

REGISTRATION DETAILS AND GUIDELINES FOR GRADUATING STUDENTS

(Dear Students, Please Read the Instructions Carefully)

General. 13th SCEE Convocation 2024 & NUST Master Convocation Ceremony has been scheduled on 28 Oct in Jinnah Auditorium as per following schedule: -

Event	Day/ Date
NUST Master Convocation Ceremony (PhD+ UG Medal Winners)	Monday 28 Oct 2024 (0900-1300 hrs)
13th SCEE Convocation (All other Graduates)	Monday 28 Oct 2024 (1330-1630 hrs)

Master Convocation Ceremony. Ceremony is Scheduled on **28 October** for award of Medals/ Degrees/ Certificates to: -

- All PhD scholars notified upto **25 Sep 2024**.
- President's Gold Medal Winners, UG Programs.
- Chancellor's Silver Medal Winners, UG Programs.
- International students UG, PG & PhD.

SCEE Convocations. 13th SCEE Convocation will be held to confer award Degrees/ Medals/ Certificates to rest of the graduating students. (MS Students notified upto 30 Sep 2024)

Registration and Confirmation of Participation

- Students should confirm their participation by sending Registration Form (duly filled) along with scanned copy of deposit slip/ challan form and Photocopy of CNIC on their institutes focal persons email address given below as per following timeline: -
 - Students being awarded Medals/ Degrees/ Certificates in Master Convocation Ceremony by 25 Sep 2024.
 - Students being awarded Medals/ Degrees/ Certificates in SCEE Convocation Ceremony by 30 Sep 2024.
- Form has been uploaded on School/ Institute website as well.

Deposit of Convocation FEE. Each graduating student to deposit **Rs. 5000/-** in HBL NUST Branch, **Account no. "22927000 208203"** **Title "SCEE CONFRENCES W SHOP- CEMINARS"** as degree processing fee through bank challan form/ demand draft or pay order.



Full Dress Rehearsal

- Full dress rehearsal for Master Convocation Ceremony will be held on **26 Oct 2024** (Saturday). Students are required to be seated in Jinnah Auditorium by 0930 hrs.
- All awardees (outstation) are requested to arrive on 25th Oct (Friday) for timely participation in full dress rehearsal.
- Full dress rehearsal for SCEE convocation will also be held on 26th Oct. Students are required to be seated in Jinnah Auditorium by 1300 hrs.
- Students not attending the full-dress rehearsal will not be allowed to participate in Master Convocation Ceremony.

Dress Code-Graduating Students/ Guests. Students and accompanying guests are requested to kindly adhere to dress norms as under: -

- **Male.** A dark color Lounge Suit with closed collar/ National dress.
- **Female.** Decent dress of sober color with proper dark color shoes.
- Kheries, Chappals, Sandals etc are not allowed.

Boarding/ Lodging Facilities

- Boarding/ lodging will have to be arranged by the students through respective institute admins.
- Hostel accommodation will be available @ Rs. 1500/ day for students only.
- Outstation guests desirous of staying overnight can also book the guest rooms in NUST (subject to availability) on payment basis through institute admins.

Provision of Students Caps & Gowns/ Hoods

- Contractor will provide the items to all the students attending the convocation.
- Students will be required to deposit security money/ rent (Rs. 2000+500) in advance on rehearsal day.
- The security money will be reimbursed upon return of caps & gowns to the contractor.
- Students are expected to get the gowns pressed for final day.

Provision of Day care. Will be provided adjacent to the venue.

All Participants are requested to carry National Identity Card.

Institutes' Focal Persons. For any queries, student can contact: -

- **SCEE (NICE):** Asst Prof, Engr Mansoor Ahmed Malik, 0300-8652418, mmalik@nice.nust.edu.pk
- **SCEE (IESE):** Asst Prof, Dr. Aamir Alaud Din, 0309-4040126, alauddin@iese.nust.edu.pk
- **SCEE (IGIS):** Lec, Mr Junaid Aziz Khan, 0345-3587770, junaid@igis.nust.edu.pk

LOOKING FORWARD FOR YOUR COOPERATION & QUICK RESPONSE
SCEE MANAGEMENT

