**Registration Details and Instructions**

The Convocation of the School of Civil & Environmental Engineering (SCEE) has been scheduled to be held on **15 January 2019 (Tuesday)** to confer Degrees/Certificates/Medals as per following detail:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No** | **Institute** | **Discipline** | | **Remarks** |
| **UG**  **Session / Batch** | **PG**  **Session / Batch** |
| a. | NIT | - | Notified up to 31 Dec 2018 |  |
| b. | IESE | 2014-2018 | Notified up to 31 Dec 2018 |  |
| c. | IGIS | 2014-2018 | Notified up to 31 Dec 2018 |  |
| d. | NICE | 2014-2018 | Notified up to 31 Dec 2018 |  |

**Program shall be as follows:**

|  |  |  |  |
| --- | --- | --- | --- |
| **REHEARSAL** | Monday 14 January 2019 | 10:00 A.M. | **Jinnah Auditorium**  **(CIPS Building), H-12 Campus, Islamabad** |
| **CONVOCATION** | Tuesday 15 January 2019 | 10:00 A.M. | **Jinnah Auditorium**  **(CIPS Building), H-12 Campus, Islamabad** |
| **Notes:-**  a. Door will be closed on 1000 hrs on convocation day, Individual arriving after the allotted time will not be entertained.  b. Only those graduates shall be allowed entry to Convocation, who attend the rehearsal on 14 January 2019. | | | |

**The degree recipients are further advised to follow the given instructions:**

1. All students are advised to obtain clearance from their respective institutes prior to this event.
2. Every participant is requested to carry National Identity Card.
3. Lodging and boarding will have to be arranged by the participants themselves.
4. Each student will be allowed two guests. Guests are requested to bring their CNIC.
5. Each graduating student to deposit **Rs. 3000/- in HBL, NUST Account No: 22927000208203 of title “SCEE Conferences, Workshops”** as Convocation fee through bank challan form (shared via SCEE website)/demand draft or pay order, latest by **10th January, 2019** and send scanned copy of deposited slip/challan form to your concerned institute email address given below.

**How to Register**

Graduating students should confirm their participation by sending scanned copy of deposited slip/challan form and completely filled registration form latest by **10th January, 2019** on their concerned institute email address given below. Both forms have been placed on SCEE website.

**For queries please contact respective Program Coordinator below:**

* **SCEE-NIT**  – Phone: 051-9085-4133; Email: nitacademic@gmail.com
* **SCEE-IESE** – Phone: 051-9085-4277; E-mail: [ug@iese.nust.edu.pk](mailto:ug@iese.nust.edu.pk)
* **SCEE-IGIS**  – Phone: 051-9085-4423; E-mail: sajid@igis.nust.edu.pk
* **SCEE-NICE** – Phone: 051-9085-4503; E-mail: [acad.nice@gmail.com](mailto:acad.nice@gmail.com)

**Provision of Students Caps & Gown with Hood**

1. Contractor will provide items to all the students of UG / PG attending the convocation. All the students will be required to deposit Rs. 3250/- as rent & security deposit as per following details:

|  |  |
| --- | --- |
| Security for Cap | Rs. 2000/- |
| Security for Gown with Hoods | Rs. 1000/- |
| Rent | Rs. 250/- |
| **Total** | **Rs. 3250/-** |

2.         At the end of convocation, the security money (Rs. 3000/-) will be returned after deposit of caps & gown with the contractor.

**Dress Code – Holding of NUST Convocation**

(1) **Faculty and Graduating Students**

(a) Male. A dark color Lounge Suit with closed collar/National dress.

(b) Females. Decent dress of sober color.

(c) Proper dark color shoes.

(2) **Guests of the Students**

(a) Male. Lounge Suite / Shalwar Suit with waistcoat/ Closed Collar / National Dress

(b) Females. Decent dress of sober color.

**NOTE:** No guest under age of 12 years is permitted

Chappals including Peshawari Chappals are not allowed.