



Student Guide

NUST SEECS AA Scholarship Program



Contents

List of Tables	3
List of Figures	3
Document History	4
List of Abbreviations	5
NUST SEECs AA Scholarship Program Overview	6
NUST SEECs AA SP Gateways	7
Gate 01 (G1) – Application Review	9
Inputs	9
Tools & Techniques	9
Outputs	9
Gate 02 (G2) – Detailed Review	9
Inputs	9
Tools and Techniques.....	10
• NUST SEECs Examination Branch Checks.....	10
• NUST SEECs Account Branch Checks	10
• G2 Checklist.....	10
Outputs	10
• Creation of list of candidates who will be called for interview with panel	10
• Status will be shared with all applicants considered for this stage.....	10
Gate 03 – Interview and Selection	10
Inputs	10
Tools and Techniques.....	10
• Interviews.....	10
• G3 Checklist.....	10
Outputs	10
NUST SEECs AA SP Application Filing Instructions	11
Section 1.....	12
Section 2.....	12
Section 3.....	12
Sample – Filled Form.....	13

Section 4.....	15
Section 5.....	16
Appendix A: Support/Help Contact Information	19
Appendix B: Available Scholarships	20
Appendix C: Supporting documentations	21

List of Tables

Table 1: Document History	4
Table 2: List of Abbreviations.....	5
Table 3: Summary of NUST SEECS AA SP Sections	11
Table 4: Contact us details for Students, Alumni and Applicants	19
Table 5: Scholarship Categories and their details for Fall Semester 2013.....	20
Table 6: Supporting Documents.....	21

List of Figures

Figure 1 : NUST SEECS AA Scholarship Program Process	6
Figure 2: NUST SEECS Scholarship Program Overview	8

Document History

This section contains the history of document which includes details of change, writer name and version along with date of change.

Table 1: Document History

Date	Details	Updated by	Version
January 28, 2013	Document drafted for first time	Nabeel Ur Rehman	Draft Version 0.0
June 27, 2013	Revision	Sohaib Solaija	V0.1
August 20, 2013	Draft for Launch Fall'13	Sohaib Solaija	V0.2
August 21, 2013	Document revised for Fall'13 Launch	Sohaib Solaija	V0.3

List of Abbreviations

This section contains the list of abbreviations used in this document for reader's reference.

Table 2: List of Abbreviations

Abbreviations	Description
NUST	National University of Sciences and Technology
NUST SEECS	NUST School of Electrical Engineering and Computer Sciences
NAA	NUST Alumni Association
NUST HQ	NUST Head Quarters
NUST SEECS AA	NUST SEECS Alumni Association
NUST SEECS AA SP	NUST SEECS Alumni Association Scholarship Program
SP	Scholarship Program
ITTO	Input, Tools and Techniques, Outputs

NUST SEECS AA Scholarship Program Overview

NUST SEECS Alumni Association has initiated a tradition of benefiting and encouraging the deserving and exemplary students by awarding them scholarship, as a token of appreciation on behalf of all alumni.

This scholarship -boasting regular and Zakat funds - is awarded to any enrolled student of NUST SEECS (except freshmen) who is in need of financial assistance. The program is designed to accommodate maximum students throughout the year. The exact number of scholarships awarded depends upon the funds raised by NUST SEECS AA.

Following figure briefly shows the process of selection of candidates for the scholarship:

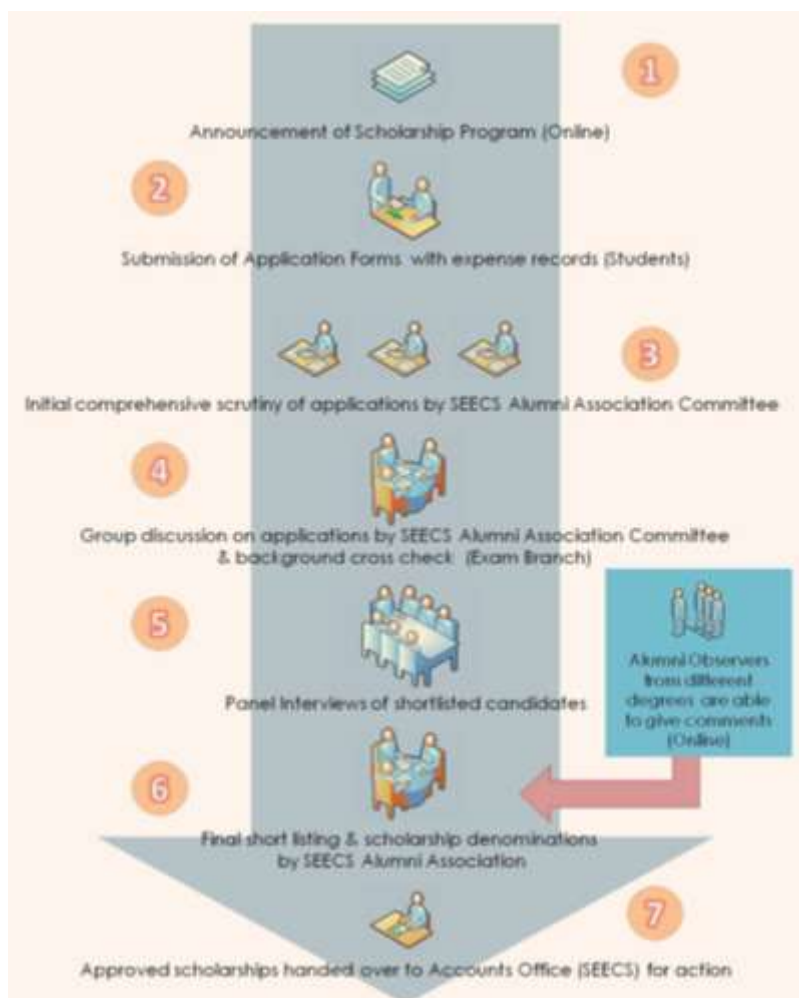


Figure 1 : NUST SEECS AA Scholarship Program Process

This program helps high quality education attainable to the finest students. With this initiative, a transparent system is developed to give alumni a sincere sense of giving back to the university /school through service projects or initiatives. The alumni association committee can be the final authority in making this award decision.

NUST SEECS AA SP Gateways

NUST SEECS AA has developed a fully auditable and transparent process for the selection of right candidate. Selection process is divided in three main stages called “Gateway”. This will ensure the following:

- Same process will be followed by every candidate for the scholarship. No references will be considered.
- Process is transparent and will be available for audits (for certain people only)
- Inputs and outputs at each level will ensure complete visibility to the applicant and process executors
- Proper update email will be shared at the end of each stage with reasons and recommendations
- All tools used for the selection of candidate at each gateway will ensure same criteria for everyone

SP Gateways are detailed on page 10. Next Section will explain each gate in detail.

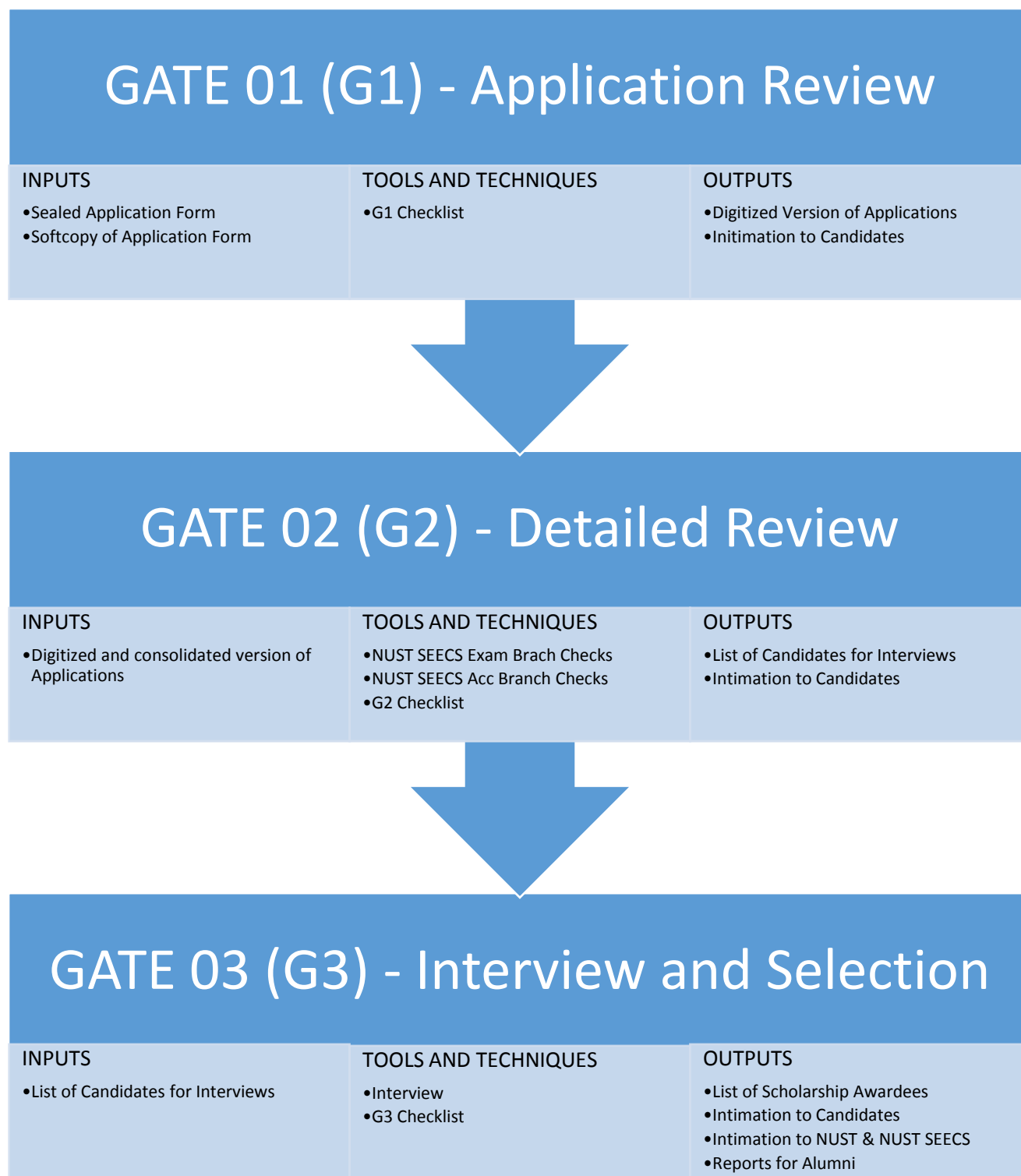


Figure 2: NUST SEECs Scholarship Program Overview

Gate 01 (G1) – Application Review

Following main tasks will be done in this stage

- Initial level applications review will be done in this step by Alumni (volunteer group)
- Applications with incomplete information/incorrect details will be dropped and candidate will be informed accordingly
- Once an application is submitted, Applicants will not be given a chance to make any changes in it or re-apply. They may, however, apply again in the next session of scholarships(it may vary from case to case)

Inputs, tools & techniques and outputs (ITTO) of this stage are as follows:

Inputs

- Sealed application form
- Application form submission over email in specific format

Tools & Techniques

- Gate 01 checklist

Outputs

- Digitized version of applications, which will be submitted to NUST SEECs departments for checking
- Status email will be sent to all the applicants by SAA office after deadline

Gate 02 (G2) – Detailed Review

Following main tasks will be done in this stage

- Details of candidates selected in G1 will be sent to NUST SEECs Examination Branch for confirmation on student records, scholarship awarded and academic standings
- Details of candidates selected in G1 will be sent to NUST SEECs Accounts Branch for confirmation on student records in regards to family and academic standings, (student loans e.t.c)
- G2 checklist will be performed by SAA for selection of candidates for the stage 3.

Inputs, tools and techniques and outputs (ITTO) of this stage are as follows:

Inputs

- Digitized and consolidated version of applications

Tools and Techniques

- NUST SEECS Examination Branch Checks
- NUST SEECS Account Branch Checks
- G2 Checklist

Outputs

- Creation of list of candidates who will be called for interview with panel
- Status will be shared with all applicants considered for this stage

Gate 03 – Interview and Selection

Following main tasks will be done in this stage

- Interview for all the candidate will be conducted by panel of three to five personnel (Alumni and one faculty member)
- Selected candidates will be informed about the amount of scholarship awarded
- Status email will be shared with all the applicants considered in this stage

Inputs, tools and techniques and outputs (ITTO) of this stage are as follows:

Inputs

- Digitized and consolidated version of applications

Tools and Techniques

- Interviews
- G3 Checklist

Outputs

- List of Scholarship Awardees will be concluded
- Intimation to selected applicants along with details of percentage of tuition fee covered by SP
- Intimation to NUST & NUST SEECS for the records updates of candidates
- Reports for Alumni, NUST and NUST SEECS will be shared as an update.

NUST SEECS AA SP Application Filing Instructions

This section will help the applicants in filing their cases. Details mentioned under this head will refer to NUST SEECS AA SP Form, embedded in Appendix C, Table 04, S.No.01:

Table 03 summarizes the details of sections embedded in NUST SEECS AA SP Form:

Table 3: Summary of NUST SEECS AA SP Sections

S.No.	Section Number	Title	Comments
1	SECTION 1	Instructions	Important points, if not catered may lead to disqualification of applicant
2	SECTION 2	Definitions	Important terms used and their definitions in SAA documents and office
3	SECTION 3	Personal and Family Information	Applicant personal and family bio data
4	SECTION 4	Education Credentials	Educational qualifications and candidate standings
5	SECTION 5	Accumulative Asset/Income Information of Parents/Guardian/Family	Source of income of the applicant
6	SECTION 6	Family Expenditures	Major expenditures for applicant and its family
7	SECTION 7	Financial Arrangements for Current Year	Management of finances for current year by applicant and its family
8	SECTION 8	Undertaking and Certificate	Certificate signed by applicant and its guardian about correctness of data
9	SECTION 9	Affidavit	Affidavit will give a legal bounding on applicant to not to provide counterfeit information
10	SECTION 10	Zakat Eligibility Supporting Document (from Area Authority/Nazim)	Only applicable for student applying for Zakat scholarships
11	SECTION 11	Check List	Check list for applicants for the completion of

Section 1

Salient features of this section are as follows:

- Applicants are encouraged to read this section very carefully. Any violation can lead to application cancellation
- Almost all the instructions are general and applicable to the whole form.
- There will be no relaxation for applicant, who failed to follow this section.
- Applicants cannot put forward the review request, if application is declined on the basis of instruction violations

Section 2

- This section defines the terms or important statements being used by NUST SEECS AA Office.
- Assumptions by applicants will not be entertained but in case of queries, always have written clarification from SAA Office by writing to email mentioned in Appendix A, Table 04, S.No.02

Section 3

- This is one of the most important sections of the application.
- All fields should be filled with CAPS letter
- Rule of Thumb for this section is that information on CNIC, University and Matriculation Degree should not contradict. Details of each row is as follows

Sample – Filled Form

BIODATA		
1.	NAME OF SCHOOL	SCHOOL OF ELECTRICAL ENGINEERING AND COMPUTER SCIENCES
2.	APPLICANT NAME	NAME OF CANDIDATE AS PER CNIC
3.	GENDER	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE SELECT THE GENDER
4.	DEGREE TITLE/PROGRAM NAME	MENTION THE TITLE OF DEGREE IN WHICH THEY ARE ENROLLED
5.	APPLICANT REGISTRATION NUMBER	COMPLETE REGISTRATION NUMBER AS PER DEFINITION
6.	APPLICANT CNIC NUMBER	VALID CNIC NUMBER; EXPIRED CNIC WILL NOT BE ENTERTAINED
7.	APPLICANT MOBILE NUMBER	VALID MOBILE NUMBER; INTERVIEW CALLS WILL BE DONE ON THIS NUMBER. PLEASE ENSURE IT'S CORRECT AND SWITCHED ON.
8.	DATE OF BIRTH	DATE OF BIRTH WITH FORMAT DD/MM./YYYY
9.	AGE	AGE OF THE CANDIDATE
10.	PLACE OF BIRTH	PLACE OF BIRTH AS PER CNIC OR B-FORM
11.	MARITAL STATUS	<input checked="" type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCED SELECT THE APPROPRIATE STATUS. AT A TIME, ONLY ONE SHOULD BE SELECTED
12.	PRESENT ADDRESS	COMPLETE HOME ADDRESS, SAA OR NUST OR NUST SEECs REPRESENTATIVE CAN VISIT THIS ADDRESS. ALL INITIATIONS TO PARENTS/GUARDIAN WILL BE SENT ON THIS NUMBER.
13.	PERMANENT ADDRESS	SAME AS ABOVE SHOULD BE MENTIONED, IF PRESENT AND PERMANENT ADDRESS IS SAME. ELSE MENTION THE COMPLETE PERMANENT ADDRESS
14.	APPLICANT FATHER'S NAME	FATHER'S NAME AS PER CNIC SHOULD BE MENTIONED
15.	APPLICANT FATHER'S CNIC	FATHER'S CNIC SHOULD BE MENTIONED WITHOUT DASHES. PLEASE NOTE THAT EXPIRED CNIC WILL NOT BE ENTERTAINED
16.	STATUS	<input type="checkbox"/> ALIVE <input type="checkbox"/> DECEASED SELECT THE STATUS CAREFULLY
Answer Q16 and Q17, if you have checked DECEASED in Q15		
17.	APPLICANT GUARDIAN'S NAME	NAME OF GUARDIAN AS PER HIS/HER CNIC
18.	APPLICANT GUARDIAN'S CNIC	GUARDIAN'S CNIC SHOULD BE MENTIONED WITHOUT DASHES.

		PLEASE NOTE THAT EXPIRED CNIC WILL NOT BE ENTERTAINED			
19.	PROFESSIONAL STATUS	<input type="checkbox"/> EMPLOYED <input type="checkbox"/> RETIRED <input type="checkbox"/> BUSINESS SELECT THE OPTION, WHICHEVER SUITES. IF FATHER HAS PASSED AWAY, ALL DETAILS FROM Q19 TILL 25 WILL BE FILLED FOR GUARDIAN.			
20.	NAME OF EMPLOYER	MENTION THE NAME OF EMPLOYER OF GUARDIAN/FATHER			
21.	OFFICE ADDRESS	MENTION A VALID AND LATEST ADDRESS OF FATHER/GURADIAN OFFICE ADDRESS			
22.	LANDLINE (OFFICE)	OFFICIAL LANDLINE CONTACT NUMBER WITH CITY AND COUNTRY CODE SHOULD BE MENTIONED. FORMAT IS <COUNTY_CODE>-<CITY_CODE>-<LANLINE_NUMBER>			
23.	FATHER'S MOBILE NUMBER	VALID MOBILE NUMBER; CONFIRMATION CALL WILL BE DONE ON THIS NUMBER. PLEASE ENSURE IT'S CORRECT AND SWTICED ON.			
24.	DESIGNATION /GRADE	REFER TO THE DEFINITION SECTION FOR THE DETAILS			
25.	OTHER	IF YOU WANT TO HIGHLIGHT ANY IMPORTANT DETAIL, PLEASE MENTION HERE.			
26.	TOTAL MONTHLY GROSS INCOME (PKR)	ALL AMOUNTS SHOULD BE IN PAKISTANI RUPEE			
27.	TOTAL ANNUAL GROSS INCOME (PKR)	ALL AMOUNTS SHOULD BE IN PAKISTANI RUPEE			
28.	TOTAL MEMBERS IN FAMILY	TOTAL FAMILY MEMBERS COUNT WILL BE USED BY SAA TO GET AN IDEA ABOUT			
29.	SIBLINGS COUNT	NUMBER OF BROTHERS AND SISTERS. THIS WILL HELP SAA TO SORT GET AN IDEA ABOUT FINANCIAL PRESSURE ON FAMILY			
30.	MARRIED SIBLINGS	LIVING WITH FAMILY	COUNT	LIVING SPERATELY	COUNT
WORKING EXPERIENCE – Answer Q14 till Q18, if you will check YES in Q13					
31.	ARE YOU WORKING?	<input type="checkbox"/> YES <input type="checkbox"/> NO SELECT APPROPRIATE OPTION			
32.	DESIGNATION	CURRENT DESIGNATION IN THE COMPANY			
33.	NAME OF EMPLOYER	TITLE OF COMPANY, IN WHICH APPLICANT IS WORKING			
34.	EMPLOYER ADDRESS	COMPLETE CORPORATE ADDRESS OF EMPLOYER			
35.	TOTAL MONTHLY GROSS INCOME (PKR)	ALL AMOUNTS SHOULD BE MENTIONED IN PAKISTANI RUPEE			

36.	TOTAL ANNUAL GROSS INCOME (PKR)	ALL AMOUNTS SHOULD BE MENTIONED IN PAKISTANI RUPEE
37.	APPLICANT NTN	VALID NTN ISSUED BY E-FBR PAKISTAN WILL BE ENTERED HERE

Section 4

- This section will mostly cover the education back ground of the applicant, which will be double checked by NUST SEECS Examination Branch.
- Any serious contraction may lead to application decline process.
- Personal statement is one of the most important sections of your application. This will be tell SAA SP Ops team to get an understanding of the goals and objectives and motivation for scholarship. Laconic explanations will help and brighten your chances.

EDUCATIONAL BACKGROUND					
38.	EDUCATIONAL RECORDS				
EDUCATION LEVEL	COURSE NAME	INSTITUTE NAME AND ADDRESS	TUTION FEE (PKR)	TO-FROM (MM/YYYY)	DIVISION/CGPA/ PERCENTAGE
MASTERS	NAME OF DEGREE AS PER OFFICIAL RECORDS	NAME AND ADDRES OF INSTITUTE AS PER OFFICIAL RECORD	TOTAL TUITIION FEE OF THE COURSE	DURATION OF THE SCHOLARSHIP	FINAL RESULT SCORED. FOR DEGREES IN PROGRESS, MENTION LATEST SCORE.
BACHELORS					
INTERMEDIATE					
METRICULATION					

SCHOLARSHIP DETAILS – Fill up the following table, if you will answer YES to Q18			
39.	HAVE YOU EVER AWARED WITH SCHOLARSHIP?		<input type="checkbox"/> YES <input type="checkbox"/> NO SELECT APPROPRIATE OPTION
FUNDING AGENCY	SCHOLARSHIP AMOUNT (PKR)	SCHOLARSHIP DURATION (IN MONTHS)	CLASS/EDUCATION LEVEL
NAME OF THE FUNDING AGENCY	TOTAL AMOUNT OF SCHOLARSHIP	TOTAL NUMBER OF MONTHS	EDUCATION LEVEL DEFINED IN Q38

40.	PERSONAL STATEMENT – Explain your suitability for this scholarship in no more than 100 to 150 words.
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FOLLOWING POINTS ARE EXPECTED TO BE ADDRESSED IN THIS SECTION:

- 1) WHAT ARE YOUR GOALS AND HOW WILL THIS SCHOLARSHIP HELP YOU IN ATTAINING THEM
- 2) WHAT ARE YOUR GOALS AND OBJECTIVE IN LIFE?

Section 5

This section will mainly cover the sources of income for the

SUMMARY OF SOURCES OF INCOME – <i>Self income should be included, if applicable</i>							
41.	TOTAL MONTHLY FAMILY INCOME (PKR)						
42.	TOTAL ANNUAL FAMILY INCOME (PKR)						
DETAILS OF SOURCES OF INCOME							
S #	FAMILY MEMBER NAME	RELATIONSHIP (B/S/F/M)	OCCUPATION*	EMPLOYER/ ORGANIZATION NAME	DESIGNATION	INCOME (GROSS)	INCOME (NET)
a							
b							
c							
d							
e							
f							
g							
h							
i							
j							

**see definition section for details*

43.	ARE YOUR SIBLINGS STUDYING?	<input type="checkbox"/> YES <input type="checkbox"/> NO
SUMMARY OF TOTAL FEES/TUTION FEES – – <i>Fill Q44 and rest of the table, if you YES is selected for Q43</i>		
44.	TOTAL MONTHLY FAMILY INCOME (PKR)	
DETAILS OF SIBLINGS STUDYING		

S #	SIBLING NAME	RELATIONSHIP (B/S)	INSTITUTE NAME & ADDRESS	TUTION FEE (PKR)	SCHOLARSHIP AMOUNT (PKR)	FUNDING AGENCY
a						
b						
c						
d						
e						
f						
g						
h						
i						
j						

TOTAL ASSET INFORMATION AND ITS INCOME						
45.	Total Asset Income (PKR) – <i>Annual income should be approximated to monthly</i>					
INCOME SOURCE	FATHER	MOTHER	SPOUSE	SELF	OTHER	TOTAL
PROPERTY RENT						
LAND LEASE						
BANK DEPOSITS						
SHARES/SECURITIES						
MISC. 01						
MISC. 02						
TOTAL						

SUMMARY OF TOTAL MONTHLY INCOME			
46.	FAMILY TOTAL MONTHLY INCOME (PKR)		
S #	FAMILY MEMBER NAME	RELATIONSHIP (F/M/B/S)	AMOUNT (PKR) – Take home amount only

Section 6-10 are self-explanatory.

Appendix A: Support/Help Contact Information

Following are the two support channels for all the students/alumni/applicants:

Table 4: Contact us details for Students, Alumni and Applicants

S.No	Email Address	Purpose	Comments
1	Saasp.contactus@seecs.edu.pk	Queries/Feedback/Status	Following are recommendations for emails for effective communication <ul style="list-style-type: none"> • Query: <Title> • Feedback: <Title> • Status: <Title>
2	saasp@seecs.edu.pk	Application Submissions	<CNIC>

All the students are encouraged to follow the following instructions:

All the applicants are encouraged to send the emails in format requested, this will help SAA to respond on time. Also, please donot forget to mention you contact number, email, NUST registration Number (for current students), CNIC in your signatures.

All applicants are encouraged to send their requests to email address mentioned in Appendix A, Table 03, S.No.2

Appendix B: Available Scholarships

All amounts will be credited to awardees bank account automatically by NUST SEECS Account branch before the deadline provided by NUST for fee-submission. In case of delay and failure to make payment of fee in time due to any unforeseen reason, the amount awarded will be re-imbursed to the student.


Table 5: Scholarship Categories and their details for Fall Semester 2013

Scholarship Categories	Counts of Scholarships	Details	Comments
Category 01	1	100% tuition fee	Zakat Fund, only for students eligible for Zakat.
Category 02	3	75% tuition fee	1 scholarship from Zakat fund, 2 from regular fund.

Appendix C: Supporting documentations

This section contains all the supporting documentations for NUST SEECs AA Charter

Table 6: Supporting Documents

S.No.	Document Name	Document	Comments
1	NUST SEECs AA SP Form	 NUST_SEECs_AA_SP_Form_V_0.3.docx	Document prepared by NUST SEECs AA