

Age: --

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(Photograph)

Blue Background
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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 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.

IMPORTANT TELEPHONE NUMBERS

Info Office SEECS: 051 9085 2400 (From 0900 to 2100 Hrs)

Dy Con Exams (SEECS): 051 9085 2007 (Office) (From 0900 to 1700 Hrs)

Assistant Manager Exam: 051 9085 2020 (Office) (From 0900 to 1700 Hrs)

Exams Branch SEECS (For PG): 051 9085 2062 (From 0900 to 1700 Hrs)

ITS (SEECS): 051-9085-2023 (From 0900 to 1700 Hrs)

LMS Support (SEECS): 051-9085-2156 (From 0900 to 1700 Hrs)

CMS Support (SEECS): 051-9085-2011 (From 0900 to 1700 Hrs)

Admin Support (SEECS): 051-9085-2045/2049 (From 0900 to 1700 Hrs)

E-mail: info@seecs.edu.pk | Website: www.seecs.nust.edu.pk

NUST School of Electrical Engineering & Computer Science (SEECS),
H-12 Sector, Islamabad, Postcode 44000