



NUST INSTITUTE OF CIVIL ENGINEERING (NICE)
SCHOOL OF CIVIL & ENVIRONMENTAL ENGINEERING (SCEE)
NATIONAL UNIVERSITY OF SCIENCE & TECHNOLOGY (NUST)
H-12 SECTOR, ISLAMABAD

JOINING INSTRUCTIONS – PG STUDENTS

1. **General.** The postgraduate program in Geotechnical Engineering, Structural Engineering, Transportation Engineering, Construction Engineering & Management, Urban & Regional Planning (U&RP) and Water Resources Engineering & Management will be run at NUST Institute of Civil Engineering (NICE), School of Civil & Environmental Engineering (SCEE), NUST Campus, H-12 Sector, Islamabad from **11 Sep 2023 to 10 Sep 2027**. The schedule of course is as under:-

On Campus Duration (11 Sep 2023 to 10 Mar 2025)

- | | | | |
|----|---------------------|----------|------------------------------|
| a. | Fall Semester | 18 Weeks | (11 Sep 2023 to 22 Jan 2024) |
| b. | Fall Semester Break | 02 Weeks | (15 Jan 2024 to 26 Jan 2024) |
| c. | Spring Semester | 18 Weeks | (29 Jan 2024 to 31 May 2024) |
| d. | Research Semester | 24 Weeks | (10 Mar 2025 to 10 Sep 2027) |

Off Campus Duration (10 Mar 2025 to 10 Sep 2027)

2. **Aim.** To impart requisite postgraduate Civil Engineering academic knowledge and practical training to students at the National University of Sciences and Technology (NUST).

3. **Scope.** The Postgraduate Programs are based on academic and research requirements as prescribed by NUST Statutes/ Policies. The MS programme is of 30 credit hours, which includes 24 credit hours of course work and 6 credit hours of thesis/research work.

4. **Course Work.** Course work constitutes of 24 credit hours incorporating eight subjects of 3 credit hours each. These will be taught in the form of lectures, presentations, discussions, practicals, seminars, etc. The concerned faculty will allocate Office Hours for clarification of doubts and for discussion with the respective student on individual basis for the formulation of research proposals as well as preliminary working on the thesis research/ term projects. Lab based research will be conducted in laboratory / on site, under supervision of the concerned faculty and laboratory staff.

5. **Registration.** On joining, all students will be registered with NUST and allotted a registration number.

6. **Conferment.** On successful completion, students will be awarded MS Degree in respective disciplines by NUST.

7. **Individual Research Work.** Each student will select a thesis topic for individual research before the start of third semester. The research work is of 6 credit hours. For in time completion of research, student will carry out literature study related to his topic during the academic semester so that the thesis topic is finalized as soon as the research semester starts. On completion of his thesis, he will defend and submit his research work.

8. **Training Facilities Available at the Campus.** The Institute offers following facilities:-

a. **Library**

(1) NUST main library housing variety of books and journals is located along Main Office NUST.

(2) A purpose built spacious SCEE library is located within the building for the students. Library has variety of books on engineering, computers, history, general topics and civil engineering in particular in the form of hard and soft copies. In addition, latest books and magazines are purchased on regular basis to supplement the books already held. The number of technical books in different forms are as follow:-

(a)	Books/Manuals (hard copies)	-	14662
(b)	Online Books through HEC	-	165,000
(c)	CDs/DVDs/Cassettes	-	421
(d)	UG/PG Theses	-	1731
(e)	ASCE Journals (hard copies)	-	412
(f)	ACI Journals	-	60

(3) Access to National and International Databases. Line and wireless internet facility is available in the library to access SCEE Library and other libraries. Access to various online research related databases is also available. Details of the databases are as under:

- (a) ASCE
- (b) Elsevier (Science Direct)
- (c) Taylor & Francis Journals
- (d) IEEE
- (e) JSTOR
- (f) Ebrary

- (g) Springer Link
- (h) ASTM
- (i) Emerald
- (j) Wiley-Blackwell
- (k) INFORMS etc
- (l) NUST Institutional Repository (DSpace) for eBooks & eThesis

(4) **Journals/International Publications:** Various national and international journals pertaining to civil engineering are available in hard and soft form and sufficient number of journals and magazines are subscribed through hard copies. The library is also linked to the HEC-supported online access to various research journals.

- b. **Reproduction.** Photo copying, laser printing, transparency making facilities, etc, are available on payment. Photocopying and reproduction of copy right and classified documents is strictly forbidden.
- c. **Computer Centre.** A well-equipped computer centre is available to students. Latest state of the art computer softwares are available for academic and the research work to the students. LAN & WAN facilities are available all over the campus.
- d. **Training Aids.** Multi-media, view graphs, slide projector, digital cameras, etc, are available for use as and when required.
- e. **Stationery:** Students will make their own arrangements for the stationery. However, stationery shops are available in the campus.

Joining Procedure

9. **Arrival**

- a. All Students are advised to reach NICE (SCEE) **on 11 Sep 2022 at 1000 hrs** for submission of required documents.
- b. Students will ask NUST Administration Directorate in writing regarding their requirement of on campus hostel or family accommodation.

10. **Documentation**

- a. All Students should bring following documents and submit them at NICE on **11 Sep 2022 (Monday) at 1000 hours:-**
 - (1) Original Documents (SSC, HSSC, BE Degree and BE Transcript) alongwith 01x set of photocopies duly attested.
(Keep photocopies/scanned copies of your documents for your

personal record and subsequent use as your original documents will be retained by the Institute.

- (2) Two (2) copies of CNIC.
- (3) One (1) copy of GAT (General) Result Score Card
- (4) Medical fitness certificate along with blood group from a registered medical practitioner.
- (5) Original NUST Selection Letter.
- (6) Four (4) passport size and two (2) 1”x1” photographs.
- (7) Student proforma duly completed (attached as Annx A & B).
- (8) Undertaking on Rs. 20/- stamp paper (attached as Annx C).

Additional for Military Students

- (1) Service Identity Card.
- (2) Military Students - AB-439 duly completed (all record must be updated including leave) and three copies of service particular proforma (PAFZ-2041).
- (3) Nominal roll.

b. NUST identity card will be issued to the students upon joining.

Administration

11. **Boarding/ Lodging NUST Students**

a. Students interested in hostel accommodation should download the hostel-accommodation Form from the NUST website or from the following link:-

http://www.nust.edu.pk/Documents/pdf/Hostel_Performa.pdf

b. However, the students shall bring their own bedding. Students will be required to pay room charges as per NUST policy.

12. **Dress.** Students are required to wear decent dress keeping in view the cultural values. No Chappals of any type including Peshawari Chappal is allowed in the Institute.

13. **Working Days / Office Time.** University functions Monday to Friday with office timing from 0900 hours to 1700 hours and evening classes are held for MS program generally 3-4 times a week from 1700 hours to 2100 hours.

14. **Medical Facilities.** Medical facilities are also available on campus through NUST Medical Centre / Medical Insurance.

15. **Leave.** Leave is **NOT** granted during the course except in extreme emergency and will be considered absence from the class for the purpose of attendance, 75%

attendance is mandatory. Student with less than 75% attendance shall not be permitted to take final exam.

16. Handbook for Postgraduate Students containing general information of the University, academic schedule, rules/regulation and NUST Code of Conduct is available on link:- <https://nust.edu.pk/downloads/student-handbooks/>

17. **On Campus Bank**

Habib Bank Limited, NUST Branch, H-12 Sector, Islamabad, Pakistan
(Tel No: 9085-1590 and 9085-1593)

18. **Postal Arrangements.** All incoming private mail will be placed at the Reception Office next to the main entrance of the building. Registered letters will be handed over personally. Postal address will be as follow:-

Student's name
MS (Discipline) Engineering (Serial) Course
NUST Institute of Civil Engineering (NICE)
National University of Sciences & Technology (NUST)
H-12 Sector, Islamabad

Note: - Post Office facility is also available at NUST Campus in Administration building.

19. **Important Notice for Parents**

- a. Under the provision of Para 33 (a) Chapter V of NUST Statues/ Regulations, a student shall **Not be allowed** to appear in the final examination of a subject in which his attendance is less than 75%, and he shall be awarded “F” grade in that subject. The “F” grade so obtained shall only be cleared by repetition of the course whenever offered.
- b. An online system, Campus Management System (QALAM) – a portal for interaction between faculty and students is being used for sharing course contents, maintaining students’ attendance, grading etc. Students will be given a username and password for accessing the portal. Parents can use the QALAM credentials of their ward for checking the attendance status online any time during the semester.

20. **Contact Persons - NICE**

- a. Program Coord PG: Mansoor Ahmed Malik
Office: 051-9085-4103
- b. Academic Branch (PG): Office: 051-9085-4133
Email: pg@nice.nust.edu.pk

Date: 04 Sep 2023

Program Coord (PG)
(Mansoor Ahmed Malik)