

JOINING INSTRUCTIONS
POSTGRADUATE NUST STUDENTS (SESSION - 2024)

General

1. Military College of Signals (MCS) is a constituent College of National University of Sciences and Technology (NUST). MCS is one of the premier training institutions of the Pakistan Army and is the most prestigious place of learning in the field of Electrical Engg, Software Engg, Information Security and Computer Science. Commandant Military College of Signals (MCS) congratulates you on your meritorious selection as postgraduate student and welcomes you to join this institution.

2. **Location / Address/E-mail/Website**

- a. **Location.** MCS is situated on the junction of Humayun Road and Khadim Hussain Road, Rawalpindi Cantt at a distance of approximately 28 kilometers from Benazir Bhutto International Airport and 4 kilometers from Rawalpindi Railway Station. A sketch showing the location of MCS and the Cadets Hostel is attached as **Annex - A** to these instructions.
- b. **Postal Address.** Military College of Signals, Humayun Road, Rawalpindi Cantt, Postal Code 46000.
- c. email: mcs@nust.edu.pk
- d. Web site : www.mcs.nust.edu.pk
- e. Online registration is mandatory for all students.

3. **Important Telephone Numbers**

S#	Designation	Contact No	Email Address
a.	Dr Asif Masood, Dean, Engineering Wing	051-9272102	dean@mcs.edu.pk
b.	Dr Adnan Ahmed Khan , Head of Department of Computer Software Engineering	051-9270284	adnankhan@mcs.edu.pk
c.	Dr Aadil Masood, Head of Department of Electrical Engineering	0519272948	dradil@mcs.edu.pk
d.	Assoc Prof Dr Muhammad Faisal Amjad, PhD Head of Department of Information Security	051-9270097	faisal@nust.edu.pk
e.	Engr Nisar Ahmed Staff Officer I (Academic) Engineering Wing	-	nisarahmedcomsats@gmail.com
f.	Engr Sundas Nayab Khalil, Staff Officer II (Academic) Engineering Wing	-	sundasnayab1@hotmail.com
g.	Engr Waleed Akthar, Staff Officer (NUST Affairs)	051-9272097	mcs@nust.edu.pk

h.	Engr Tahir Hussain, Deputy Director (Exam) (for registration)	051-9274670	ddexam@mcs.edu.pk
----	--	-------------	-------------------

4. **Reporting on Arrival.** All students should report at Military College of Signals, Humayun Road Rawalpindi, on **Monday, 16 September 2024 at 1300hrs.** Reception plan for the new arrivals is attached as **Annex - B** to these instructions. Please do not forget to bring your selection letter & CNIC.

5. **Inability to Join on Due Date.** In case a selected student is unable to join on the due date because of unavoidable circumstances, he/she must inform the College immediately on address/telephone mentioned at para 3.

ORGANIZATION AND FACULTY/STAFF

6. **College Organization.** MCS is organized into four divisions namely Administration Wing, Combat Wing, Engineering Wing and Research & Development Wing. Engineering Wing is responsible to undertake academic studies under NUST programs (**Annex C**).

7. **Faculty and Staff.** All faculty members are highly qualified from the world’s best universities and are expert in their areas of interest. The administrative staff ensures smooth administration of the students and the faculty. For details please visit www.mcs.nust.edu.pk

DOCUMENTATION

8. **Documentations.** Before reporting to MCS, students are required to complete below mentioned activities, which are mandatory:-
- a. Signup at <https://reg.mcs.edu.pk> and fill in the online registration form. Take two prints of these forms and bring along on first day. Facility of online registration will be available at the reception also. However, this will cause delay and inconvenience to the students.
 - b. **STUDENTS MUST BRING ORIGINAL DEGREE OF MATRIC, FSC AND BE DEGREE. IN CASE OF O/A LEVEL STUDENTS MUST BRING "STATEMENT OF RESULTS" OF A LEVEL AND ORIGINAL O LEVEL IBCC ON FIRST DAY. STUDENTS WITHOUT THE ORIGINAL DEGREES WILL BE RETURNED BACK WITHOUT REGISTRATION.**
 - c. 4 x photocopies the degrees duly attested by a Class-1 gazetted officer.
 - d. Undertaking (affidavit) on a judicial paper (stamp paper) worth Rs.100/- each as per specimen attached as **Annex – D**, duly attested by a Class-1

Magistrate. Two such copies of the undertaking (both signed) duly completed in all respects should be submitted on first day.

- e. Certificate for not involving in political/sectarian activities (**Annex - E**).
- f. Medical Fitness Certificate (Specimen attached as **Annex - F**), to be signed by government hospital doctor.
- g. Softcopy and hardcopy of photograph (4x each in Passport-size and 1"x1" size) in proper dress code (closed collar with neck tie for males and decent attire for females. Clothes should be preferably in dark color).
- h. 4 x photocopies of Computerized National Identity Card (CNIC).
- i. 4 x photocopies of Discharge Certificate/Pension Book (Ward of Military Personnel only).

9. **Admission Conditions**. On completion of above requirements, students will be admitted in Military College of Signals on provisional basis. The confirmation of admission is subject to verification of original degrees/certificates from the awarding authorities. Students are hereby cautioned that if at any stage, the documents submitted by them are found to be false/forged; he/she will be expelled from the college with forfeiture of all the dues. The student shall also be liable to legal action deemed necessary by the college.

10. **Tuition Fee**

- a. Tuition fee (Rs 104480/- per semester) is payable on semester basis. **STUDENTS HAVE TO PAY THEIR FEE IN ADVANCE BEFORE THE COMMENCEMENT OF SEMESTER OTHERWISE THEY WILL NOT BE ELIGIBLE TO SIT IN THE CLASS.**
- b. Fee for the 1st semester is collected by Main Office NUST. Rest of the tuition fee is required to be deposited in designated branches through Bank Challan Form issued by Main Office NUST and delivered through MCS. College copy of the Bank Challan Form is required to be deposited in MCS.
- c. Full tuition fee will be charged for on-campus duration. The student who does not complete the course work within the on-campus duration will continue to pay full tuition fee till completion of course work. Thereafter, the student will be charged 50% of the tuition fee till completion of degree requirement. Off-campus tuition fee during research phase is charged for continuation of registration with the University and utilization of institutional

facilities (such as library, laboratories, help from faculty etc).

11. **Duration of Courses.** The total duration of the course is 103 weeks (1- ½ calendar years). The course Organization is as follows:-

Fall Semester	-	18 Weeks
Semester Break	-	02 Week
Spring Semester	-	18 Weeks
Semester Break	-	02 Weeks
Summer Semester	-	09 Weeks
Semester Break	-	02 Week
Thesis Semester	-	52 Weeks
<u>Total</u>	-	<u>103 Weeks</u>

12. **Examination and Grading Systems.** Military College of Signals, like other leading institutions, follows Semester System which is more challenging than the Annual System. In this system, the students are expected to study regularly throughout the semester as they have to take a number of tests and assignments for each subject in a semester. Students are evaluated on Relative Grading System/Grade Point Average (GPA) based on the cluster of performance of the class. In this system, semester GPA is computed on grade/points obtained in each semester and cumulative GPA is calculated basing on all the grade points and the credits of the completed courses. The passing grade in each subject is 'C' and minimum cumulative GPA 3.00/4.00 is required to qualify the course work. MS Thesis is also graded and grade contributes towards final cumulative GPA. All rules and regulations are as per latest NUST statute.

13. **MS Thesis.** Thesis is mandatory for completion of MS Program. During second semester of course work, the students are asked to select/identify the topic for their research work. The student is required to do preliminary study in the relevant field during the second semester and formulate his thesis guidance committee. Final semester of 26 weeks is available to the student for thesis work. MS degree is awarded to the students only after the successful completion of 30 credit hours including thesis for research based MS. Maximum of 20% students (facing difficulties in research) can be transferred to course work based MS, as per latest NUST policy.

14. **Classrooms/ Lecture Halls.** All classrooms/ lecture halls are air conditioned and adequately furnished with state-of-the-art audio visual aids.

15. **Library.** MCS has a well-stocked Library with Internet facility. It is connected

with HEC digital resources and 150,000 ebooks, accessible through ebrary. The Library houses over 35,000 books and 4,000 magazines and journals on subjects related to Electronic, Telecommunications, and Computers etc. In addition, the college subscribes to over 60 technology journals, periodicals, magazines and newspapers from home and abroad. Keeping pace with rapid technical advancements, a number of books are added to the Library every year through an organized system of Library Development Board.

16. **Laboratories**. Well-equipped state-of-the-art laboratories are available for quality engineering education and research. The labs at MCS stand second to none.

17. **Auditorium**. College auditorium (Nawaz Shaheed Auditorium)/Seminar Hall has a seating capacity of approximately 450 personnel. It is used for organizing various activities like movie shows, college functions including convocation, open house and declamation contests etc.

18. **Internet**. A 24 hours internet service is provided to all the faculty members and students both at campus as well as their residences (residing in college provided accommodation only).

19. **Extracurricular Activities**. A variety of recreational facilities are available including Literary Club, Debating Society, Photography Club and Dramatic Club.

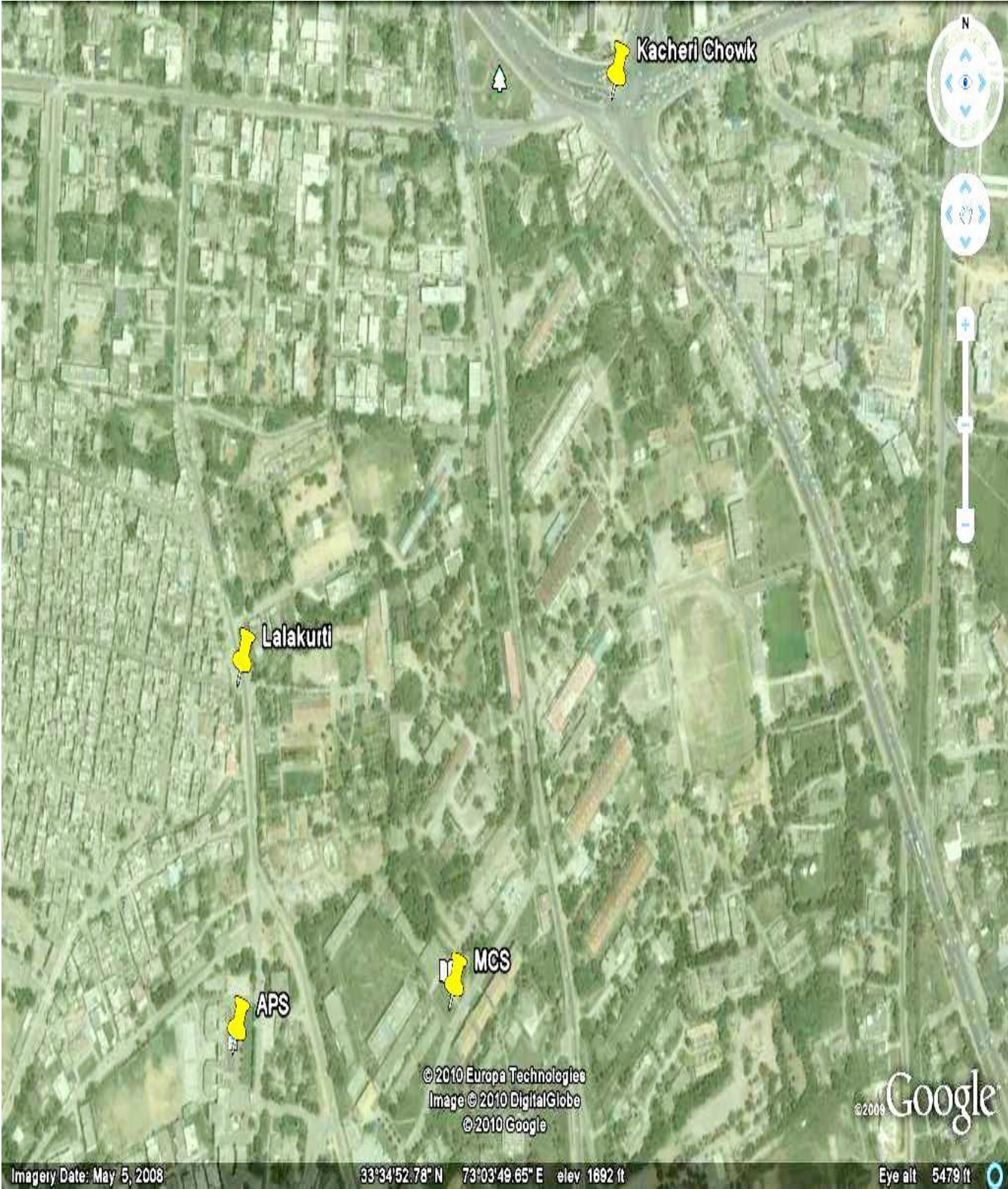
20. **Conduct of Training / Briefing**

a. **Conduct of Training at MCS**. A detailed briefing will be given about the conduct of training, examinations/tests and associated regulations to the students at the start of the course.

b. **Discipline**. Every individual is required to abide by all instructions contained in this booklet or passed on from time to time in college through circulars / instructions from college authorities.

21. **Final Note**. MCS warmly welcomes you to a challenging life of learning, discipline, self-motivation and mission accomplishment. It is hoped that you will find the environment friendly and conducive for erudition and learning. The college administration is eagerly waiting for you. In case of any problem, please do not hesitate to contact the college administration.

MCS GUIDE MAP



RECEPTION PLAN
16 SEPTEMBER 2024

S/No	Details	Time	RV
1.	Arrival / Reception	1300-1400	Iftikhar Block
2.	Registration, Filling of Forms / Payment of Dues	1400-1500	CSE Lec Hall
3.	Briefing	1500-1530	Iftikhar Block
4.	Visit of Laboratories/Library	1530-1700	Computer Software Engineering, Electrical Engineering Departments and Library
5.	Class	1700-2000	Respective Classrooms



COLLEGE ADMINISTRATION

S#	Rank	Name	Designation
1.	Engr	Omer Khalid	Commandant
2.	Dr	Asif Masood	Dean
3.	Dr	Adnan Ahmed Khan	Head of Department of Computer Software Engineering
4.	Dr	Abdul Razzaque	Head of Department of Humanities and Basic Sciences
5.	Dr	Aadil Masood	Head of Department of Electrical Engineering
6.	Dr	Dr Muhammad Faisal Amjad,	Head of Department of Information Security
7.	Engr	Nisar Ahmed	General Staff Officer-I (Academic), Engineering Wing
8.	Engr	Sundas Nayab Khalil	General Staff Officer-II (Academics), Engineering Wing
9.	Dr	Waleed Akthar	General Staff Officer-I (NUST Affairs)
10.	Engr	Tahir Hussain	Deputy Director (Exams)
11.	Mr	Shahid Abbas	Assistant Adjutant & Quarter Master General
12.	Mr	Muhammad Aammad	Adjutant
13.	Mr	Muhammad Taimur Khan	Mechanical Transport Officer

SURETY BOND

1. KNOW ALL MEN BY THESE PRESENT THAT I _____
(herein after called the trainee) and surety _____ (herein after called the surety) do hereby bind ourselves and each of us and heirs, executors and administrators to abide by the terms and conditions of NUST after having been selected against "civil student of NUST" seat at Military College of Signals.
2. During studies I (trainee) shall abide by the College discipline and rules, regulations and standing orders/procedures concerned and pay all expenses in due time. Any violation of these will make me (trainee) liable to be expelled from the College which shall be without right of appeal in any court of law. During studies if I (trainee) be expelled by the College on any ground, or deliberately fail will not be allowed to continue studies, I (trainee) will lose my seat in the College and would not be allowed to continue studies in any of the NUST institutions.
3. I (trainee) will abstain from any political activity during my tenure of studies at Military College of Signals. If I (trainee) found guilty of an act which is forbidden by NUST authorities will be liable for expulsion from the institution.

Trainee

Signature _____
Name _____
S/D/O _____
Designation/Status _____
Address _____

Surety (Parents/Guardian)

Signature _____
Name _____
S/D/O _____
Designation/Status _____
Address _____

**Signature of the Class-1 Magistrate
(With stamp)**

POLITICAL AFFILIATION CERTIFICATE

It is certified that Mr/Mrs/Miss. _____ Son/Wife/ Daughter
of Mr. _____, Resident of _____
is neither affiliated with any political party nor involved in sectarian activities.

(Signature of Student)

Dated _____

(Signature of Class-1 Gazetted
Officer with Stamp)

MEDICAL FITNESS CERTIFICATE

I, the undersigned hereby certify that
_____ S/O _____ CNIC No
_____ is not suffering from any communicable disease and is
healthy in all respects. He is also physically fit to undergo intense physical exercise/
activity.

Stamp

(Signature of Doctor)