



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

**JOINING INSTRUCTIONS UG CE-2023**

**Introduction**

1. **NUST Institute of Civil Engineering (NICE)**, School of Civil & Environmental Engineering (SCEE), National University of Sciences & Technology (NUST) is a prime Institution of the country offering high quality education in Civil Engineering. NICE offers Bachelor of Civil Engineering Degree besides MS and PhD Programmes and remains in the forefront as a constituent Institute of NUST in promoting sound engineering education characterized by quality, extensive research, and global exposure. Graduates of the NUST are developed to deliver in the technology and business-intensive environment of today and meet the challenges of the highly competitive world of tomorrow.
2. Careful reading and understanding of the information contained in this document will help the student's smooth transition to this new phase of their academic life. An overview of various aspects of training and administration is provided to help you settle down during the first few weeks. We look forward to meet you and wish you good luck for pursuing your degree program successfully at NICE.

**Aim.**

3. To apprise students and their guardians on the following aspects: -
  - a. Documents to be submitted on arrival (*Detailed Program is attached as Annex-A*)
  - b. Hostel accommodation
  - c. Orientation program
  - d. Handbook for Undergraduate Students (*Available on NUST website, link mentioned in para 24*)

**Registration**

4. All students will be registered with NUST and allotted a registration number within first two weeks of Fall Semester.

**Conferment**

5. The undergraduate Civil Engineering (CE) program is based on academic and research requirements as prescribed by NUST Statutes/ Policies and PEC's guidelines. Upon successful completion, students will be awarded BE (Civil Engineering) Degree by NUST, duly accredited by Pakistan Engineering Council (PEC).

## **Schedule**

6. The undergraduate program of Civil Engineering will commence at NUST Institute of Civil Engineering (NICE), NUST Campus, H-12 Sector Islamabad with effect from 04<sup>th</sup> September 2023. Classes will be held for five days a week, from 11<sup>th</sup> September 2023. The first semester, i.e., Fall Semester 2023 will be of 18 weeks duration from 12<sup>th</sup> September 2023 to 12<sup>th</sup> January 2024. Breakdown of the course is as under: -

a.	<b>Orientation</b>	<b>1 Week</b>	<b>(04 Sep 2023 - 08 Sep 2023)</b>
b.	Fall Semester	18 Weeks	(11 Sep 2023 - 22 Jan 2024)
c.	Fall Semester Break	02 Weeks	(15 Jan 2024 - 26 Jan 2024)
d.	Spring Semester	18 Weeks	(29 Jan 2024 - 31 May 2024)

## **Orientation Plan**

7. NUST is arranging an Orientation Week for the Freshmen from 04<sup>th</sup> to 08<sup>th</sup> September 2023. NUST Orientation Committee has planned various activities for the freshmen to enhance your awareness about NUST facilities and the scope for social entrepreneurship (*Detailed Program is attached*). It will be a very interesting and beneficial program, for the new entrants. You are advised to attend the Orientation Week for better awareness of the University administration, infrastructure, labs, and sports facilities. It will make your entry to NUST memorable and lasting. NUST Orientation Committee will approach and invite you separately to this program. Please confirm your availability or otherwise to NUST Orientation Committee to make necessary arrangements in this connection once they approach you.

## **Training Facilities Available at the Campus**

8. The Institute offers following facilities: -

### **Library**

- (1) A purpose-built spacious library is located within the building for the students. Library has variety of books on civil engineering, computer, history, Islam, and other general topics in both hard and soft form. In addition, latest books, journals, and magazines are purchased on regular basis to supplement the resources already held. The details of library resources are as follow: -

(a)	Books (hard copies)	-	14841
(b)	UG/PG Theses	-	1731
(c)	Bound Volume Journals	-	412
(d)	ACI/CI Journals	-	60
(e)	Journals	-	02
(f)	Magazines	-	05
(g)	Newspapers	-	04

- (h) CDs/DVDs/Cassettes - 521
- (i) Online Books/Journals (HEC) - 16500/142000
- (j) Online Books (SCEE Library) - 1756

(2) **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

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

(4) **Periodicals:** The library has subscribed various periodicals including journals, magazines, and newspapers. Details are as under:

**Journals:**

- (a) Pakistan Journal of Scientific and Industrial Research (PJSIR)
- (b) NUST Journal of Social Sciences & Humanities (NJSSH)

**Magazines:**

- (c) Readers Digest
- (d) The Economist
- (e) National Geographic
- (f) Time
- (g) Jahangir's World Times

**Newspapers:**

- (h) Dawn
- (i) Express Tribune
- (j) Nawa-e-Waqt
- (k) Express

- (5) **Reproduction**: Photo copying, and printing facilities are available on payment. Photocopying and reproduction of righted copy / classified documents is strictly forbidden.
- (6) **Computer Centre**: A well-equipped computer center is available to the students. Latest, state of the art computer software's are available for academic and research work to the students. Internet facility is available throughout the campus in the form of LAN and WAN.
- (7) **Training Aids**: Multi-media, view graphs, slide projector, digital cameras, etc.; are available for use as and when required.
- (8) **Stationery**: Students can purchase stationery from campus stationary shop.

### **Joining Procedure**

9. Students residing in NUST Hostels will report on **03<sup>rd</sup> Sep 2023** while Day scholar / students residing outside NUST campus will report on **04<sup>th</sup> Sep 2023** at **0900 hours** at NICE reception desk in NICE building. On arrival, the students will sign the arrival register placed at the reception office of NICE. Documents collection program is attached as per **Annex A**.

### **Documentation**

10. Students **should bring along following documents**: -
  - a. **Original CNIC / Form "B" along with 4 attested photocopies**
  - b. **6 (Six) passport size and 4 (Four) "1x1" photographs**
  - c. **Original SSC, HSSC (or equivalent) / O/A Level equivalence along with statement of results duly attested by **Inter Board Coordination Commission (IBCC)** and 4x photocopies of each certificate duly attested by a gazetted officer. **Keep photocopies and scanned copies for your personal record for subsequent use**, as your original documents will be retained by the Institute.**
  - d. **O/A level examinations equivalent certificates from IBCC (along with statement of result).**
  - e. **Original NUST selection letter / Admission Fee Challan.**
  - f. **Forms**. The following attached forms should be filled, signed, and submitted upon joining: -
 

(a) <b>Personal Information Performa</b>	<b>Annex B</b>
(b) <b>Undertaking (on Rs.100 stamp paper)</b>	<b>Annex C</b>
(c) <b>Particulars of wards of defence service personnel</b>	<b>Annex D</b>

- (d) **Undertaking by students and parents/guardians**  
**Annex E**
- (e) **Medical Fitness Certificate** **Annex F**
- (f) **Registration Form – Undergraduate Programs**  
**Annex G**
- (g) **Immunization Certificate for COVID-19 Vaccination**

### **General Information**

11. **Accommodation.**
  - a. Students interested in hostel accommodation should download the hostel-accommodation Form from the NUST website on following link:  
<https://nust.edu.pk/downloads/hostel-accomodation-form/>
  - b. NUST students requesting hostel accommodation will be provided with furnished rooms. However, the students shall bring their own bedding, i.e., bed cover, pillow with cover, blanket, etc.
  - c. The students who have been already allotted hostel accommodation may arrive on **dates already provided by hostel authorities** and proceed to their designated hostels.
12. **Dress Code / Outfit / Clothing.** To maintain academic dignity and sanctity of the educational institution, students are supposed to wear decent and sober dress. The purpose of the dress code is to provide basic guidelines for appropriate dress code to be followed in NUST campus rather than imposing strict restrictions / enforcement of dress code. It is also assumed freshman of NUST would value the norms / culture of university / and will dress up in a dignified manner. Guidelines on dress code for students are as under: -
  - a. **Male Students**
    - (1) **Summer**
      - (a) Dress trouser with shirt. Tie optional.
      - (b) Shalwar Kameez with waist coat.
      - (c) Closed Shoes / Closed Chappals with straps (Slippers not allowed).
      - (d) Safari Suit.
    - (2) **Winter**
      - (a) Dress trouser – Shirt with coat or Sweater / Jacket.
      - (b) Closed or open Collar – Lounge suit / combination.
      - (c) Shalwar Kameez with waist coat / coat
      - (d) Closed Shoes / Closed Chappals with straps (Slippers not allowed).
  - b. **Female Students.** Sober and decent clothing (both summer & winter).
  - c. **Guidelines for Students.** Students in compliance of the dress code shall

avoid wearing following during classes: -

- (1) Shorts and sleeveless shirts.
- (2) T-Shirts / dress bearing language or art, which appears to be provocative or indecent and is likely to offend others.
- (3) Shabby or torn clothing.
- (4) Jogging or exercise clothing during classes.
- (5) Untidy, gaudy, or immodest dress in classrooms, cafeteria and university offices.
- (6) Unprofessional attire in formal programmes and interviews (i.e., jeans, multicolored clothes, casual shoes etc.).
- (7) Putting on excessive makeup or wearing expensive jewelry (Female students).

*Wearing of any type of Turban is not allowed in NUST premises.*

13. **NUST Identity Card.** 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.
14. **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.
15. **Leave.** Students are required to get the leave sanctioned in advance on prescribed leave application form. Leave application form is to be submitted only for genuine emergencies. However, 75% attendance is mandatory for the students to take semester exam in each subject. Students are required to be present in the classroom as per the training program.
16. **Discipline.** Political activities are strictly forbidden on NUST premises, and all students are required to give a written undertaking at the time of joining that they will refrain from politics during their stay at NUST. The following practices are considered unacceptable for the students:
  - a. Theft or damage to the property of Institute or of property of a member of Institute community or the property of a visitor to school or abetment to any of the above.
  - b. Conduct those results in conviction of a crime or crimes in a court of competent jurisdiction may subject a student to disciplinary action including suspension or expulsion.
  - c. Possession of firearms, explosives, dangerous chemicals or other weapons on NICE campus, or the display or use of the above to intimidate, frighten or control individuals.
  - d. Engaging in conduct which obstructs or disrupts teaching, research, administration, disciplinary procedures, or other activities of the institute.

- e. Keeping pets/animals, cassette players etc., or possessing any morally/religiously objectionable printed material.
- f. Using drugs and smoking on the Campus.

17. **Academic Honesty**

- a. NICE 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.
- b. 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 giving or receiving of unauthorized assistance on quizzes, examinations or written assignments from any source not approved by the instructor. Examples of cheating include but are not limited to: -
  - (1) Submitting someone else's work as one's own with or without the permission of the individual concerned.
  - (2) Allowing someone to copy one's work.
  - (3) Using a writing service or having someone else to write a paper for oneself.
  - (4) Using someone else's work without proper citation.
  - (5) Submitting collaborative and/or group work as one's own.
  - (6) Stealing a test or question paper from a teacher's office.
- c. Taking a course and/or examination for another student.
- d. Using unauthorized materials during a test or exam.
- e. Possession of cell phone or any other electronic gadget that can help during exam.

18. **Rules/Regulations.** The Institute follows semester system of teaching. Grade is awarded on a variable grading system. Students will be briefed about academic regulations on joining.

19. **Scholarships & Financial Assistance.** Awarded as under:-

- a. Various organizations also offer Scholarship/Financial Assistance.
- b. **NUST Need Based Scholarship.** Scheme available to enable financially under-privileged but talented students to acquire higher education on NUST campuses. Salient features of the scheme are:
  - (1) Scholarship is based on assessment of need and merit as well as availability of funds.
  - (2) Scholarship awarded for full duration of the programme in which the student is enrolled. Minimum CGPA of 2.5 is mandatory.
- c. **Deferred Payment.** Such needy students as are unable to pay the fee shall be allowed deferred payment on case-to-case basis. A beneficiary will be required to pay a minimum of 50% in each semester and the remaining 50% amount on graduation in easy installments.

- d. **Fund for Needy SCEE Students.** SCEE has established a fund titled as “Fund for Needy SCEE Students” to help the students who are unable to bear the expenditure of their studies and have not been able to earn the financial support from other sources. In this connection two sources of donations are identified: -
- (1) Regular monthly donations by the SCEE Faculty and Staff Officers.
  - (2) Contribution out of the share of SCEE from earnings of projects executed by SCEE Institutes.
20. **Transport Facility for Day Scholars.** Pick and drop facility on selected routes will be provided on payment after student’s feedback within one week of commencement of semester.
21. **Mess.** All students utilizing the hostel facilities will dine in respective hostel mess and would be required to clear mess bills on monthly basis. They will become members of the mess on the day of reporting.
22. **Opening of Bank Account.** All students intending to open bank account in Habib Bank Limited at H-12 Sector, Islamabad should bring 4 attested copies of CNIC along with original. Students not in possession of ID card may use supplementary ATM of their parents’ bank accounts.  
(Bank Tel No’s: 051-9085 1591, 9085 1593)
23. **Personal Transport.** Students joining the hostel are allowed to bring bicycle only at the time of joining. Other transport car/motorcycle will require prior permission of Hostel Management.
24. **Hand Book.** An Undergraduate Student’s Handbook is available on NUST website on following link: -  
<https://nust.edu.pk/wp-content/uploads/2020/03/UG-Student-Handbook.pdf>  
For detailed information regarding NUST. The students are required to read it carefully and get the undertaking (last page of handbook) countersigned by the parents/guardian.
25. **Access to Email, Qalam and Campus Wi-Fi:** Once given to students, Qalam ID shall be used as email account, access to Qalam and Campus Wi-Fi.

#### **NUST Email Policy**

- a. The NUST Email Policy is intended for NUST domain-based email only.
- b. You are responsible for maintaining the security of username and password.
- c. It will be users’ responsibility to take backups of emails on your computer on regular basis.
- d. Use strong password including alphanumeric and special characters.
- e. Password should be changed on regular basis.
- f. In-case password is lost, user is required to approach IT Support Services.  
([itsupport@nice.nust.edu.pk](mailto:itsupport@nice.nust.edu.pk))



### **Email Retention**

- a. NUST emails shall be retained on the server as long as user account is officially active.
- b. For graduated students, six (06) months duration shall be provided prior deactivation of email account.

### **Email Storage Quotas**

- a. The minimum email quota shall be 50GB for all email users.
- b. In addition to email storage, 1TB of Microsoft OneDrive cloud storage shall also be available to all registered email users.
- c. Information sent on to an insecure email address through auto forwarding of email from a NUST email to a non NUST email address, i.e., a personal email address, is not allowed.
- d. All official correspondence will be on given NUST Email ID.
- e. You are responsible for your Emails and data on OneDrive.

### 26. **Contact Persons – NICE**

- a. Program Coordinator: Dr. Umm-e-Habiba, Dr. Ammara Mubeen  
Office: 051-9085 4679, 4678
- b. Asst. Controller of Exams: Engr. Malik Kamran Shakir  
Office: 051-9085 4622  
Cell: 0332-5242260
- c. Academic Branch: Mr. Nisar Ahmad  
Office: 051-9085 4527  
Email: [acad@nice.nust.edu.pk](mailto:acad@nice.nust.edu.pk)  
  
Mr. Rana Muhammad Afzal  
Office: 051-9085 4526  
Email: [acad.nice@gmail.com](mailto:acad.nice@gmail.com)

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

- (a) **For Students**  
Student's name  
Hostel's name, Block & Room no.  
National University of Sciences & Technology (NUST)  
H-12 Sector, Kashmir Highway, Islamabad.
- (b) **For NICE Office**  
NUST Institute of Civil Engineering (NICE)

National University of Sciences & Technology (NUST)  
H-12 Sector, Kashmir Highway, Islamabad.

**Note:** - Post Office facility is also available in NUST Campus

28. **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, Qalam (*a portal for interaction between faculty and students during whole academic cycle*) is being used for maintaining students’ attendance, grading, financials etc. Students will be given a username and password by UG Academic Section of NICE for accessing Qalam portal. Parents can use their ward's Qalam credentials for checking the attendance status online any time during the semester.
- c. Along with Qalam there is another online system, Learning Management System (LMS) which is used for sharing course contents with students. Students will be provided with LMS credentials (Same as Qalam credentials provided by Acad section) for accessing LMS portal and they will be required to enroll in all the courses on LMS under the assigned section.

Date: \_\_\_\_\_ Sep 2023

Program Coordinator  
(Dr. Umm-e-Habiba)

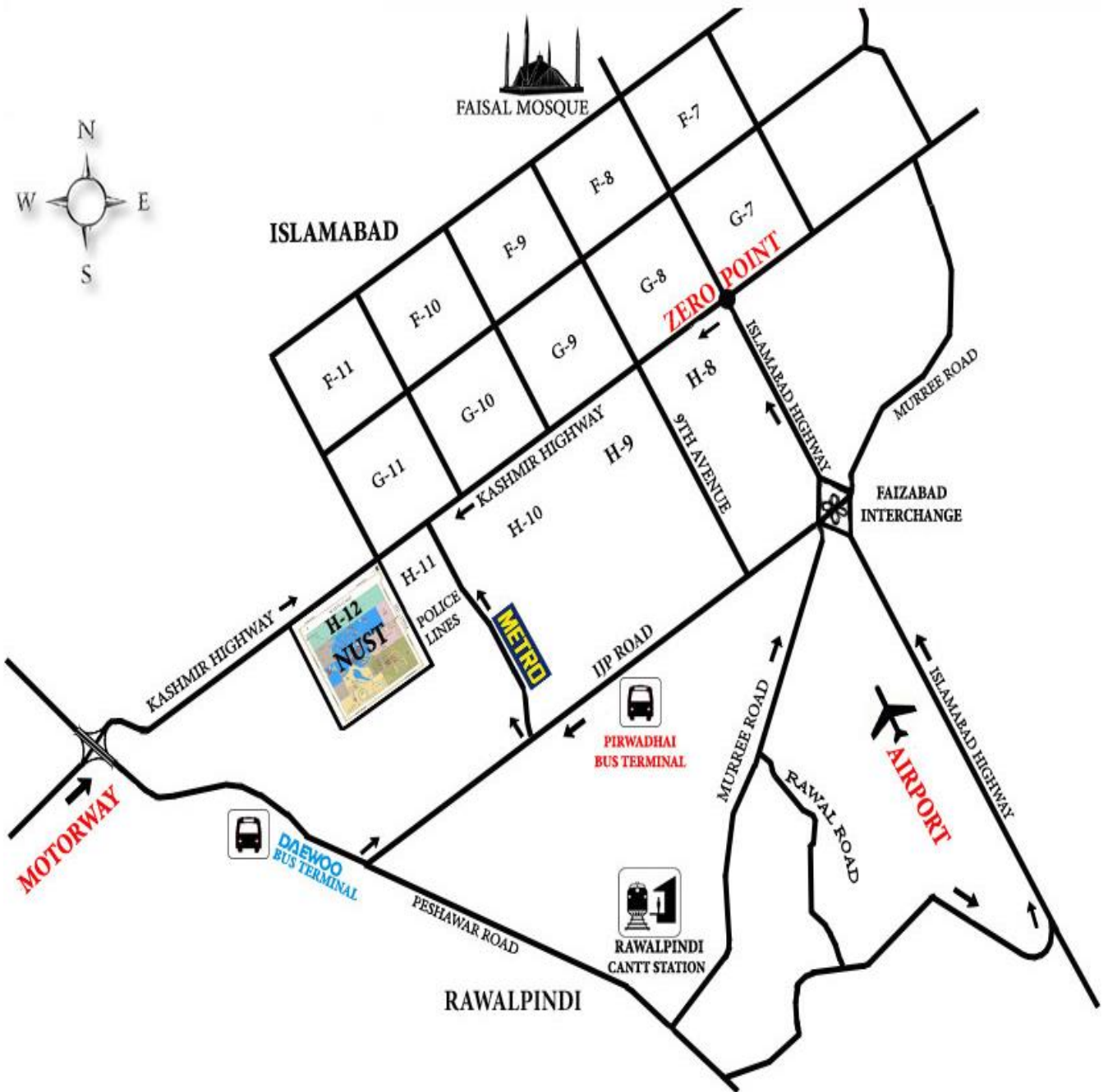
**Enclosures**

- |   |         |
|---|---------|
| 1. Orientation Program  | Annex A |
| 2. Personal Information - Student   | Annex B |
| 3. Undertaking on Stamped Paper   | Annex C |
| 4. Particulars of wards of defense service personnel’s  | Annex D |
| 5. Undertaking by Students & Parents/Guardians<br>(Responsibly to abide by rules/regulations) | Annex E |
| 6. Medical Fitness Certificate  | Annex F |
| 7. Registration Form – Undergraduate Programs   | Annex G |

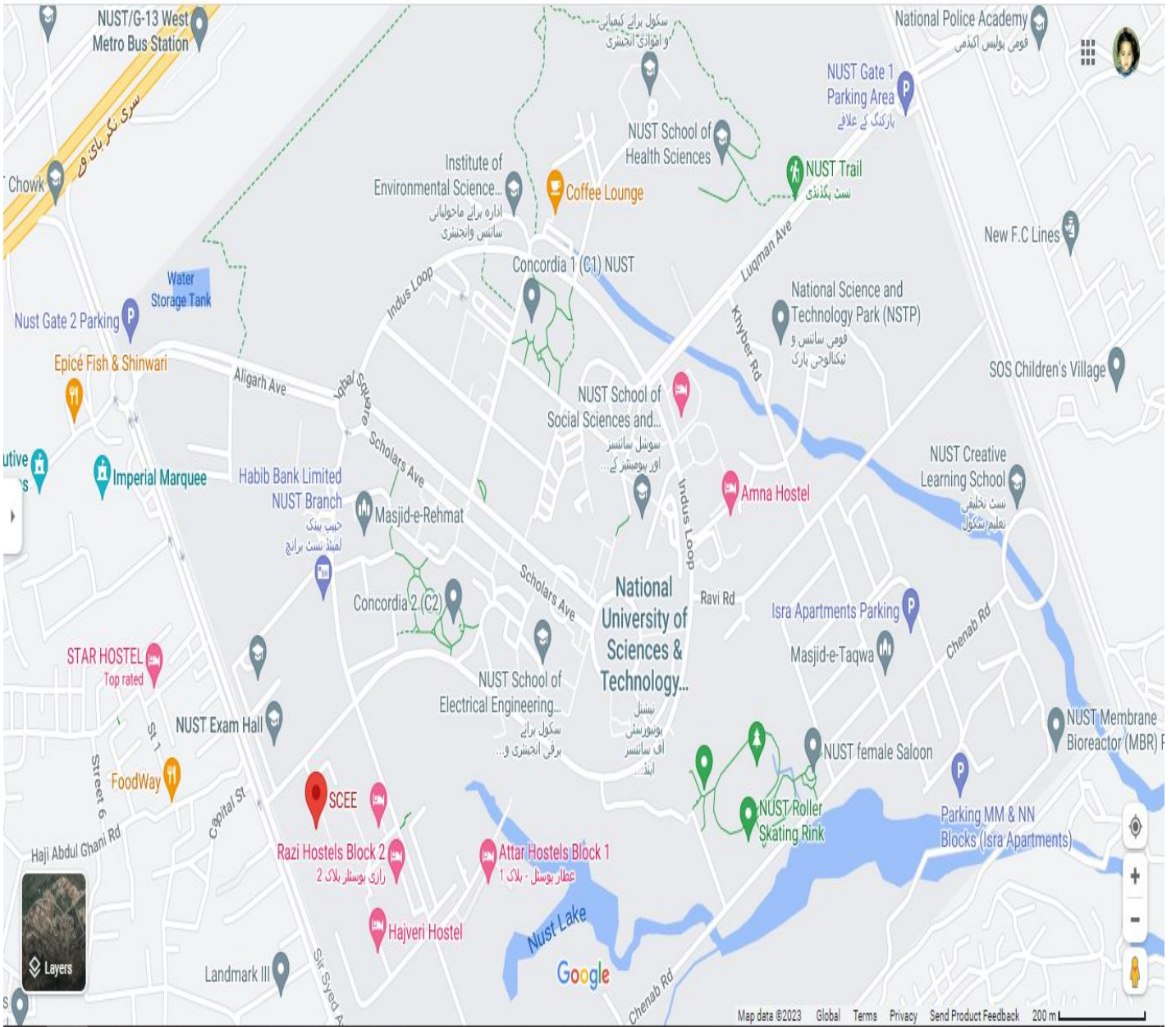
### **Check List**

1. Annex A, B, C, D, E, F, G & H are read, filled, and signed up.
2. Photographs and documents are arranged as per instructions.
3. Blood group is mentioned on Medical Fitness Certificate (Annex-F)
4. Immunization Certificate for COVID-19

## NUST-NICE Directional Map



NUST Guide Map: <https://nust.edu.pk/downloads/nust-guide-map/>



**SCEE Guide Map: <https://maps.app.goo.gl/VqiKuSWYU5YZMTft7>**