



Undergraduate Programs

# Joining Instructions

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**PAKISTAN NAVY ENGINEERING COLLEGE**

**KARACHI**

*Committed to Excellence*

## JOINING INSTRUCTIONS BOOKLET

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# **JOINING INSTRUCTIONS & CODE OF CONDUCT FOR NUST STUDENTS**

## **INTRODUCTION**

1. Pakistan Navy Engineering College (PNEC) welcomes you at the onset of your most cherished career. PNEC expects that during your stay at the College you will avail this distinctive opportunity to boost your professional and technical knowledge. At our end, all efforts will be devoted to make your stay comfortable and assist you to seek progressive advancement of knowledge. It will enable you to shoulder responsibilities and face the challenges passed by sophisticated technology of present and future.
2. This set of instructions is meant to give you an overview of various aspects of training and administration at the College. It will assist you in preparation and planning of the Engineering Programme for which you have been selected.

## **COLLEGE LOCATION**

3. Pakistan Navy Engineering College is located at Habib Ibrahim Rehmatullah Road off Shahrah-e-Faisal, Karachi. It is at a distance of 10 Km from Jinnah International Airport Karachi, and about same distance from Railway Station, Karachi Cantt.

## **REPORTING**

4. You are to report at the reception (Guardroom / College Main Gate) on the date and timing as mentioned on your joining letter.
5. Upon reporting, the new students would be directed to the college Auditorium for briefing and familiarization visit of the college, subsequently submission of original academic & other required documents. Students, whose accommodation requests will be confirmed by the college, would be escorted to the hostel for keeping their luggage. They are to reach the Auditorium immediately thereafter.

## DOCUMENTATION

6. On joining at the college, students are required to submit the following:
  - a. Original SSC Certificate / Mark Sheet (**IBCC attested**) **OR** O Level Certificate & its **IBCC** Equivalence alongwith five attested photocopies.
  - b. Original HSSC Certificate / Mark Sheet (**IBCC attested**) **OR** A Level Certificate & its **IBCC** Equivalence alongwith five attested photocopies.
  - c. Five Attested Photocopies of CNIC or Form B and attested photo-copy of CNIC of father / guardian. Any difference in the name of student / father in CNIC and SSC / O Level certificate be corrected at the time of admission.
  - d. Ten coloured photographs with light blue background. (Five Passport and Five 1" x 1" size).
  - e. Copy of ACT Score (National and International Seats).
  - f. College Surety Bond on Stamp Paper of Rs.50/- duly attested by Class – I Magistrate.
  - g. Medical Fitness Certificate duly issued by any Government hospital **OR** a Registered Medical Practitioner. The certificate can be downloaded from NUST website alongwith the provisional selection letter and submitted to the College at the time of joining.
  - h. Declaration of Hostel Accommodation (if applicable) on Stamp Paper of Rs.50/- duly attested by Class – I Magistrate.
  - j. Demand draft of Rs.25,000/- in favour of NUST Mess Account and Rs.25,000/- in favour of NUST Hostel Account respectively.

**Note:** All forms are available on <http://pnec.nust.edu.pk/downloads/>

## COLLEGE ROUTINE

7. The college working hours is as follows:
  - a. 0830 to 1530            Monday – Thursday
  - b. 0830 to 1300            Friday

## MORNING MUSTER

8. It is mandatory for the students to assemble at 0740 hrs at College Parade Ground for morning muster and to start the day with recitation of the Holy Quran. In case of illegal absence, disciplinary action will be taken against the individuals.

## UNIFORM

9. Male Students are required to wear following uniform:

a. **Summer:**

- (1) White Shirt
- (2) Steel grey trouser (Straight Bottom)
- (3) Black belt (Nylon)
- (4) Metal buckle having PNEC logo
- (5) Black Oxford style shoes
- (6) Black socks
- (7) College ID Card (Issued to the students after joining the college)

b. **Formal Occasions.** Same as stated above with full sleeves shirt and NUST neck tie.

c. **Winter:** Same as above with addition of Navy blue blazer with NUST logo / Jersey.

10. Uniform for female students is as under:

a. **Summer:**

- (1) Navy blue kameez (Full Sleeves) with single pocket having PNEC logo.
- (2) White shalwar
- (3) White dupata
- (4) Black Oxford style shoes
- (5) Black socks
- (6) Scarf (Navy Blue or Black) (Optional)
- (7) College ID Card (Issued to the students after joining the college)

b. **Winter:** Same as above with addition of Navy blue blazer with NUST logo / Jersey.

\* Note: Uniforms are available on payment at M/S Ghani Sons, Amber Arcade, Tariq Road Karachi. Uniforms items are also available at college photocopy & stationery shop situated at back side of NUST Cafeteria.

## FEES STRUCTURE

11. The existing fee structure of the NUST students is as under which is subject to revision from time to time:

a. **NUST Students**

(1)	Admission Fee	Rs. 35,000/- (one time)
(2)	Security Deposit (Refundable)	Rs. 10,000/- (one time)
(3)	Tuition Fee	Rs. 149,040/- (per semester)
(4)	Library Fund	Rs. 900/- (per semester)
(5)	Extra Curricular Act Fee	Rs. 900/- (per semester)
(6)	Health Facility Fee	Rs. 900/- (per semester)
(7)	Convocation Fund	Rs. 500/- (per semester)
(8)	Hostel Security (Refundable)	Rs. 25,000/- (On Joining)
(9)	Mess Security (Refundable)	Rs. 25,000/- (On Joining)

b. **Paying Cadets (PCs) admitted on Defence Quota Seats**

Fee structure for the Paying Cadets (PCs) admitted on Naval quota seats is same as above.

## CLEARANCE OF FEES / DUES

12. Fees / Dues are collected from students on the start of each semester. Prompt payment of all dues is to be ensured by all the students. Students must clear the College dues / fees for each semester (in advance) within the first 15 days after the issuance of fee challan. The following penalties (fine) will be imposed for late payment of the college dues / fees.

- a. Fifteen days after the due date = 2% on total payable amount.
- b. Sanctions will be placed on all those students who will fail to deposit the fee by due date, by not allowing to register for the semester.
- c. Student will pay 25% fee suspended semester to keep the registration intact.

## CIVILIAN STUDENT ADVISER

13. Civilian Student Adviser (CSA) remains available to NUST students to address their administrative issues. CSA works under Training Commander appointed to deal such issues with main office NUST. Address: B Block, First Floor, Office No. 106.

## MEDICAL

14. The college has a dispensary (called Sick Bay) which provides services round the clock with permanently posted Medical Officer and necessary para-medical staff. An ambulance is always available to deal with emergencies. During sports events, paramedical staff remains available to provide medical cover and First Aid. In addition, First Aid Boxes are also available / installed at various locations in the college.

15. First aid treatment is available for all students at College Sickbay. However in case of admissions / indoor treatment of NUST students at any hospital, (preferably PNS RAHAT), the charges would be paid by the students.

16. If any student has been advised rest by the doctor, he / she must inform the College Authorities immediately. In case he / she fails to do so he / she will be treated as ABSENT. If the above information for some valid reason could not be conveyed in time, then on resuming the classes, individual will be required to produce the discharge slip / necessary supporting documents (from the Doctor / Hospital) for necessary action.

## TRANSPORT FACILITY

17. Outliving students (Day scholars) will be provided transport facility at specified routes on payment, subject to availability of seats / transport. Desirous students will be required to apply for the facility on prescribed proforma. The transport routes are as under:

- a. **(Defence Route):** PNEC – Shahrah-e-Faisal – NORE 1 (Queen’s Road) – Mai Kolachi – DHA – Clifton Korangi Road and back.
- b. **(Malir Cantt Route):** PNEC – Shahrah-e-Faisal – Model Colony – Malir Cantt (Check post 5 and 6) Safora Chowrangi – Universality Road – Jauhar Chowrangi and back.
- c. **(North Karachi Route):** PNEC – Millennium Mall – Sohrab Goth – Nagan Chowrangi – UP Morh – Sakhi Hassan – Gulshan-e-Iqbal and back

18. Students have to avail the transport for at least one complete semester. If a student does not want to avail transport facility, he / she is to inform Transport Officer one month in advance before end of semester. Monthly charges for transport facility would be **Rs.4,000/-\***

**Note:** Transport charges will be taken in advance on two / three monthly basis.

\* Monthly charges (Rs. 4000/-) may change w.r.t revision in rates issued by NUST.

## **NUST BOYS / GIRLS HOSTELS**

19. Limited Hostel accommodation is available at PNEC and is allocated to the students on first come first serve basis. NUST Hostel Policy and Rules are to be adhered and followed with true letter & spirit. The facility may be withdrawn upon non compliance of hostel rules.

20. Submission of application for hostel accommodation does not guarantee the occupancy in the hostel unless confirmed by the College. Applications are received on an ongoing basis and added to a waiting list if no space is available. Application for hostel accommodation can be forwarded through e-mail to General Manager Hostel ([warden@pniec.nust.edu.pk](mailto:warden@pniec.nust.edu.pk)).

21. It is not advisable to bring costly articles / gadgets with you at the College/hostel, as their safe custody is your own responsibility. You may, however on arrival, deposit any cash that you may have with the warden for safe custody. It is recommended for students to have a bank account in HBL (preferably with ATM) for their own convenience.

22. Students may bring sports gear of their interest.

## **LEAVE**

23. A student desirous to proceed on leave will apply for leave on prescribed proforma. He / she will not proceed on leave unless it has been approved by the Competent Authority. Moreover, during classes students are not allowed to leave the College without prior approval on prescribed short leave Proforma. Said proformas are available with College stationery shop.

## **ABSENTEES**

24. All students are required to be present in their class rooms as per weekly training programme. If they leave the class room without permission, they will be marked as ABSENT. It is reminded that students are required to have **minimum of 75% attendance** in each subject for becoming eligible to appear in the exam of that subject.

## **DISCIPLINE**

25. High standard of discipline is maintained through management and supervision. Each class is supervised by faculty advisor for academic activities and progress monitoring. The faculty advisors are responsible for smooth administration, welfare and academic progress of the students. They closely monitor the progress of each student and therein perform the advisory role.



## **CONDUCT IN THE COLLEGE**

26. The NUST students are to take pride in being the students of one of the finest technical institutions in the country. They are to conduct themselves in the highest order of discipline in the college. They are not to loiter in the college premises and visit the Administration Block unnecessarily. They are to be in proper uniform at all the times in the college. The following among others, shall constitute acts of ill-discipline for which appropriate punishment / penalty may be awarded by the disciplinary committee:

- a. Violation of public morals, such as the use of indecent and filthy language, undesirable remarks and gestures, disorderly behaviour e.g, abusing, quarrelling, fighting and insolence towards other.
- b. Defiance of university / college authority.
- c. Impersonation or giving false information or wilful suppression of information / cheating or deceiving.
- d. Inciting violence, use of force or destruction of college property.
- e. Making speeches, shouting of slogans or circulation of printed or cyclostyled material derogatory to Islam, Pakistan, the prestige of the university / college or malign the reputation of faculty member / officers.
- f. Sale, distribution or use of intoxicants in College / hostel premises.
- g. Indulgence in illegal /political / ethnic / racial / immoral activities.
- h. Use of unfair means in examination.

## **WEARING OF HELMET**

27. Students owning motorbike must be in possession of safety helmets and required to wear them while riding the bike. Wearing of helmet is compulsory for pillion rider as well.

## **HAIR CUT**

28. All male NUST students are required to have proper hair cut. Hair cut can be checked at any time by faculty member / CSA. In case of non-compliance, strict disciplinary action will be taken.

## **SHAVE**

29. All male NUST students are required to be properly shaved daily or keep their beard trimmed. (As applicable)

## **ATTENDANCE IN CO- CURRCULAR / EXTRA CURRCULAR ACTIVITIES**

30. Attendance in co-curricular / extra curricular activities / functions like quiz competitions, debates, declamations, open forums, guest nights & guest lectures held during the day or evening is mandatory for all students.

## **COLLEGE ID CARD**

31. All students are issued with the College ID Card after joining and the same will be used for Entry / Exit in the College. They will be responsible for its safe custody. The College ID Card is a restricted document and photocopying / duplication of the same is strictly prohibited. In case of loss of College card students are required to report the same to College administration; Dy Registrar (UG & Registration) & Regulating Officer, and lodge the FIR immediately.

## **LIBRARY BOOKS**

32. Students can draw books of their choice from library. Moreover, students are issued text books from Book Bank at the start of each semester. All students are required to return these books to library / book bank before proceeding on end semester leave. They will be issued with books of next semester only after depositing the previous semesters' books. In case, any student fails to return his / her library books at the end of semesters, he/ she will be fined as per library rules. E-Library facility is also available for students.

## **CAFETERIA**

33. The college cafeteria is located in the campus area to provide the students a variety of snacks / light refreshments etc. High standards of hygiene and cleanliness are maintained at cafeteria.

## **FORBIDDEN ITEMS**

34. Students are not allowed to bring any of the following at the college / hostel:
- a. Animals / pets
  - b. Pistol / Revolver or any other type of fire arms and ammunition / explosive
  - c. Dagger or any similar weapon
  - d. Drugs / intoxicants

Any morally / religiously objectionable material

## **DATA UPDATE**

35. We would like to remain in communication with parents / guardians regarding students' progress. His / Her semester results are invariably sent to the parents through postal mail. Therefore, students / parents are required to inform the college authorities immediately, about any change in address / telephone of parents / Guardian.

## **COOPERATION FROM PARENTS / GUARDIANS**

36. At PNEC, we are committed to provide excellent academic environment to the students to develop their knowledge and to groom them into high class professional engineers. It is equally important to us to inculcate virtues in our students for becoming good human beings and proud Pakistanis. Any activity which contravenes the aims and objective of the College cannot be tolerated. In discharging these sacred duties, the College looks forward to receive full cooperation from the parents / guardians.

## **MAILING ADDRESS**

37. The mailing address of the college is as under:

PAKISTAN NAVY ENGINEERING COLLEGE  
PNS JAUHAR  
HABIB IBRAHIM REHMATULLAH ROAD  
KARACHI – 75350

Facebook: [www.facebook.com/NUSTPNECOfficial](http://www.facebook.com/NUSTPNECOfficial)  
[registrar@pnec.nust.edu.pk](mailto:registrar@pnec.nust.edu.pk)

## SCHOLARSHIPS

38. NUST not only attracts students from across all strata of society, but also ensures that qualifying students from humble background are not turned away due to lack of financial resources. NUST's scholarship programme is one of the most robust and effective programmes in the country. In addition, students excelling in their respective degree also get merit-based scholarships.

## HOW TO MAKE DONATION

You may directly deposit donation amount into the below mentioned account with intimation to OI/C Endowment Account, Account Officer PNEC or you can also provide cash to aforesaid officer for this purpose.

### DEPOSIT CASH IN:

Title of Account	NUST PNEC Endowment Account
IBAN Code	PK02 ASCM0000410100583616

## CHEQUE

Write the cheque In the name of: NUST - PNEC Endowment Account

## BANK TRANSFER

<b>TITLE OF ACCOUNT</b>	NUST PNEC ENDOWMENT ACCOUNT
<b>IBAN CODE</b>	PK02ASCM0000410100583616
<b>ACCOUNT NO</b>	0410100583616
<b>NAME OF BANK</b>	ASKARI BANK LIMITED
<b>NAME OF BRANCH</b>	BAHADURABAD BRANCH KARACHI
<b>BRANCH CODE</b>	041
<b>PHONE NO</b>	021-34140218
<b>BANK SWIFT CODE</b>	ASCM PKKA

## **DOs**

NUST Civilian Students at PNEC shall:

1. Follow all instructions / notices issued from time to time.
2. Display the good standards of discipline.
3. Dress up in proper College uniform at all times.
4. Maintain neat & clean turnout with proper haircut.
5. Display College card for entry / exit in the college.
6. Use safety helmet while riding the bike.
7. Respect your Faculty Members and support staff.
8. Be respectful to your colleagues and College staff / management.
9. Always use parliamentary / decent language with fellow students and staff.
10. Maintain 75% mandatory class attendance to appear in End Semester Exams.
11. Take care of your valuables items especially Laptop, Mobile Phones etc.
12. Inform any abnormality in surrounding to NSRs / Admin staff.
13. Keep your Classroom / Lab neat and clean.
14. Switch off all ACs / Fans, Multimedia etc while leaving the Class rooms / Labs.
15. Give proper mark of respect to your Faculty Members / Senior Officers while passing through or visiting the classes.
16. Students are advised to acquaint themselves with NUST / College rules and regulations as prescribed in this joining instruction booklet.

### **Note:**

Suggestions & Complains are always welcome. Students may write email at [complaints@pneec.nust.edu.pk](mailto:complaints@pneec.nust.edu.pk)

## **DONTs**

NUST Civilian Students at PNEC shall:

### **NEVER**

1. Violate the NUST / College rules and regulations.
2. Disregard the standards of discipline.
3. Compromise on dressing and turnout.
4. Disobey / misbehave Faculty / Teaching staff and Admin staff.
5. Use indecent / vulgar or abusive language with the fellow students and staff.
6. Violate the instructions / notices issued from time to time.
7. Be late from classes / Labs.
8. Lie, cheat or steal. .
9. Get involved in illegal / immoral / political / ethnic / racism and anti-state activities.
10. Use drugs / intoxicants
11. Smoke in college premises.
12. Use Mobile Phone during classes / Labs.
13. Use unfair means in tests / examinations.
14. Involve in any type of ragging / fooling.

### **Note:**

Please own and take care of property of your alma mater.

## IMPORTANT TELEPHONE NUMBERS & E – MAIL ADDRESSES

<b>Designation</b>	<b>Telephone No(s)</b>	<b>E-Mail Address</b>
Commandant	021-48503001	<a href="mailto:commandant@pniec.nust.edu.pk">commandant@pniec.nust.edu.pk</a>
Deputy Commandant	021-48503021	<a href="mailto:dc@pniec.nust.edu.pk">dc@pniec.nust.edu.pk</a>
Staff Officer NUST Affairs	021-48503043	<a href="mailto:Sona@pniec.nust.edu.pk">Sona@pniec.nust.edu.pk</a>
Dean Engineering Sciences	021-48503023 021-992245094	<a href="mailto:des@pniec.nust.edu.pk">des@pniec.nust.edu.pk</a>
Dean Electronics & Power Engineering	021-48503024	<a href="mailto:depe@pniec.nust.edu.pk">depe@pniec.nust.edu.pk</a>
Dean Naval Architecture	021-48503039	<a href="mailto:deanna@pniec.nust.edu.pk">deanna@pniec.nust.edu.pk</a>
Dean Applied Sciences	021-48503022 021-99245095	<a href="mailto:das@pniec.nust.edu.pk">das@pniec.nust.edu.pk</a>
Registrar	021-48503215 021-99245096	<a href="mailto:registrar@pniec.nust.edu.pk">registrar@pniec.nust.edu.pk</a>
Dy Registrar (UG & Registration)	021-48503669	<a href="mailto:dy.registrar@pniec.nust.edu.pk">dy.registrar@pniec.nust.edu.pk</a>
Registrar Secretariat	021-48503669	<a href="mailto:registrar.sectt@pniec.nust.edu.pk">registrar.sectt@pniec.nust.edu.pk</a>
Executive Officer (EXO)	021-48503003 021-48503670	<a href="mailto:exo@pniec.nust.edu.pk">exo@pniec.nust.edu.pk</a>
Training Commander	021-48503027 021-99240947	<a href="mailto:trgcdr@pniec.nust.edu.pk">trgcdr@pniec.nust.edu.pk</a>
Controller of Examination	021-48503025 021-48503671	<a href="mailto:controller.exams@pniec.nust.edu.pk">controller.exams@pniec.nust.edu.pk</a>
Civilian Student Adviser	021-48503029 021-99240974	<a href="mailto:csa@pniec.nust.edu.pk">csa@pniec.nust.edu.pk</a>
Female Civilian Student Adviser	021-48503093	<a href="mailto:fcsa@pniec.nust.edu.pk">fcsa@pniec.nust.edu.pk</a>
GM Hostels	021-48504791	<a href="mailto:warden@pniec.nust.edu.pk">warden@pniec.nust.edu.pk</a>
Industrial Liaison Officer / Alumni Officer	0333-2843770	<a href="mailto:ilo@pniec.nust.edu.pk">ilo@pniec.nust.edu.pk</a>
University Advancement Office	0333-2843770	<a href="mailto:uao@pniec.nust.edu.pk">uao@pniec.nust.edu.pk</a>
Warden Girls Hostel	021-48503093	
College Gate / Guard Room	021-48503004	
Transport / MTO	021-48503006	
OOD (Officer of the Day)	021-48503004	