

## 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

