

REGISTRATION DETAILS AND INSTRUCTIONS FOR SCEE STUDENTS

(Dear Students, Please Read the Instructions Carefully)

1. **General**. **14th SCEE Convocation 2025 & NUST Master Convocation Ceremony** has been scheduled on **20 Oct** in **Jinnah Auditorium** as per following schedule: -

Event	Day/ Date
NUST Master Convocation Ceremony (PhD+ UG Medal Winners)	Monday 20 Oct 2025
14 th SCEE Convocation (All other Graduates)	Monday 20 Oct 2025

2. **Master Convocation Ceremony**. Ceremony is Scheduled on **20 October** for award of Medals/ Degrees/ Certificates to: -

- All PhD scholars notified upto **30 Sep 2025**.
- President's Gold Medal Winners, UG Programs.
- Chancellor's Silver Medal Winners, UG Programs.
- International students UG, MS & PhD.

3. **SCEE Convocations**. 14th SCEE Convocation will be held to award degrees/medals/certificates to the graduating students (Less PhD Scholars & UG Medal Winners attending the Master Convocation). (MS Students notified upto **30 Sep 2025**)

4. **Registration and Confirmation of Participation**

- Students should confirm their participation by sending **Registration Form** (duly filled) along with scanned **copy of deposit slip/ online transfer** 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 **26 Sep 2025**.
- Students being awarded Medals/ Degrees/ Certificates in SCEE Convocation Ceremony by **30 Sep 2025**.

- Form has been uploaded on School/ Institute website as well.

5. **Deposit of Convocation FEE**. Each graduating student is required to deposits **Rs. 7000/-** in **HBL NUST Branch**, **Account no. "22927000137401"** **Title "SCEE Lab Equip"** as degree processing fee through deposit slip or online transfer. Submission of payment proof is mandatory for registration.

6. **Full Dress Rehearsal for Master Convocation**

- Full dress rehearsal for Master Convocation Ceremony will be held on **18 Oct 2025 (Saturday)**. Students are required to be seated in Jinnah Auditorium by **0930 hrs**.
- Students not attending the full-dress rehearsal will not be allowed to participate in the Convocation Ceremony.**

- c. All graduating student / awardees (outstation) are requested to arrive on 17th Oct (Friday) for timely participation in full dress rehearsal.
- d. **SCEE Convocation**: Full dress rehearsal for **SCEE Convocation** will also be held on 18th Oct. Students are required to be seated in Jinnah Auditorium by **1300 hrs**.

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

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

8. **Boarding/ Lodging Facilities**

- a. Boarding/ lodging will have to be arranged by the students through respective institute admins.
- b. Accommodation to students will be provided in TV Lounges of UG Hostels (Male / Female). Rates of Accommodation as follows: -

Particulars	Rate Per day Per Students
Accommodation charges with bedding	2000
Accommodation charges without bedding	1200

- c. Outstation guests desirous of staying overnight can also book the guest rooms in NUST (subject to availability) on payment basis through institute admins.

9. **Provision of Students Caps & Gowns/ Hoods**

- a. Contractor will be available at Jinnah Auditorium to provision the items to all the students attending the convocation.
- b. Students will be required to deposit Rs. 2500 (2000 security money & 500 rent) in advance on rehearsal day.
- c. The security money will be reimbursed upon return of caps & gowns to the contractor.
- d. Students are expected to get the gowns pressed for final day.

10. **Provision of Day care**. Will be provided at NUST Day Care Center. Charges will be Rs 1500/- charged per child.

11. Participants are requested to carry National Identity Card.

12. **Institutes' Focal Persons**. For any queries, students can contact: -

Institute	Name	Designation	Phone No	Email Address
SCEE (NICE)	Engr Mansoor Ahmed Malik	Asst Prof	0300-8652418	mmalik@nice.nust.edu.pk
SCEE (IESE)	Dr. Noor Haleem	Asst Prof	0345-0425522	nhaleem@iese.nust.edu.pk
SCEE (IGIS)	Dr. Shahid Nawaz	Lecturer	0347-9375724	snawaz@igis.nust.edu.pk

REGISTRATION FORM 14th SCEE CONVOCATION & NUST MASTER CONVOCATION CEREMONY-2025

I, Mr./Miss: _____ of _____ am willing to attend the convocation ceremony being held on **20 Oct 2025** at H-12 Sector NUST, Islamabad as per following details: - (all columns are must)

Registration No: _____ **Name:** _____

Father's Name _____

Batch: _____ **Program:** _____

CNIC No: _____ **Contact No:** _____

Email Address: _____

Temporary Address _____

Permanent Address _____

Deposit Slip / Ref No. _____ **Dated** _____

Deposited By _____ **Amount** _____

Bank / Branch: _____

**** The FEE deposit details are mandatory to be filled to confirm registration***

Details of Guests Accompanying (PhD Maximum 4 Guests, MS/UG Maximum 2 Guests)

Name: (Guest-1) _____

Father's Name _____

Rank/Designation _____ **Contact No:** _____

CNIC No: _____

Temporary Address _____

Permanent Address _____

Registration/ Type of Vehicle (If applicable) _____

Name: (Guest-2) _____

Father's Name _____

Rank/Designation _____ **Contact No:** _____

CNIC No: _____

Temporary Address _____

Permanent Address _____

Registration/ Type of Vehicle (If applicable) _____

For PhD Scholars – Data of Additional 2 Guests

Name: (Guest-3) _____

Father's Name _____

Rank/Designation _____ **Contact No:** _____

CNIC No: _____

Temporary Address _____

Permanent Address _____

Registration/ Type of Vehicle (If applicable) _____

Name: (Guest-4) _____

Father's Name _____

Rank/Designation _____ **Contact No:** _____

CNIC No: _____

Temporary Address _____

Permanent Address _____

Registration/ Type of Vehicle (If applicable) _____

Student's Name & Signature
Date_____