

Student Handbook MBBS 2026



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Abbreviations

CBL	Case-based learning
CBME	Community-based medical education
CLOs	Course Learning Outcomes
CSL	Clinical Skill Lab
DME	Department of Medical Education
EMQ	Extended Matching Question
FC	Flipped Classroom
LGIS	Large Group Interactive Session
ILO	Institute Learning Outcome
MCQ	Multiple Choice Question
OSCE	Objective Structured Clinical Examination
OSIS	Outcome-Based, Systems-Based, Integrated & Spiral
OSPE	Objective Structured Practical Examination
PAL	Peer Assisted Learning
PBL	Problem-Based Learning
PLOs	Program Learning outcome
RP	Resource person
SAQ	Short Answer Question
SEQ	Short Essay Question
SDL	Self-Directed learning
SGD	Small Group Discussion
TOS	Table of Specifications

Chapter 1: Introduction

Welcome

Welcome to the National University of Sciences and Technology (NUST), a premier national institution committed to imparting high-quality undergraduate and postgraduate education in various engineering disciplines, management, social, applied biosciences, architecture, information technology, and basic sciences. You represent a distinguished group of students selected strictly on merit to join this comprehensive University comprising 21 constituent colleges/schools/centers. Currently, NUST offers degree education in as many as 43 UG, 73 MS, and 54 Ph.D. programs in various NUST institutions.

NUST Vision

NUST aspires to be a comprehensive university providing a higher education experience grounded in thought leadership, co-creation of knowledge, and sustainability.

NUST Mission

We are committed to being a university that stimulates intellectual curiosity, behavioural progression, and environmental stewardship. We nurture future leaders, job creators, and lifelong learners, with the ability to foster partnerships, and intercultural competence to impact their communities and beyond. Through adherence to our core values, we create an ecosystem that promotes research, innovation, and productivity.

NSHS Vision

To be a leader in graduating doctors who will make a difference in our communities by expanding educational excellence, scientific innovation and integrating technology while enhancing health care through strong ethical and evidence-based practice.

NSHS Mission

To produce physicians for the twenty-first century who uphold the standards of science, are compassionate, research-oriented, knowledgeable, skilled, life-long learners and devoted to both their profession and society.

Chapter 2: OSIS Curriculum (Outcome-Based, System-Based, Integrated, and Spiral)

- 1. Outcome-based curriculum:** This curriculum model focuses on defining learning outcomes that students should achieve at the end of the undergraduate medical program. The curriculum is designed backwards from these outcomes. It encompasses the knowledge, skills, and attitude necessary for medical practice. The curriculum is organized around these outcomes, and teaching and assessment methods are aligned to ensure that students meet desired outcomes and competencies.
- 2. System-based curriculum:** In a system-based curriculum, the medical education program is organized around different body systems and themes rather than a traditional discipline-based curriculum.
- 3. Integrated curriculum:** The system integrates basic sciences and clinical sciences within each system (module) & theme. The interconnectedness of various concepts is emphasized to promote a holistic understanding of patient care. The ability of students to apply their knowledge in clinical practice is enhanced, by learning about a system from multiple perspectives.
- 4. Spiral curriculum:** A spiral curriculum is characterised by the repeated revisiting of core topics and themes over different levels of the program. The curriculum is structured in a way that allows students to encounter key concepts multiple times, each time at increasing levels of complexity and depth. This approach recognises that learning is an iterative process and reinforces and builds upon previously acquired knowledge and skills.

Chapter 3: MBBS Curricular / Program Learning Outcomes (PLOs)

PLO	Description
PLO 1	Medical Knowledge: Acquire a broad and in-depth understanding of the basic and clinical sciences related to medicine, including anatomy, physiology, biochemistry, pharmacology, pathology, microbiology, and clinical medicine
PLO 2	Clinical Skills: Develop clinical skills necessary for the assessment, diagnosis, and management of patients. This includes history-taking, physical examination, diagnostic reasoning, communication skills, and professionalism
PLO 3	Patient Care: Demonstrate competence in providing compassionate, patient-centered care. Develop the ability to formulate appropriate management plans, perform procedures, interpret diagnostic tests, and manage common medical conditions.
PLO 4	Professionalism and Ethics: Understand and adhere to the highest standards of medical ethics, professionalism, and integrity. Develop an understanding of legal and ethical responsibilities in patient care, maintain patient confidentiality, and demonstrate respect for cultural and individual differences.
PLO 5	Communication Skills: Communicate effectively and sensitively with patients, their families, and other healthcare professionals. Develop skills in explaining medical conditions, treatment options, and prognosis in a clear and understandable manner.
PLO 6	Critical Thinking and Problem-Solving: Develop the ability to think critically, analyze complex medical information, and make evidence-based decisions. Apply problem-solving skills to diagnose and manage medical conditions effectively.
PLO 7	Lifelong Learning: Cultivate a commitment to continuous learning and professional development. Develop the skills necessary to critically evaluate medical literature, stay updated with advancements in medical science, and adapt to changes in healthcare practices.
PLO 8	Teamwork and Collaboration: Collaborate effectively with stakeholders including other healthcare professionals, such as nurses, pharmacists, and allied health personnel, to provide comprehensive patient care. Understand the importance of interprofessional teamwork and communication.
PLO 9	Research: Develop an understanding of research methodology and the ability to critically appraise medical research. Acquire basic skills in

PLO	Description
	conducting research, interpreting research findings, and applying evidence-based medicine principles to clinical practice.
PLO 10	Health Advocacy: Recognize the social determinants of health, advocate for equitable healthcare delivery and healthcare entrepreneurship. Understand the importance of public health, health promotion, disease prevention, and community engagement.
PLO 11	Professional Development: Develop self-awareness, emotional intelligence, and resilience to cope with the challenges of medical practice. Engage in reflective practice, receive and provide constructive feedback, and demonstrate commitment to ongoing personal and professional growth.



Chapter 4: Learning Strategies

Large Group Interactive Sessions (LGIS)

An engaging teaching strategy that goes beyond traditional one-way communication. In this strategy, facilitators deepen student understanding through dynamic, two-way learning experiences. This strategy promotes student engagement and facilitates a more dynamic and inclusive classroom environment.

Small Group Discussion (SGD)

A strategy encouraging active student participation and peer-to-peer learning. By fostering small group settings, this approach promotes deeper understanding, critical thinking, and effective communication skills, allowing students to collaboratively explore and analyze course content.

Problem Based Learning (PBL)

A student-centered teaching strategy where learning revolves around solving real-world problems. This approach cultivates critical thinking, collaboration, and practical application of knowledge, empowering students to tackle complex issues and develop a deeper understanding of the subject matter.

Case-Based Learning (CBL)

An instructional strategy where students analyze and discuss real-life cases, applying theoretical knowledge to practical situations. This method enhances problem-solving skills, critical thinking, and decision-making, fostering a deeper understanding of the subject matter through active engagement with authentic scenarios.

Team Based Learning (TBL)

A collaborative teaching strategy where students work in small groups to solve problems, discuss concepts, and apply knowledge. TBL promotes active engagement, critical thinking, and peer learning, fostering a supportive team environment that enhances comprehension and retention of course material.

Self-Directed Learning (SDL)

An empowering teaching strategy that encourages students to take control of their own education by setting goals, choosing resources, and managing their learning journey. This approach cultivates autonomy, motivation, and lifelong learning skills, preparing students for independent, knowledge-driven pursuits beyond the classroom.

Flipped Classroom

A transformative teaching strategy where traditional lecture and homework elements are inverted. Students engage with instructional content at home through videos or readings, allowing class time for collaborative activities, discussions, and personalized support. The

facilitators leverage technology to deliver lectures outside of class, freeing up valuable face-to-face time for interactive learning, problem-solving, and in-depth exploration of topics. This teaching strategy empowers students to take control of their learning pace, promotes active participation, and enhances critical thinking skills through hands-on activities facilitated during class sessions.

Community Oriented Medical Education (COME)

A transformative teaching strategy that integrates medical training with community involvement, emphasizing hands-on experiences in diverse healthcare settings.

Gamification

Gamification uses game elements like points, badges, and challenges to make learning engaging and motivating. It encourages participation, competition, and achievement while reinforcing knowledge and skills.

Integrated Session

An Integrated Large Group session is a teaching approach that combines content from multiple disciplines into a single, cohesive learning experience. It allows learners to see connections across subjects, promotes deeper understanding, and encourages application of knowledge to clinical or real-world contexts.

Practical / Lab work

A teaching strategy that emphasizes hands-on experiences, allowing students to apply theoretical knowledge in a controlled environment.

Early Clinical Exposure (ECE)

A strategic teaching approach that introduces students to clinical settings early in their education, offering first hand experiences in patient care. ECE enhances medical education by fostering early clinical skills, professional development, and a deeper understanding of the practical aspects of healthcare, preparing students for a seamless transition from classroom learning to real-world medical practice.

Simulation Based Learning

An immersive teaching strategy using realistic scenarios or models to replicate authentic experiences. This approach enhances practical skills, decision-making, and teamwork, providing a safe environment for learners to apply theoretical knowledge in real-world situations.

Bedside teaching

A personalized teaching strategy that occurs at the patient's bedside, allowing direct interaction with clinical cases. This approach fosters clinical reasoning, communication skills, and a patient-centered perspective, enabling students to integrate theoretical knowledge with real-world medical scenarios.

Journal Club/ Student Seminars: An interactive teaching strategy involving presentations focused on current research articles or relevant topics. These forums promote critical appraisal skills, scholarly inquiry, and effective communication, fostering a collaborative learning environment that keeps students abreast of advancements in the field and encourages analytical thinking.

Chapter 5: Study Skills

NSHS is dedicated to achieving excellence in medical education, and as part of this commitment, it has incorporated study skills into its curriculum to create a more conducive learning environment for students. These study skills offer a comprehensive approach to effective learning. Let's delve into these strategies in more detail:

Best Study Practices

Make sure you are processing the information as deeply as possible by using the following strategies:

- Know the difference between familiarity (“Oh yeah, I remember reading that.”) and recall (“I can recall that information without looking.”)
- Think about how you prove to yourself that you know something – do you have to say it out loud? Re-draw a chart? Explain it to someone else?
- The more times you see it and think about it in a slightly different way, the deeper you are processing. Pre-reading before a lecture and review/ organization after a lecture are very helpful.
- Use elaboration to help you remember. Link the information to what you already know and make it meaningful.
 - Reorganize the information using charts, outlines, or diagrams.
 - Use vivid visualization.
 - Act out a situation by using the roleplay strategy.
- Organize your studying by layering. Learn the major, overarching concepts first. Then learn the big categories under those major concepts. Follow up with the major headings, sub-headings, etc. Learn successively smaller layers of details as you have time.
- Use practice exams/questions from study aids to help guide your studying.
- Conceptual understanding rather than cramming is important – there is no major secret to learning other than **TIME** and **REPETITION**.

Reading

- Take care with highlighting. Rather than highlighting as you read, which can easily become mindless, highlight after you have finished a paragraph or section. Take a minute to think about the most important information and go back to highlight it.
- After finishing a section, think about some possible exam questions that might be asked about that section. Try to predict how the question might be worded, what the correct answer would be, and what misleading answers would be.

Lectures

- **Prepare in advance to get the most out of lectures.**
- Pre-read by looking over the major concepts. Pre-reading should involve a basic skimming of the material and take about 10-15 minutes.
- Try to get a basic understanding of new words/ideas.

- Think about what might be most difficult to understand in lecture and where you will really need to pay attention.
- Go through the learning objectives in the relevant study guides.
- How will notes be organized? Will you try to write everything down or try to pull out only the most important information?
- Sit where distractions will be minimized (e.g., looking at what others are doing; temptation to check email).
- If you are not feeling focused or find a section difficult to understand, make sure to note where you stopped paying attention so you can go back to it later.
- Briefly review lecture notes & books within a day or two, mark what was clear and what needs clarification. Lecture notes are not the replacement of books.
- Reorganize, restate, reformat – this will help you process at a deeper level.
- Integrate/cross-reference notes with previous lectures, books, other study aids.
- Think about your own personal learning style – do you get more out of lecture if you read beforehand, or do you get more out of reading if you hear the lecture first?

Study Atmosphere

- Know where you learn best.
- Do you need absolute silence or a bit of noise?
- Do you need to go somewhere or is studying in your room best? Should you go to same place every day or does variety help?
- Do you focus best sitting at a desk? On the couch? Walking around a room? Writing on a large white board? Try not to use your bed for studying so you can connect it only with relaxation.

Combined/ Group Study

- Be thoughtful about whether you are the kind of person who studies better with others, and if so, whom those people might be. Your best friend is not necessarily your best study partner. In fact, studying with someone who is quite different from you may yield better results because you will be getting a new perspective.
- Agree on the goals and norms of the partnership or group.
- How much preparation is necessary? Are you learning together or are you testing each other?
- How will time be spent? Will you actually be going over material together, or do you just need an accountability partner to check in with, but you do not actually want to talk?
- Check in periodically to make sure the partnership/group is still working for everyone.

Know When You Need a Break

- How often do you need to take a break? Make sure that a break is really a break. Get up, go outside, walk around.
- Keep track of when you get hungry and what you need to eat to give you an energy boost so you can plan ahead with snacks and meal breaks.

- Note your caffeine intake. When do you need it the most? What is the ideal amount that keeps you alert, but not jittery? At what time of day do you need to stop drinking caffeine so you can fall asleep easily?

Plan for Difficulty in Focusing

- Know what type of studying is best at different times of day. For example, if you are a morning person, study the hardest material in the morning and keep the evenings for tasks that do not require a lot of attention, but will prepare you for the following day, such as making flashcards or rewriting charts.
- Have strategies to ease yourself into studying when you just do not feel like it or cannot focus. For example, if you cannot focus on reading, do not just sit there, stare at the book, and mentally beat yourself up. Do something that is a bit easier or more enjoyable for you (in terms of study activity and/or content) and then try again in 30 minutes.

Understand Your Learning Style(s)

Some examples:

- Visual/graphic
- Kinesthetic / movement
- Auditory
- Interpersonal
- Reading / writing

Understanding your learning style will help you adapt to strategies that will effectively guide your learning. If you are concerned about mastering the material, don't hesitate to ask for help. Ask early and ask often! Ask a variety of people for advice, and then follow what suits your needs. Year In-charges, Block Coordinators, Module coordinators, classmates, colleagues, professional mentors, and, of course, Department of Medical Education, are great resources.

Resource Websites:

- <http://medicalmnemonics4u.blogspot.com>
- <https://sabkuchonline.pk/>

Chapter 6: Academic Planner

Year	Block	Module	Duration	Total	
1 st	1	Foundation-I	8 weeks	36 weeks	
		Blood & Immunology-I	6 weeks		
	EOB-I				
	2	Musculoskeletal (MSK)-I	9 weeks		
		EOB-II			
	3	Respiratory-I	5 weeks		
		Cardiovascular (CVS)-I	8 weeks		
EOB-III					
2 nd	4	Brain and spinal cord	7 weeks	35 weeks	
		Special senses	6 weeks		
	EOB-IV				
	5	GIT & Hepatobiliary-I	7 weeks		
		Renal-I	6 weeks		
	EOB-V				
	6	Endocrinology-I	5 weeks		
Reproduction-I		4 weeks			
EOB-VI					
3 rd	7	Foundation -II	6 weeks	36 weeks	
		Musculoskeletal (MSK)-II	4 weeks		
	EOB-VII				
	8	Cardiovascular (CVS)-II	5 weeks		
		Blood & Immunology-II	5 weeks		
	EOB-VIII				
	9	Infectious Diseases & Control	6 weeks		
Respiratory -II		3 weeks			
Gastrointestinal (GIT)-II		7 weeks			
EOB-IX					
4 th	10	Neurosciences-II	7 weeks	36 weeks	
		Renal-II	5 weeks		
	EOB-X				
	11	Endo & Repro-II	9 weeks		
		COME	3 weeks		
	EOB-XI				
	12	Eye clerkship	6 weeks		
ENT Clerkship		6 weeks			
EOB-XII					
5 th	13	Medicine & Allied Clerkship	16 weeks	44 weeks	

Year	Block	Module	Duration	Total
		EOB-XIII		
	14	Surgery & Allied Clerkship	16 weeks	
		EOB-XIV		
	15	Paediatrics Clerkship	6 weeks	
		EOB-XV		
	16	OBGYN Clerkship	6 weeks	
		EOB-XVI		



Chapter 7: Assessments

Assessment stands as a fundamental and integral component of the educational process, holding significance for both students and faculty, as well as the institution. For students, its importance lies in the fact that it affects the decisions of passing and failing in an education block, ranking, awards and distinctions, and the issue of transcripts. For the institution, assessments offer crucial grounds for program evaluation, supplying valuable insights for curriculum development and evolution.

1. Programmatic Assessment

Programmatic assessment is a comprehensive approach to evaluating student learning and performance within an educational program. Unlike traditional assessment methods that focus on individual exams or assignments, programmatic assessment considers a broader range of evidence gathered over an extended period at different data points. It seeks to provide a holistic view of a student's progress and competence throughout the entire educational experience.

This approach involves various types of assessments, including formative assessments, which occur during the learning process to guide instruction, and summative assessments, which evaluate overall achievement at the conclusion of a program or a significant phase. The goal is to foster ongoing improvement in both teaching methods and student outcomes.

2. Types of Assessments

Two types of assessments will be conducted during the implementation of OSIS: Summative and Formative.

a. Formative Assessment (Assessment for Learning)

The primary objectives of formative assessments are to encourage student learning, gauge their progress, and enable faculty to evaluate the effectiveness of their teaching methods.

- (1) Regular formative assessments will be conducted during or after lectures, practical, as part of SGDs, CBLs and or demo/dissection.
- (2) The strategies for formative assessment will include critical reasoning, MCQs, SAQs/ SEQs, Assignments and or Presentations.
- (3) These assessments will not carry weightage in the final examination and will be used to provide comprehensive feedback to the students.

b. Summative Assessments (Assessment of Learning)

Summative assessments will be taken at three levels:

- (1) Low Stake Assessments (LSA) → during the modules.

- (2) Mid Stake Assessments (MSA) → as End of Block (EOB) exam at the end of each block.
- (3) Professional Exams → 4 weeks after the last EOB exam

3. Weightage of Summative Assessments

- a. **Low Stake Assessments** (LSA) will carry 10% weightage.
- b. **Mid Stake Assessments** (MSA) i.e. **End of Block exam** will carry 20% weightage.
- c. **High-Stake Assessment** (HSA) i.e. **Professional Exam** will carry 70% weightage.
- d. The LSAs and MSAs together constitute the **Internal Assessment**.
- e. The final score of the individual student is calculated by summing up the weightages of internal assessment (LSA + EOB) i.e. 30% and Professional exam (70%) for that year.

4. Low Stake Assessments (LSA):

Low stake assessments are part of the programmatic assessments providing multiple data points. There will be 2-4 assessments per module.

- These assessments include the scores of PBLs and module exams.
- LSA will constitute of 25 MCQs of 30 mins duration. Total marks will be 25.
- The theory paper of LSAs will be discipline based, however 1 integrated OSPE/ OSCE per block will be conducted as part of LSA.

5. Mid Stake Assessments (MSA):

Mid-stake assessments include end of block (EOB) exams.

- There will be 3 EOBs in a year that will be conducted at the end of each block. The content of EOB will be from the modules taught in that specified block.
- The EOBs will consist of a theory paper and practical (OSPE/ OSCE including viva) exam.
- EOB will constitute of 150 MCQs of 3 hours duration. The marks of theory paper will be 150.
- Practical sessions (OSPE/ OSCE) consist of 15 stations each. Each OSPE/OSCE station has a duration of 5 mins and carry 05 marks.
- These exams will be conducted by NSHS and will be on the same pattern as the professional exams.
- There will be no re-sit assessment for the end of block (EOBs) assessments.

6. Professional Examinations:

The professional examinations are the high-stake examinations conducted at the end of each year. These exams will be conducted by the University i.e. NUST Examination directorate.

- a. There will be 3 papers in each professional examination, where each paper will correspond to the EOBs of that specific year. i.e.

Paper I → EOB I

Paper II → EOB II

Paper III → EOB III

- b. Each paper will consist of theory, practical (OSPE/OSCE) and Viva examinations.
- c. Theory paper will consist of 150 MCQs of 3 hours duration.
- d. Practical sessions (OSPE/ OSCE) consist of 15 stations each. Each OSPE/OSCE station has a duration of 5 mins and carry 05 marks.
- e. A student, in order to be declared successful in the professional examination, will have to obtain minimum 50% marks, in both theory and practical part of the examination **SEPARATELY**, in the final scoring.
- f. In accordance with the PM&DC rule any student who fails to clear the first and 2nd Professional MBBS examinations in four attempts either availed or un-availed, shall cease to become eligible for further medical education at NSHS.

7. Eligibility Criteria For Appearing In Professional Examination:

- a. Minimum 85% attendance required in all courses.
- b. Passing criteria : 65% aggregate marks, with at least 55% in theory and 55% in Practical/clinical components separately.
- c. Students having less than the minimum attendance in both theory & practical separately will not be allowed to appear in professional examination.

8. Nomenclature of Professional Examinations

Year	Examinations
1 st Year MBBS	1 st Professional Examination
2 nd Year MBBS	2 nd Professional Examination
3 rd Year MBBS	3 rd Professional Examination
4 th Year MBBS	4 th Professional Examination
5 th Year MBBS	Final Professional Examination

9. Tools for Summative Assessment:

A diverse set of assessment tools will be used, including:

- a. Multiple Choice Questions (MCQs)
- b. Objective Structured Practical Examinations (OSPEs)
- c. Objective Structured Clinical Examinations (OSCEs)
- d. Structured Viva examinations
- e. PBL Scores

10. Supplementary Examination

- a. A supplementary examination will be held 2-4 weeks after the declaration of the result of the professional examination.

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- b. Students failing to pass the annual examination will be allowed to appear in the supplementary examination provided they fulfil the attendance criteria for appearing in the examination.
- c. Those who fail to pass supplementary examination, will be detained in the same class.
- d. Any student failing in ONE paper will take a supplementary exam of the same paper. Similarly, if the student fails to pass the same paper in the supplementary exam, then he/she will be detained and will appear in the same paper next year. The remaining passed papers will be considered pass.
- e. For the candidates appearing in the supplementary examinations, the weightage of EOBs will be maintained.
- f. Final scoring for the candidates appearing in the supplementary examination will be the sum of 30% weightage of their scores in internal assessment (LSA + EOB) and 70% weightage of supplementary examination.

11. Appeals

The candidate will have the right to appeal for any grievance related to assessment through specified proformas available at NSHS. The competent authority of NSHS/ NUST will consider all appeals on merit and will decide accordingly. The decision of the NUST in all such cases will be final.

12. Procedure for appeal:

- a. Contact the Student Affairs office to obtain the official appeal form.
- b. Carefully fill out the appeal form, providing all required information. Clearly state the grounds for the appeal and provide any supporting documentation or evidence.
- c. The appeal will be reviewed by a grievance committee designated by the Principal. This committee will assess the grounds of the appeal and review any supporting evidence provided.
- d. Once the grievance committee has reached a decision, the student will be notified of the outcome in writing. This communication should include the reasons for the decision and any further steps if required.
- e. Throughout the appeals process, it's crucial for students to maintain professionalism and adhere to the institution's code of conduct. Respectful communication and adherence to established procedures can contribute to a fair and efficient resolution.

Chapter 8: NUST Social Media Accounts & IT Services

1. **NUST Main Web Portal.** NUST main web portal includes all information regarding the University that a student may require at any stage starting from the admission process till the very end of degree and convocation. NUST main web portal is continuously updated with comprehensive information regarding news and notifications and student achievements, etc. The portal can be accessed at www.nust.edu.pk.

2. **NUST Social Media Accounts.** Social media has become a global information network that undoubtedly has many benefits. When searching for a college or university, students want a world-class programme, facilities, and faculty, but in parallel, they are also looking for a place to fit in and call home. NUST's social media profiles started working actively in 2015. We are using social media to share the NUST culture with prospective students and their parents. NUST's official social media profiles and pages are meant to answer students' questions, listen to their opinions and take action so that they understand that they are being heard. Moreover, students can now connect with a school's campus life 24/7 through the power of social media. Our social media team has a strict policy regarding the nature of information and content dispersed to the students. All information shared with us is filtered out and shared as per policy. Links to social media pages are given below:



Facebook: <https://www.facebook.com/NUSTOfficial/>



Twitter: <https://twitter.com/DefiningFutures>



LinkedIn (School Page): <https://www.linkedin.com/school/15098495/>



LinkedIn (Company Page): <https://www.linkedin.com/school/551751/>



Instagram: <https://www.instagram.com/nustgram/?hl=en>

3. **Qalam.** NUST has implemented On-Demand Open Object (ODOO) based system, i.e., Qalam, to automate student life cycle processes from student admission graduation. Qalam can be accessed by faculty and students on campus and off-campus through URL <https://qalam.nust.edu.pk>. The following are the modules of Qalam:

- a. Student admission
- b. Student Financials
- c. Financial Aid
- d. Course Catalogue & Scheduling
- e. Student Courses Enrolment
- f. Attendance Management
- g. Gradebook
- h. Research Thesis Tracking & Management
- i. Self Service (Student & Faculty)

- j. Transcript Generation
- k. Alumni

4. **Services Feedback forms links.** Students can give their feedback through Qalam regarding hostel services, healthcare services, cafeteria services, and ICT.

5. **Learning Management System (LMS).** LMS is a core digital solution for digital academic interaction between students and faculty members. Specifically, it is a course content management system that efficiently manages course activities such as course outlines, lecture notes, presentations, lab manuals, videos, reference books, and articles. It is also capable of supporting online assignments, quizzes, and exams on it. Moreover, it provides the facility for quick feedback about any topic or lecture. Other notable features are online messages, discussion forums, collaborative studies, general surveys, wikis, project repositories, glossaries, personal files, etc.



Chapter 9: NUST Code of Conduct

General

1. NUST is a leading research-intensive university in Pakistan comparable to the top universities of the world. The University is committed to its mission of graduating culturally enlightened, technologically knowledgeable, academically competent, and research-oriented productive citizens, groomed to lead, inspire, and serve humanity. The University is wholeheartedly pursuing her sublime trust and responsibility with all its resources.

2. NUST community comprises a diverse populace of students in pursuit of academic excellence. It strives to refine the ability of students to reason and to communicate freely and clearly on their way to becoming responsible, morally sound, moderate, and well-rounded citizens of a diverse world. The University expects these attributes to be reflected in the students' everyday behaviour, attitude, and attire.

3. In the University's view, the prescribed sets of regulations, guidelines, and safeguards described in this chapter are necessary to create and sustain an academic environment in sync with the teaching, learning, and developmental endeavours of the university community.

4. Definition of Terms

- a. 'Complainant' means a person who makes a complaint or reports a violation of the University Code of Conduct or University regulations and policies.
- b. 'Intentional' means deliberate.
- c. 'Respondent' means a person who has been accused of violating the University Code of Conduct.
- d. 'Student' means any currently enrolled person for whom the institution maintains educational records, as defined by the University regulations.
- e. 'Reckless' means careless or heedless of the potentially harmful consequences of one's behaviour, where the risk of harm to persons, property, or normal University operations exists or can be reasonably foreseen.
- f. 'University Official' is a person employed by the University on an administrative, supervisory, academic, research, or support staff position.

5. **Academic Dishonesty.** Academic dishonesty is an act of fraud, which may include misrepresentation, deceit, falsification, or trickery of any kind committed by the student with the purpose, intent, or expectation of influencing a grade or other academic evaluation. Academic dishonesty also includes forgery and falsification of University academic documents, intentionally impeding or damaging the academic work of others, or assisting other students in acts of dishonesty. Common examples of academically dishonest behaviour include, but are not limited, to the following:

- a. **Cheating.** Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise; copying from another student's examination; submitting work prepared in advance for an in-class examination; taking an examination for another person or conspiring to do so.
 - b. **Fabrication.** Intentional and unauthorized falsification or intervention of any information or citation in an academic exercise.
 - c. **Facilitating Academic Dishonesty.** Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.
 - d. **Plagiarism.** Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise; failure to attribute direct quotation, paraphrase, or borrowed facts or information.
 - e. **Unauthorized Collaboration.** Providing, either knowingly or through negligence, one's own work to assist a student in satisfying a course requirement, or representing material prepared by or with another as one's own independent work. In instances where students are permitted to work jointly to complete an assignment, teachers will offer clear guidelines about when and how to collaborate; if a student is unsure, it is the responsibility of the student to ask the faculty member.
6. **Unfair Means.** Use of unfair means generally covers the following:
- a. An attempt to have access to the question paper before the test/examination.
 - b. Use/possession of unauthorized reference material during a test/examination.
 - c. Any form of communication by the student with anyone in or outside the test/examination venue while the test/examination is in progress.
 - d. Unauthorized entry into faculty's office or that of his/her staff with the intention of having access to or tampering with the official record/examination paper etc.
7. **Moral Dishonesty.** Moral dishonesty means an act that does not conform to known norms of decency.
8. **Conduct**
- a. **Application of NUST Code of Conduct.** NUST Code of Conduct applies to the conduct displayed on the University premises, at NUST sponsored activities, and to off-campus conduct that adversely affects the University's reputation and/or the pursuit of its objectives. Each member of NUST shall be responsible for his/her conduct.
 - b. **Classroom Standards.** The individual faculty member is primarily responsible for managing the classroom environment. If a student engages in any prohibited or unlawful act or other behaviour that results in disruption of a class, he or she may be directed by the faculty member to leave the class for the remainder of the class

duration. Students must be protected against infringement of their rights and unfair practices.

c. Identification/Registration Card

- (1) Each member of the University community is issued a picture identification/registration card or visitor's pass, which must be always worn while on University premises or at University-sponsored activities. Identification/registration cards must be presented upon entering University buildings.
- (2) Identification/registration cards are not transferable. The owner of the card will be called upon to account for any fraudulent use of his/her identification card and will be subject to disciplinary action by the University if he or she has aided such fraudulent use. The card will be forfeited if the student to whom it was issued allows any other person to use it.
- (3) Upon a card owner's withdrawal from the University, all rights and privileges related to the identification card automatically cease. If the student withdraws or is suspended or expelled from the University, the identification card must be surrendered to the institution.

9. **Visitors & Guests.** Students may be held accountable for the acts of misconduct of their guests during their presence on University premises or at University-sponsored activities. Visitors, including guests, shall conduct themselves, at all times, in a manner consistent with orderly behaviour on a University campus.

10. **Discipline Matters.** The University is a place where the students have imparted education not only as a means to obtain a degree but also to develop their personalities and to enrich the society of which they are members. Therefore, disciplined and organized life on the campus is extremely important. It is essential to lay down rules and regulations to create and sustain an orderly and decent atmosphere on the premises of NUST constituent institutions. It is with this objective that Discipline Committees have been formed on all NUST campuses. The heads of the institutions are empowered to award minor punishments, on the recommendations of respective Discipline Committees, to students found guilty of misconduct. Major punishments for civilian students shall be awarded by Rector on the recommendations of NUST Discipline Committee. However, military procedures shall continue to govern military students selected by the Services.

11. **Discipline Committee**

- a. NUST Discipline Committee shall consist of:
 - (1) Chairman to be nominated by Rector
 - (2) One senior faculty member from each constituent institution is to be nominated by the head of the institution, subject to a maximum of five
 - (3) Students' representative from the concerned institution

- (4) Officer in charge of Student Affairs from Main Office NUST – to be a member
- (5) Any other member co-opted by the Discipline Committee
- b. The Institution Discipline Committee shall consist of:
 - (1) Deputy Commandant/Vice-Principal/ Dean - Chairman
 - (2) Three Professors/Associate Professors nominated by Commandant/Principal
 - (3) Students' representative by rotation
- c. The Discipline Committee shall award punishment or penalty for a breach of discipline on the campus after giving the defaulter full opportunity to give his/her viewpoint.
- d. The term of office of the Committee other than ex-officio members shall be two years.
- e. The quorum for the meeting of the NUST Discipline Committee shall be five.
- f. During an academic session, the Discipline Committee shall meet at least every two months or whenever required.

12. **Acts of Ill-discipline/Prohibited Conduct.** All students are prohibited from engaging in conduct resulting in, or leading to, any of the following:

- a. **Academic Dishonesty.** Academic dishonesty encompasses all cases of violations of the University Policy on Academic Dishonesty by committing, or attempting to commit, academic dishonesty including, but not limited to, cheating, plagiarism, fabrication, facilitating academic dishonesty to others, and unauthorized collaboration.
- b. **Abuse, Assault, Threatening Behaviour.** These include intentionally or reckless acts endangering, threatening, or causing physical or mental harm to any person, or oneself, on University premises or at University-sponsored activities, or intentionally or causing reasonable apprehension of such harm including, but not limited to abusive language and/or physical or verbal intimidation, harassment, coercion.
- c. **Firearms, Explosives, and Other Weapons.** Use/possession of hazardous materials (biological/chemical) and any type of weapons, firearms, explosives, crackers, etc.
- d. **Violation of Disciplinary Sanction.** This means knowingly violating the terms of any disciplinary sanction imposed in accordance with NUST Statutes.
- e. **Furnishing False Information, Forgery, or Unauthorized Use of Documents.** Intentionally furnishing false information to the University and its officials; or misusing affiliation with the University to gain access to outside agency/services, or using false information or University resources to compromise the name of the

University. Forgery, unauthorized alteration, or unauthorized use of any University document or electronic transmission, or instrument of identification, or academic and non-academic records, signatures, seals, or stamps thereof.

- f. **Disorderly Conduct or Indecent Behaviour.** Engaging in disorderly or indecent conduct; breaching of peace; or aiding, abetting, or luring another person to breach the peace on University premises or at University-sponsored functions/activities. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his/her prior knowledge/permission.
- g. **Theft.** Theft, or attempted theft, of property or services on University premises or at University-sponsored activities.
- h. **Damage to Property or its Destruction.** Intentionally or recklessly destroying or damaging, or attempting to destroy or damage, University property or the property of others on University premises or at University-sponsored activities.
- i. **Non-Compliance with Official Direction.** Failure to comply with a reasonable direction of University officials acting in the performance of their duties.
- j. **Violation of University Regulations and Policies.** Violating University regulations or policies including amendments and additions adopted since the date of publication.
- k. **Drugs/Narcotics.** Direct/Indirect use/sale/possession/facilitation/distribution of drugs, narcotics, intoxicants, etc. on the campus.
- l. **Unauthorized Access to Facilities.** Unauthorized access or entry to, or use of, University facilities and equipment. Unauthorized possession, duplication, or use of keys to any University premises, facilities, or equipment; or, unauthorized entry to or use of University premises.
- m. **Unauthorized Use of Computer or Electronic Communication Devices.** Theft or other abuse of computer facilities and resources including, but not limited to:
 - (1) unauthorized access to a file, with the intention of using, reading, or changing the contents, or for any other purpose;
 - (2) unauthorized transfer of a file;
 - (3) use of another individual's identification and/or password;
 - (4) interference with the work of another student, faculty member, or University official;
 - (5) sending obscene, abusive, or threatening messages;
 - (6) transmission of computer viruses;
 - (7) interfering with the normal operation of the University computing system;
 - (8) unauthorized duplication of software or other violation of copyright laws;

- (9) unauthorized access to, or unauthorized, mischievous or malicious use of University computer equipment or networks, or electronic communication devices, or the use of such equipment or devices to gain unauthorized access to, and/or use of, off-campus computer equipment;
- (10) indulgence in misuse of internet and cyber offences i.e., uploading of objectionable content leading to provocation or maligning anyone.
- n. **Provoking Others to Misconduct.** Intentionally using words or actions to incite or encourage others to violent or retaliatory behaviour, or other acts of misconduct.
- o. **Identification/Registration Cards.** Failure to wear, or to produce or surrender the identification card upon the request of a University official.
- p. **Animals.** Bringing an animal into any University building, except for the animals used for authorized laboratory purposes, animals being used for security purposes, or service animals (e.g., guide dogs for the visually impaired) for which express permission has been granted.
- q. **Demonstrations.** Demonstrations exceeding the bounds of free assembly and demonstrations engaging in unlawful acts that cause or imminently threaten injury to person or property infringes on the rights of other members of the University community leading to or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
- r. **Political/Sectarian Activities.** Indulgence in political/ethnic/racial/sectarian activities or taking membership of any banned organization and participation in such like organizations for furthering the cause of a political party.
- s. **Harassment.** It covers the following:
 - (1) Passing remarks, placing visual or written material, aimed at a specific person or group:
 - (a) with the intention of causing harm to the person or group; and/or,
 - (b) creating an environment that limits a student's educational opportunity.
 - (2) Making unwanted verbal or physical advances or explicit derogatory statements toward individuals, that cause them discomfort or humiliation, or that interfere with their educational opportunity.
 - (3) Physical assault
- t. **Gambling.** Unauthorized and/or illegal exchange of money favours or services as a result of an organized or unorganized game or competition.
- u. **Smoking.** NUST H-12 campus has been declared green campus therefore, smoking is prohibited on University premises for which a policy directive has been issued.

- v. **Abuse of the Student Conduct System.** Abusing the student conduct system includes, but is not limited to:
 - (1) failure to obey the notice from a University official to appear for a meeting or hearing as part of the student conduct system;
 - (2) falsification, distortion, or misrepresentation of information before a hearing body or designated hearing officer of the University;
 - (3) disruption or interference with the orderly conduct of a hearing proceeding;
 - (4) causing a violation of the University Code of Conduct hearing to convene in bad faith.

- w. **Public Display of Affection (PDA).** Indecent behaviour exhibited on the campus including classes, cafeteria, laboratories, etc., defying the norms of decency, morality, and religious/cultural/social values by an individual or a group of students. Public Display of Affection (PDA) is an act of physical intimacy carried out in public. It involves physical contact including, but not limited to, caressing, hugging, fondling, kissing, etc. Any act of sexual connotation including but not limited to physical intimacy (hugging, intimate kissing, caressing, fondling, sitting in each other's lap, etc.) for same-sex/opposite-sex in University premises/events/activities/excursion trips, etc. is to be avoided regardless. Any lax in this context will lead to disciplinary action based upon the identified penalties.

- x. **Public Interaction.** In continuation to clause 12w, during University interactions, students (opposite-sex/same-sex) are further expected to maintain decent physical distance (arm's length), and to avoid sitting in each other's lap, lying next to each other, etc., in University premises/events/Excursion trips, etc. Any failing in this regard will lead to disciplinary action based upon the penalties as per NUST Regulations.

- y. Damage to the University fixtures/furniture, scribbling/carving on desks, wall chalking, misusing of lab/university equipment, etc.

- z. The use of mobile phones in classrooms, examination halls, labs, and libraries thus disrupting the calm environment of such places.

13. **Off-Campus Conduct.** Conduct occurring off-University premises be such that it should not affect the interest/image of the University.

14. **Enforcement of Code of Conduct.** Matters of indiscipline would be referred to the concerned institution or NUST authorities authorized to check discipline matters and decide on them in line with NUST policy, rules, and regulations. Parents of those students who disobey authority and violate the code of conduct will be informed. Students may be held accountable for the acts of misconduct of their guests while on University premises or at University-sponsored activities. Students who are charged with violations of this Code are subject to disciplinary action in accordance with NUST rules/regulations/statutes.

15. **Punishment or Penalty for Acts of Ill-Discipline.** Punishment or penalty for acts of ill-discipline shall be according to the gravity of the case and may be any one or more of the following:

a. **Minor Punishments**

- (1) **Warning in Writing.** Notice to the offender, orally or in writing, that continuation or repetition of prohibited conduct may lead to further disciplinary action.
- (2) **Probation.** Probation for a specific period.
- (3) **Fine.** Fine amounting up to Rs 10,000.
- (4) **Hostel Suspension/Permanent Removal.** Expulsion from the hostel for a specified period, or permanent removal from the Hostel.
- (5) **Withholding of Certificate.** Withholding of a certificate of good moral character.
- (6) **Removal of Privileges.** Deprivation from the privileges enjoyed by the student.
- (7) Expulsion from the hostel for a period of up to one semester.
- (8) **F Grade.** Award of F grade in a course of studies.

b. **Major Punishments**

- (1) **Expulsion.** Expulsion from the class for a specific period up to one semester.
- (2) **Fine.** This may amount to up to Rs 50,000.
- (3) **Exam Result.** Cancellation of examination results (complete semester courses).
- (4) **Rustication.** Expulsion or rustication from the institution for a specific period.
- (5) **Degree.** Non-conferment of degree / transcript.
- (6) **Relegation / withdrawal**

16. Other sanctions or a combination of the above-mentioned punishments as deemed appropriate.

17. **Disciplinary Process**

- a. **Case Referrals.** Each case of ill-discipline shall be reported to the head of the institution through DD Hostels or the manager hostel. Any charge should be submitted as soon as possible after the occurrence of the alleged violation, preferably within 24 hours of the violation. Those referring cases are normally expected to serve as complainants and to present relevant evidence in disciplinary hearings before the NUST/Institution Discipline Committee. Depending on the gravity of the case, the

head of the institution will decide to award minor punishment at the institution level or refer the matter to NUST Discipline Committee for decision by the competent authority for major punishment.

- b. **Hearing of Disciplinary Cases.** A disciplinary hearing is a formal process conducted by the Institution Discipline Committee. This formal process is designed to gather and consider relevant information regarding the alleged violation/s of the Code and to determine and recommend a punishment. Every effort will be made to expedite proceedings pursuant to allegations within a reasonable period.
- c. **Punishments.** NUST/Institution Discipline Committee will recommend the punishment according to the gravity of the case after giving the defaulter full opportunity to give his/her point of view. This must be done before recommending the punishment to the head of the institution/Rector.
- d. **Appeals.** An appeal against the decision of the Discipline Committee can be filed with the head of the institution/Rector within fifteen days of the announcement of the decision.

18. **Federal/Provincial Laws and Ordinances.** Violation of a Federal/Provincial law or ordinance will be dealt with accordingly under these laws.

19. **Littering.** It is the responsibility of all to keep the Campus environment clean and tidy. No littering or trash should be carelessly thrown or left on the Campus premises. The designated waste boxes should be used for trash disposal.

20. **Sports.** All individuals and teams involved in sports are expected to show sportsmanship, respect, consideration, and appreciation towards their opponents, teammates, officials, and University staff at all times.

- a. Under no circumstances should a player or sportsperson react violently nor use any form of foul or abusive language, whether it is directed at a member of staff, match official, opponent, playing colleague, team official, or spectators.
- b. By signing the player registration form, individuals agree to abide by the code of conduct and will accept that any deviation from these rules will result in disciplinary action by the University.
- c. Persons under the influence of drugs are not permitted to participate in sports activities at the University and as such the defaulters shall be liable to disciplinary action by NUST.
- d. On a final note, please remember that no referee, umpire, or official is perfect. You may not agree with every decision that is made and, just like players, the umpires and sports officials too may make mistakes.

21. **Dress Code.** Clothes should not distract from the learning environment or be considered inappropriate in a business or professional setting and attract undue attention. Examples of inappropriate clothing include:

- a. see-through or revealing garments, backless dresses, skinny fitted clothes, leggings/tights;
- b. casual footwear (e.g., flip flops/bedroom slippers);
- c. short pants/short skirts, knickers/shorts;
- d. clothing with derogatory, offensive and/or lewd messages either in words or pictures, or any piece of clothing promoting racism, violence, sex, drugs, alcohol, or other illegal activities;
- e. dressing in culturally inappropriate clothes to emphasize body parts (both for male/females) may qualify as an example of Sexual Harassment by hurting/disrespecting human feelings and emotions of others;
- f. any failing in this regard will lead to disciplinary action based upon the identified penalties as per NUST Regulations.

22. **Greetings.** Students are advised to adopt the habit of exchange of formal culturally appropriate/Islamic greetings i.e., Assalam-o-Alaikum / Wa Alaikum Assalam while meeting and interacting with colleagues/faculty and staff of the University. This is an important aspect of Islamic etiquette and obligations and should also be reflected in our lives.

23. **Safe Driving.** Students are advised to avoid reckless driving on the campus and should abide by the laid down speed limits and sign postings to avoid penalties.

24. **Redressal of Student Grievance.** NUST as an internationally reputable and progressive university continuously endeavours to enhance its exceptional quality in all dimensions. It promotes an environment conducive to the open exchange of ideas. Besides imparting academic knowledge of specific disciplines to its students, it endeavours to instill moral and ethical values along with the soft skills necessary for success in the workplace. NUST is aware that students occasionally face certain issues during their course of study. To be an effective professional, every student needs to be conversant with the policies and procedures for the harmonious resolution of their grievances. This policy document on student grievances details the course of action to be undertaken for amicably and efficiently addressing individual issues of the student body. Additionally, the NUST Student Forum has been entrusted to address collective concerns of the students, for which a separate policy document is formulated and may be consulted.

- a. **The Students Grievance Committee (SGC)**
 - (1) **Aim.** The Grievance Committee is responsible for addressing the individual student's unresolved complaints.
 - (2) **Scope**
 - (a) Academic and administrative matters

- (b) Misconduct of any individual in the University
- b. **Initial Steps before approaching SGC.** Every student complaint should be resolved through the normal reporting channels. The following paragraphs provide the necessary guidelines to the student for reporting their complaints:
- (1) **Step 1: Who should you go to?**
- (a) **Faculty/ Officer.** If the complaint concerns a certain action or inaction by the faculty/officer on any academic (e.g., course progress, learning difficulties, etc.) or administrative (e.g., class/exam schedules, hostel, finance, etc.) issues, the student should first approach the concerned faculty or officer (DD Adm, DCE, Accounts Officer, Programme Coord, ILO, Trg Coord, SO NUST, HoD, etc.).
- (b) **Student Advisor.** Students may also approach their respective Student Advisor/tutor for the above complaints along with issues related to academic deficiency/medical conditions/personal and administrative matters (e.g., hostel, transportation, etc.). Depending on the urgency of the matter, the student can approach their Advisor anytime besides the scheduled meetings.
- (c) **Female Faculty Focal Person (F³H).** To report a sensitive matter, a female student may directly approach the concerned Female Faculty Focal Person at the School.
- (2) **Step 2: Second Level of Reporting**
- (a) **Head of Department (HoD)/ Programme.** If the complaint is not resolved at the faculty/officer level, the student may report the matter to his/her HoD/Programme Head. If the issue is outside the school's domain, the HoD/Programme Head will report the matter to the relevant Director in the Main Office.
- (3) **Step 3: Third Level of Reporting**
- (a) If the complaint is not resolved at step 1 and/ or step 2, the student may report the matter to SGC.
- (b) The following illustration outlines the above-stated process along with the expected resolution/ wait time at each step.

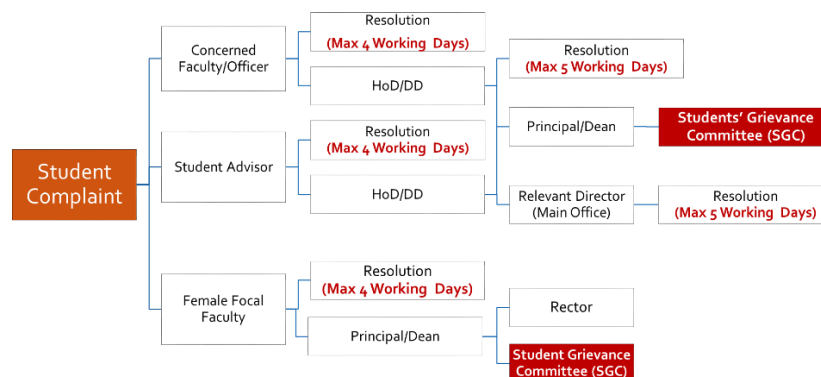


FIGURE 1: COMPLAINT PROCESS

- c. **SGC: Filing Process and Procedure.** If the individual’s complaint remains unresolved till the expiry of the stipulated timeframe in Figure 1, the student may approach the Student Grievance Committee (SGC) through a written application/email to the Head of SGC. In exceptional cases, the student can also approach the committee directly. The responsibility for the decision to directly approach the SGC rests with the student. Similarly, a student can withdraw a grievance at any stage of the process by sending a written request to the Head of the SGC. Once withdrawn, the grievance will not be reinstated, unless a change in the circumstances has occurred.
- d. **Composition of SGC**
- (1) Head (1x Senior Faculty)
 - (2) 2 x Faculty Members
 - (3) 1 x F3H (Co-opted member, when a female student agrees to report the issue to SGC)
- e. **Duration of the Grievance Redressal.** Generally, the SGC is expected to settle all cases within a maximum of 15 working days. However, under exceptional circumstances, this time period may be lengthened. The grievance committee must ensure the confidentiality of its proceedings and inquiry. The decision and action taken can only be shared with the concerned student and concerned faculty/officer, as and when required. In case the student is not satisfied with the decision, he/she may take the matter to Pro-Rector (Acad).
- f. **Responsibility of the Student.** A student is expected to keep in mind the following important points while lodging a complaint or a grievance:
- (1) Report the matter (preferably in writing) at the earliest: not later than 15 days after the occurrence.
 - (2) Treat all concerned person(s) with courtesy and respect.
 - (3) Do not engage in a behaviour that is unbecoming of a NUSTIAN.

- (4) Do not make complaints or grievances that are frivolous or lacking in substance.
- (5) Provide truthful information.
- (6) Do not purposefully misrepresent or withhold relevant information.
- (7) Cooperate during the process, including answering questions, providing further information and copies of documents, and attending meetings, if required.
- (8) Be patient and adhere to defined timelines before escalating the matter to the next level.
- (9) Keep a record of correspondence, if any.

25. All faculty members, administrative staff, support staff, and students are expected to monitor this code of conduct and report any disregard or violations thereof to the institution/Main Office NUST for taking appropriate corrective action/ remedial measures.

Writing of Articles

Whereas NUST encourages freedom of expression and wants students to write on important national and international issues, however, such article, contributed by students with NUST ID, should be sent to Student Affairs Directorate, through the respective Principal, for vetting. The purpose is to guard against misrepresentation of the University Policy.

26. Anti Drug & Tobacco

- a. NUST has zero tolerance for drug use and is strictly dealt through NUST Disciplinary Committee and HEC guidelines. Smoking is discouraged and is restricted to earmarked outdoor spaces only. An Anti-Drug & Tobacco Committee is also constituted for awareness / preventive measures.
- b. Students, Faculty and Staff must go through NUST Policy on Drug & Tobacco abuse and an undertaking is also required to be signed by all new students and Father/Mother/guardian is attached as **Annex A**.

Chapter 10: Living on Campus

1. **Introduction.** NUST Hostels have been established for the outstation National and International students. Hostels are providing a hygienic and pleasant environment and are equipped with all amenities for standard living. Seventeen hostels have been built in the main campus of NUST (10 for males and 7 for females) that can accommodate 4719 students. The management makes sincere endeavours to provide all the needed facilities and comforts. These hostels provide:

- a. Peaceful academic environment
- b. Halal meals, prepared under hygienic conditions
- c. Limited indoor recreational facilities i.e.,
 - (1) TV Room
 - (2) Indoor Games
 - (3) Gymnasium
 - (4) Heating System in Each Room
 - (5) CCTV surveillance System Installed in Hostels
 - (6) Uninterrupted Electric Supply
 - (7) Wi-Fi
 - (8) Laundry
 - (9) Hot Water in Winters
 - (10) Water Purification

2. **Allotment of Hostel Accommodation**

- a. Hostel accommodation will be allotted to outstation students as per NUST Hostel Allotment Policy.
- b. The following are the guidelines to apply for Hostel Accommodation:
 - (1) Existing students will apply through their Qalam Account for Hostel Accommodation while Newcomers will apply through pgadmission.nust.edu.pk (PG Students) & ugadmissions.nust.edu.pk (UG Students).
 - (2) Six months Hostel Charges and Security Invoice will be issued by Fee Section (through students Qalam account (existing students) & through personal mail (newcomers), and be paid before joining the hostel. Paid slip will be submitted to the respective Manager (Hostel) on arrival. Monthly Invoice for Messing will be issued by Hostel branch on their Qalam account and one-time refundable Security (payable online) will be issued through

e-mail directly to the student and should be paid before joining the hostel. Paid slip is to be submitted to the respective Manager (Hostel) on arrival.

- (3) NUST Hostel Rules Awareness Certificate & Undertaking must be submitted to the respective Manager (Hostel) on arrival in the Hostel, failing which, accommodation will not be provided.

c. Types of Accommodation

- (1) Single occupancy with attached washroom for PG/Ph.D. Students
- (2) Double occupancy (in Girls Hostels) with attached washroom for UG Students
- (3) Double occupancy with community washrooms for UG Students
- (4) Triple occupancy with community washrooms for UG Students

3. Duration of Student Stay in Hostels. Stay of the students, who are granted admission in the hostels in H-12 Campus, will be:

- a. **UG.** Students will only avail Hostel facility for the duration (BS Programme 4 Years and B Architecture, LLB & MBBS 5 Years) of their on-campus study;
- b. **PG.** MS Programme (2 Years), Ph.D. Programme (3 Years).

4. Extension. Following will be considered for extension:

- a. Genuine medical issues (submission of Medical Documents with prior recommendation of NMC)
- b. **Exchange Programme.** The hostelites who are offered an exchange programme in Foreign Universities will be given an extension in case their required courses are not offered during Summer vacations or regular semesters. Confirmation to this effect will be sought from Registrar/PGP Dte.
- c. Compassionate ground (case to case basis)
- d. Overseas students (when both parents reside abroad)

Note: *Cases of the above-mentioned categories will be processed for Rector's approval.*

5. An extension may not be granted to the students who have obtained **F** grades/Low grades/Repeat courses/Short attendance.

6. Temporary Hostel Allotment. Temporary allotment facility will be provided only to those students who are currently registered at the main campus of NUST, on availability of surplus and vacant accommodation. Students applying for a shorter duration will be granted permission to avail of the facility on a case-to-case basis. An application form is available at the hostel's office, which requires the signature of parents/guardians. Hostel rules will be followed by temporary students in true spirit.

7. Messing. It is mandatory for all hostelite students.

- a. Messing for the students is arranged by NUST.
 - b. Messing is charged in advance from all the students on a monthly basis for which Mess Bill is issued, to be deposited in the bank within the due date.
 - c. Mess Security (Rs 15,000/-) is charged at the beginning, which is refunded to the students when they apply for clearance from hostels.
 - d. The students' committee is formed to facilitate and participate in mess/hostel affairs. The mess menu of the hostel is prepared with the consultation of the Hostel Messing Committee.
 - e. Messing attendance register is placed in Manager Hostel's Office. Students desirous of going on leave at least two days in advance i.e., a student leaving on Friday shall register his/her request by 2300 hrs (11:00 pm) on Wednesday (it is mandatory to cater for the purchase of fresh ration that is procured one day in advance).
 - f. The students need to be physically present in the office of the Manager (Hostel) while getting the Mess Out. Extension in Mess Out will not be allowed on the phone or by mail.
 - g. Failing to submit the Mess Leave Form to the Manager (Hostel) in person will not be entertained later on.
 - h. A maximum of 12 days' Mess leave will be considered in a month only.
 - i. If the member is leaving the Hostel, she/ he should apply for mess off at least two days in advance before the date of the mess off on a prescribed form available in the Manager (Hostel) Office.
8. **Meal Timings.** As decided by Deputy Director Hostels in consultation with the students' committee, Meal timing will be displayed on Hostel/Mess Notice Board.
9. **Hostel Dues.** All the details related to hostel accommodation and messing charges are available on <https://campuslife.nust.edu.pk/facility-and-amenity/housing-and-dining/>. Hostel dues are required to be paid on a semester basis. Hostel rent invoice will be issued through Finance Directorate (Fee Section). Mess charges will be paid on monthly basis in advance. The invoice will be issued by the Hostels Branch.
10. **Fine.** Due date of deposit would be mentioned on the invoice and for late deposit of dues, students will pay fine as mentioned in the hostel rent invoice/mess bill and other types of fine (e.g., for latecomers and disciplinary cases) imposed by the hostel management.
11. **Discipline.** The best state of discipline is expected from the residents, a few aspects of the discipline are highlighted here:
- a. **Ragging.** Ragging, in any shape, that can cause physical or psychological harm or raises apprehension of fear, shame, or an embarrassment to the new student, including teasing, abusing, shouting, playing practical jokes or causing harm to the student or asking new students to do any act or to perform acts (which such student will not be willing to do ordinarily) is strictly forbidden. It is expected that senior

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students will help the juniors in their settling down process. Anybody found involved in ragging will be dealt with sternly.

- b. **Smoking.** University is a smoke-free zone. Smoking is prohibited in the rooms as well as in the hostel premises.
- c. **Criminal/Unlawful Activities.** Following will be considered unlawful activity:
 - (1) Joining banned organizations or involvement in anti-state activities.
 - (2) Creating trouble in hostel premises including going on/organizing strike and inviting/inciting others for a strike or printing/writing/ distributing pamphlets/handouts etc.
 - (3) Giving threats to any student or staff member.
 - (4) Overstaying in the hostel after completion of on-campus duration/ specified period/completion of the degree.
 - (5) Causing loss to/damaging Hostel/University property.
 - (6) Misuse of hostel facilities.
 - (7) Bringing/inviting unauthorized person/day scholars in the hostel.
 - (8) Gambling in any shape.

Note: *Khokhas/Dhabas are out-of-bound for students.*

12. **Conduct.** Students are advised to dress up well, while moving on the campus, except when going to / coming from the washroom. Students' general behaviour, dress, and conversation in the hostels must be decent. Shouting is not allowed. Any kind of misconduct will be dealt with sternly. CCTV cameras are installed for round-the-clock monitoring.

13. **Dos and Don'ts**

a. **Do's**

- (1) Pay Salam to fellow students, staff and faculty.
- (2) Be respectful to your colleagues, hostel staff/management & security staff at gates.
- (3) Always communicate in a decent and courteous way.
- (4) Keep your room neat clean and tidy.
- (5) Utilize your PC/Laptop / Gadgets for educational purposes only.
- (6) Take care of your valuables especially cash, mobile phones and laptops etc. Take valuables along when you proceed on leave etc.
- (7) Clear hostel & mess dues in time. Defaulters are fined.
- (8) All notices/instructions issued from time to time be followed in letter & spirit.
- (9) Presence of a student is mandatory for daily attendance in the Manager (Hostel) office at a given time.
- (10) Inform the Manager (Hostel) about Withdrawal/Relegation immediately.

- (11) Economize on utilization of water, electricity and gas. Put off all the electric switches, gas appliances and water taps while leaving the room.
- (12) Be aware of all notices put up on the Notice Boards.
- (13) In case of any emergency or illness, immediately report to the Manager (Hostel)/Caretaker who shall make necessary arrangements for medical assistance.
- (14) Students re expected to be well dressed & tidy.
- (15) "Lost and found items" be reported to the Manager (Hostel).

b. Dont's

- (1) Keeping prohibited medicines and drugs without a doctor's prescription.
- (2) Misusing hostel facilities for other than studies.
- (3) Involvement in criminal/police cases.
- (4) Guests of students or day scholars in the room/hostel.
- (5) Driving Motor Cycle without a crash helmet.
- (6) Disturbing other fellow residents by playing loud music or any such instruments at a high volume.
- (7) No electric appliance will be permitted in the student's room except the bedroom refrigerator and room cooler (with permission and on payment of monthly charges).
- (8) Making any structural additions or alterations in their rooms, installing/fixing any electrical gadget or fittings/fixtures anywhere in the Hostel.
- (9) Collection of Chanda on any account.
- (10) Ragging of juniors inside/outside the rooms and hostels.
- (11) Gambling in any form such as playing cards (even without money at stake).
- (12) Authorized room layout will not be changed.
- (13) Occupying or interchanging/swapping the room without the permission of the Manager (Hostel) and DD Hostels.
- (14) Giving tips or making any other kind of payment to the sanitary worker or any other hostel staff.
- (15) Opening the door of another fellow's room without his/her permission.
- (16) Using the belongings of other residents without their consent.
- (17) Borrowing and lending money among the students and staff.
- (18) Visiting rooftops of hostels.

- (19) Arrange private trips/visits without written permission of DD Hostels and respective schools.
- (20) Cooking in the room under any circumstances is prohibited.
- (21) Keeping pets or animals in the room.
- (22) Non-adherence to the chain of command while reporting a complaint.
- (23) Excessive cash/gold jewellery/expensive items are not to be kept in the hostel. Hostel Management is not responsible for any loss.
- (24) Visiting Khokhas/Dhabas.

14. Attendance. To ensure security as well as the presence of students in the hostels, Biometric Attendance System has been installed in all students Hostels to mark their daily attendance between 10:00 pm to 10:45 pm for female students and 11:00 pm to 11:45 pm for male students. Those who fail to mark their attendance shall be considered as absent. If a hostelite is absent from the hostel for more than 07 days without prior information, his/her hostel allotment will be cancelled immediately. Defaulters will be liable to imposition of the fine.

Note: Students/staff to immediately report to the hostel management about any suspicious activity if any student is found missing/absent from the hostel.

15. In/Out Timings

- a. Students are not allowed to stay out of the hostel after 10:00 pm (female) & 11:00 pm (male) or the time notified otherwise. Defaulters will be fined as follows:

(1)	1 st Violation	-	Rs 300/-
(2)	2 nd Violation	-	Rs 500/- and information to concerned School & parents
(3)	3 rd Violation	-	Rs 1,000/- and expulsion from the hostel for the semester with information to concerned School and parents

- b. Students are allowed to leave campus/hostel only with written permission (Out Pass) issued by the respective Manager (Hostels). Parents may also be consulted by the hostel management when felt necessary.
- c. In/out registers must be filled in while leaving the hostel for a private purpose, failing which absence will be marked and disciplinary action will be initiated against the defaulters.
- d. Students are advised to display hostel (yellow) cards for identification while going out of the hostel or entering the hostel.

16. TV Timings. Television will be closed at 11:00 pm on normal working days and 11:45 pm on the weekends/closed holidays. The keys of the television room will be in the

custody of the Manager (Hostels) and s/he will be responsible for ensuring compliance of orders. However, in the case of some important sports events such as the World Cup/Olympics, etc., special permission can be obtained from the Manager (Hostels).

17. Temporary Vacation of Hostels.

- a. In case of the closure of the university due to semester break, summer session and any unforeseen reasons, no student is allowed to stay in hostels unless otherwise decided by the university authorities.
- b. Foreign students, overseas Pakistani families' students and those who have peculiar academic requirements duly recommended by the respective school may be considered to stay in the hostel.
- c. However, the hostel branch will have the authority to shift the above-mentioned students to the earmarked hostels temporarily to minimize the services/administrative expenditures. In this eventuality, students will be shifted as per seniority from the ground to top floor.
- d. During Summer Vacations, hostel residents will be required to store their luggage in earmarked rooms of each hostel and the vacated rooms will be utilized for students who are temporarily staying during summer vacations. NUST Hostel Administration reserves the right to use the temporarily vacated available accommodation for annual maintenance and other official requirements.

18. Final Vacation of Hostels. Students may be vacated from Hostels due to following reasons: -

- a. Completion of study/completion of on-campus tenure.
- b. Deferment.
- c. Withdrawal/expulsion on disciplinary grounds.

19. Procedure to Vacate the Hostel. To vacate the hostel, student needs to inform in writing to the Manager (Hostel) minimum a week in advance. Student to ensure that all the dues are paid, furthermore, clearance is obtained and keys are deposited in the Manager (Hostel) office. In case the student fails to abide by the said procedure he/she will be required to pay mess bill before issuance of hostel clearance. Online clearance will only be done by Hostel Branch on submission of the Hostel Clearance Form.

20. Guests. Guests (of students and staff) are not allowed to enter/stay in the hostel premises at any time. They may be entertained in the cafeterias.

21. Conveyance/Driving. Following rules will be observed:

- a. Students are encouraged to keep and use bicycles within the Campus.
- b. Students desirous of keeping cars/motorcycles will seek permission in writing from Deputy Director Hostels. Students will produce necessary documents including

driving license, vehicle registration, copy of CNIC, and NUST student card while seeking permission.

- c. Riding motorcycles will not be allowed without a valid driving license, vehicle registration, and wearing a crash helmet. Defaulters will be warned/ fined heavily. After 2 warnings, permission will be withdrawn.
- d. UG students are not allowed to keep a car in the hostel.

22. Damage to Property. Students are expected to cooperate for taking care of the hostel/mess property, such as newspapers, magazines, furniture, TV, cutlery, crockery, etc. It will not be removed from the hostel/mess. Any student found guilty of damaging or breaking items of hostel/mess will be made to pay the cost of the item in addition to fine/penalty.

23. Punishment. It is mandatory to comply with the timings and orders spelled out in these instructions and those issued from time to time. Necessary disciplinary action will be taken against the students for each minor or major violation. The following action will be initiated against defaulters:

- a. The student will be produced by Manager (Hostel) before DD Hostels for misconduct and indiscipline.
- b. A serious violation, as and when observed, will be reported to the parents/guardians in writing.
- c. For major breaches, the matter will be referred to NUST Disciplinary Committee.
- d. Imposition of fine/penalty
- e. Expulsion from the hostel
- f. After one time expulsion from the hostel, re-allotment will not be considered.

24. Inspections

- a. Manager (Hostel), Assistant Director Hostels, Deputy Director Hostels, Director Field Administration, and Senior Executive of the University can inspect hostel (student rooms and almirahs, etc.) without any advance notice at any time of the day or night.
- b. Weekly/monthly inspection will be carried out by Manager (Hostel).
- c. A quarterly inspection will be carried out by Deputy Director Hostels.

25. Medical Care. NUST Medical Centre (NMC) is providing the best medical services to students round-the-clock and is equipped with sufficient arrangements. Qualified doctors (male/female) and trained staff perform their duties with complete dedication.

26. Washerman Services. A laundry shop has been established in all the hostels for the provision of washing and pressing of clothes facility to residents free of cost.

27. **Indoor Sports.** The facility of a well-equipped gymnasium with the required machines is available in all the Hostels. It is expected that students will utilize the same with extreme care and will adhere to the best norms of discipline in the gym.

28. **Vending Machine.** Vending Machines have been installed in all student Hostels that dispense items such as snacks, beverages, etc., to students on payment of cash or credit.

29. **Hostel Administration.** Hostel administration/management is as under:

- a. Director Field Administration
- b. Deputy Director Hostels
- c. Additional DD Female Hostels & Affairs
- d. Assistant Director Hostels (Female)
- e. Assistant Director Hostels (Messing)
- f. Manager (Hostel)
- g. Caretaker

30. Certificate (**Annex B**) duly signed by the student and countersigned by the parent/guardian is required to be submitted by the student to the Manager (Hostels) at the time of joining the hostel.

Note:

- a. *These are general guidelines to facilitate the student and ensure a comfortable stay in the hostel.*
- b. *Students are required to follow the above rules while staying in the hostel. Parents/guardians are requested to go through the same rules and advise their son/daughter/ward to strictly follow the rules. A certificate to this effect (as per the specimen below) is required to be submitted by the student, duly countersigned by the parent/guardian, to the respective Manager (Hostels), at the time of joining the hostel.*
- c. *Please submit the signed/countersigned attached certificate to your Manager (Hostels) along with the Hostel admission form to avoid any unpleasant consequence later on.*
- d. *The Hostel Management reserves the right to revise the rules and regulations. However, it will keep the residents informed of any changes in the form of notice on hostel notice boards.*
- e. *These rules are intended to ensure a conducive environment for all residents.*

31. **Dress Norms & Dining Etiquette – Annex C.**

UNDERTAKING
Drug and Tobacco Awareness Certificate
(By the Student & Parent/Guardian)

Roll number/ Registration Number _____
 Program Title _____
 Name _____
 CNIC/CRC Number _____
 Contact Number _____
 Father/ Guardian’s Name _____
 Father/ Guardian’s Contact Number _____
 Gender _____
 Date of Birth _____
 Mark of Identification _____
 Blood Group _____
 Any Disability _____
 Any Existing Medical Problem or Mental-Health Issues _____
 Taking any Medicine on a Regular Basis (if yes, please give details) _____

I _____ son / daughter of _____ certify that I am/shall not be involved in any kind of drug abuse (bringing into the campus/consuming or encouraging consumption of drug and narcotics substances) or the unlawful use of tobacco products at the Higher Education Institute (HEI). The HEI is authorized to examine me for drug abuse at any time and to take any measure to ensure the implementation of its policies. Moreover, parents will be informed if I will be involved in any drug/tobacco-related unlawful activity. Further, I have read and am aware of the provisions of the Higher Education Commission’s Policy on Drug and Tobacco Abuse in Higher Education Institutions.

Signature _____ Signature of Father / Guardian
 (for Students)
 Dated: _____ Dated: _____

Note: Please submit this undertaking form to the concerned office after joining the HEI. For current Members of the HEI, please submit in accordance with the timelines prescribed by the HEI.

NUST Hostel Rules Awareness Certificate

Name: _____

Father's/Guardian's Name: _____

School: _____

Discipline: _____

Hostel: _____

Room No: _____

It is certified that NUST Hostel Rules have been read by the undersigned. I would follow these rules in true letter & spirit and hostel administration may take disciplinary action against me on violation. I understand that hostel administration reserves the right to change the room and hostel at any time. Besides the hostel administration can use temporarily vacated accommodation by me as per NUST requirements.

Date: _____

Student Signature

Counter Sign By

Date: _____

Father / Mother / Guardian

Name: _____

CNIC No: _____



DRESS NORMS



Immaculate dress, appropriate to the occasion, is the hallmark of a civilised person. Elegantly dressed individuals tend to inspire others' attention and are received forthcomingly. The dress must not hang on the body but accompany its wearer; when one smiles, the dress must smile with him/her. Dress guidelines are laid down in the succeeding pages.



OCCASIONS

1. National celebrations, formal occasions or when specifically mentioned on invitations
2. Religious festivals and formal gatherings
3. Convocations

DO'S

1. White kurta / kameez with collar (band-collar), full sleeves and white shalwar
2. Waistcoat - black or any sombre colour
3. Sherwani / achkan in black or any sombre colour
4. Shoes - preferably black with black socks
5. Jinnah cap (optional)

DON'TS

1. Open cuff kurta
2. Chappals
3. Coloured / chequered waistcoat
4. Any cap other than Jinnah cap

LOUNGE SUIT



OCCASIONS

1. Formal occasions
2. Official gatherings
3. Official lunches / dinners
4. Formal meetings / presentations

DO'S

1. Light / sobre-coloured shirt
2. Preferably light-coloured suit during daytime and dark suit in the evening
3. A jacket with matching trousers, necktie and black / brown shoes, preferably with dark-coloured socks
4. Closed upper button of jacket in case of 2 buttons, and closed centre button in case of 3
5. Jacket sleeves should be short enough to display half inch of shirt cuffs

DON'TS

1. Open top button while wearing a necktie
2. Multicoloured necktie with loud pattern - necktie with striking colour(s)
3. Extravagantly shiny / bright / golden-coloured wrist watch
4. Closed button while sitting
5. A necktie with matching pocket square
6. Decorative frills attached to the shirt
7. Jacket sleeves not displaying half inch of shirt cuffs





CASUAL / SMART CASUAL

OCCASIONS

1. Sports / societies' functions
2. Informal gatherings
3. Informal lunches / dinners
4. Other gatherings where lounge suit is not specified

DO'S

1. For men, a jacket or blazer (optional during summers), trousers, a smart casual shirt with collar (not a T-shirt), and smart shoes (not necessarily lace-ups, but not trainers or sandals)
2. A sweater may be worn if it is cold
3. A shirt and trousers will do in summers
4. Neckties are not necessary but carrying one is often a good idea
5. Jeans, casual trousers and T-shirts for outdoor functions; pullovers may be worn during winters
6. Shalwar kameez with blazer and shoes



DON'TS

1. T-shirts / jeans / casual trousers (except outdoor functions)
2. Sneakers / sandals / chappals
3. Indecent gaudy colours

SPORTS WEAR



FOR MEN

1. Warm-up suit and athletic shoes
2. Appropriate dress kit during a particular sport activity



FOR WOMEN

1. Warm-up suit / tracksuit consisting of trousers, T-shirt (with or without sports jacket) and athletic shoes
2. Appropriate dress kit during a particular sport activity



OCCASIONS

1. National celebrations
2. Formal events requiring a national dress code
3. Religious events
4. Convocations

DO'S

1. Shalwar kameez with a shawl / dupatta / scarf
2. Medium length, solid-coloured shirt with three-quarter or full sleeves and matching / white shalwar
3. Flats/pumps / court shoes
4. Wrist watch (optional)
5. Selection of colour and fabric according to weather and time
6. Minimum makeup and jewellery

DON'TS

1. Fancy lace / embellishments on shirt / dupatta
2. Fancy accessories
3. Capri pants or tights
4. See-through fabric
5. Chappals

FORMAL DAYWEAR

OCCASIONS

1. Presentations
2. Meetings
3. Formal events requiring a professional dress code

DO'S

1. Full-sleeved solid-coloured dress with a stole / scarf
2. Dark-coloured blazer in winters (optional in summers)
3. Solid-coloured short or medium length full-sleeved shirt with straight pants or trousers
4. High heels / court shoes for a professional look
5. Wrist watch
6. Light makeup
7. Light jewellery
8. Medium-sized handbag to carry personal belongings or files

DON'TS

1. Gaudy colours
2. Flamboyant patterns or designs on dress
3. Chappals





SMART CASUAL

OCCASIONS

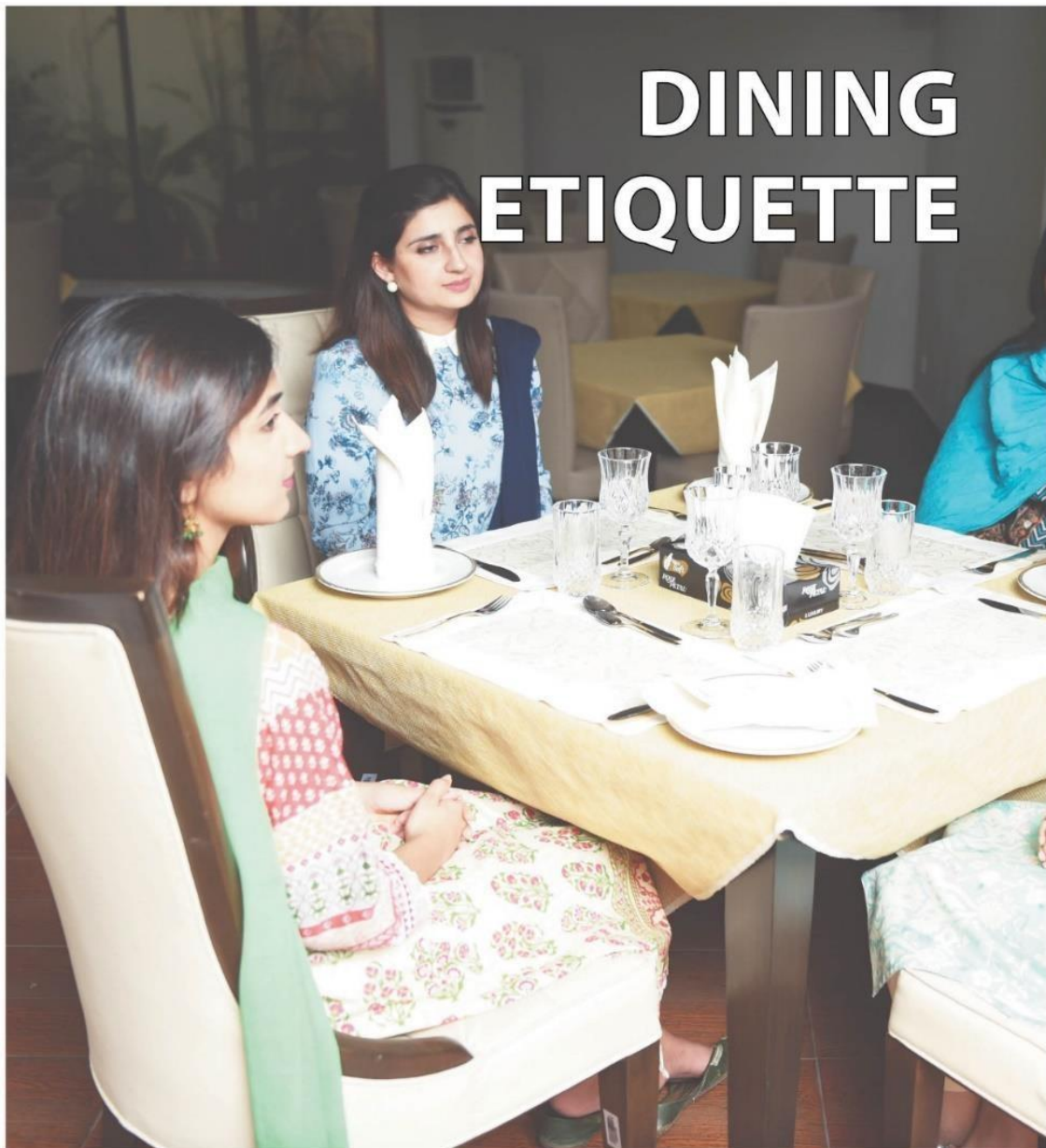
1. Events where dress code is not specified
2. Informal events
3. Everyday wear

DO'S

1. Well-fitted, neat and appropriate dresses slightly less formal than professional wear with a stole for an Eastern look
2. Comfortable flat shoes (closed or open)
3. Selection of colours and fabric according to weather and time
4. Wrist watch and light jewellery
5. Easily manageable hair styling
6. Large handbag to carry books and personal belongings
7. Minimal makeup and light perfume

DON'TS

1. Fancy hair clips
2. T-shirts or sweatpants
3. Fancy embellishments and accessories / jewellery
4. Heavy makeup
5. See-through fabric
6. Chappals



Eating manners form an important element of your grooming and your social etiquette. For example, it is a common sight at social gatherings that people rush forward and heap up their plates. However they only eat half of the food and waste the remaining half. There are certain table and eating manners that have to be demonstrated, particularly at social events.

SITTING

1. Never drag your chair while sitting. Lift it when pulling back or moving forward.
2. Sit with your back straight, but in doing so do not stretch your body.
3. Do not spread your body or elbows.
4. Do not keep your elbows on the table; folded hands can be placed on the table if not eating.
5. Do not stretch your feet forward. The sole of the shoe should remain in contact with the floor.
6. Put your chair back in its original position after you get up.
7. Do not gesticulate with your hand.



CONVERSATION



1. Converse in a low tone.
2. Avoid conversing across the table. Talk with individuals sitting on your left and right.
3. Avoid discussions on the cost and quality of food.
4. Do not talk on any subject, which makes the conversation emotional or where difference of opinion may arise.
5. Do not narrate long stories or indulge in lengthy discussions. As a rule, keep the conversation general, short and crisp.

6. Avoid keeping your hands in your pockets, especially while conversing with your seniors/ elders. This prerogative stays only with the most senior person in the group.

Social events are opportunities for informal interactions between the top management and employees / students. Such interactions prove fruitful in knowing others and their perspectives on various subjects. Therefore, actively participate in such interactions instead of being reserved and withdrawn.

USE OF CUTLERY

1. Keep fork in the left hand and spoon / knife in the right.
2. Eat with the fork when using fork and knife e.g. while eating chicken, chops, etc., hold the piece with the fork, cut it with the knife and then put it in your mouth with the fork.
3. Remember - do not hold the fork in the fist; always hold the fork lightly with forefingers advanced.
4. Use a knife gently and not forcefully.
5. Eat with the spoon when using fork and spoon; hold the fork in the left hand and spoon in the right, e.g. while eating rice, etc., the fork should assist in filling the spoon. Remember; the basic rule for use of spoon is that solids are always taken from the tip and liquids always from the side of spoon.
6. Always hold the fork in your left hand while eating Chapati and use it for pushing curry in the Chapati.
7. Do not let your teeth stare while putting fork or spoon in your mouth and close your lips on them.
8. Do not overload your fork or spoon.
9. Keep the cutlery in the plate while munching your food.
10. Put the cutlery back in the plate while talking; do not point it towards anyone.
11. Place cutlery on the plate at any convenient angle to each other when not in use.
12. Use the fork to put any leftover food on the left of the plate and place the cutlery in the shape of inverted "V."
13. Do not pick any cutlery item if it falls on the floor; instead, ask for a replacement.
14. Do not be confused if you see too many knives and forks on the table; start picking them from extreme flanks according to each course.
15. Do not let the spoon remain in the cup or



- glass when drinking; place it on the saucer.
16. Place spoon, knife and fork parallel to each other when formally finished. This will indicate to the waiter that you have finished eating and plates can be removed.



EATING AND DRINKING

1. Make sure that you take the food to your mouth and not your mouth to the food.
2. Keep your mouth closed when chewing food.
3. Do not talk with your mouth full.
4. Do not blow into the spoon or morsel.
5. Do not make the morsel so big that it chokes you, or drops out of the corner of your mouth.
6. Do not take out your tongue while accepting a morsel.
7. Do not protrude your lips to contact the fork or spoon.
8. Do not place the morsel in a corner of your mouth; place it in the centre.
9. Do not prepare your next morsel until you have swallowed the previous one.
10. Do not rush with food. Enjoy each morsel and chew it completely.
11. Do not chew bones.
12. Do not belch.
13. Do not spit any seeds or food into the plate. The general rule is what goes into the mouth on a fork or spoon is taken out with it, and what goes in with the fingers is taken out with them.
14. Do not announce if something falls into your plate or is observed in the food; stop eating, and if the meal is informal, ask for a new serving.
15. Do not drink water if your mouth is already full.
16. Do not gulp the whole glass of water in one breath.

EATING MANNERS

1. Avoid touching food with your fingers as much as possible.
2. Try not to smudge your fingers with curry while eating Chapati; use the fork to push food into the Chapati.
3. Do not lick your fingers.
4. Avoid placing food on the logo of the plate (the plate is usually placed with the logo at 12 o'clock).
5. Wait for the host and guest of honour to start eating.
6. Be aware that second helpings are not offered at a formal dinner.
7. Eat chicken piece or chops with knife and fork; use of fingers for picking them is strictly for informal occasions.
8. Remove fishbone from the mouth with finger tips and not with fork, and put them on the side of the dinner plate. Be aware that small fish is often served whole and large fish in pieces.



USE OF NAPKIN

1. Use napkin to wipe your lips and fingertips only.
2. Spread the napkin over your lap so that drippings do not spoil your clothes.
3. Do not place the napkin around your neck or against your chest.
4. Do not fold the napkin after use; lay it casually on the right side. Napkin placed casually indicates 'napkin used.'
5. Place paper napkin crumpled in your plate after use.



USE OF TOOTHPICK

1. Use toothpick sparingly; if you must, use it only to clean your teeth and not to play with it.
2. Always cover your hand digging in the mouth with the other hand.
3. Do not blow or spit anything you dig out of your mouth; either swallow or collect it, and place it on your plate.
4. Place the toothpick on the plate after using it; do not break it into pieces.



UNDERTAKING
(By the New Student & Parent/Guardian)

I, _____ son/daughter/ward
of _____, student of
_____ programme, hereby certify that I have read the
instructions carefully given in Handbook and that during my stay at NUST, I shall be responsible to abide
by the rules/regulations mentioned therein. I understand that I will be liable to appropriate disciplinary
action for any misconduct or misbehaviour. I hereby declare that all my academic documents (including
Matric / FA, FSc results, equivalence) are complete and correct as per eligibility criteria; if found incorrect
at any stage, the University has the right to cancel admission/take strict disciplinary action against me.

Name of the Student: _____

CNIC No: _____

Signature: _____

Countersigned by Parents/Guardian

Signature: _____

Name: _____

CNIC No _____

Date: _____

Address: _____

(Note: Please deposit this certificate duly completed to the school administration).

Important Telephone Numbers

Main Office NUST

NUST UAN	+92-51-111-11- NUST (6878)
Fax No	+92-51-8317363
Email	Info@nust.edu.pk
Website	www.nust.edu.pk

Registrar Directorate

Registrar & Controller of Examinations	+92-51-90851041
Email	registrar@nust.edu.pk
Deputy Director (UG)	+92-51-90851053-90851049
Deputy Controller (Examinations)	+92-51-90851055
Assistant Controller (Examinations - UG)	+92-51-90851056-8
Assistant Controller (Examinations - PG)	+92-51-90851057

Academics Directorate

Director Academics	+92-5190851071
E-mail	dacad@nust.edu.pk
Deputy Director Programs	+92-51-90851073
Senior Assistant Director Policies	+92-51-90851077
Deputy Director PG (PhD)	+92-51-90851075
Assistant Director (MC)	+92-51-90851090

Finance Directorate

Director Finance	+92-51-90851301
E-mail	dirfin@nust.edu.pk
Manager Finance (Fee)	+92-51-90851313

Administration Directorate

Director Administration	+92-51-90851541
E-mail	dadm@nust.edu.pk

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Deputy Director Adm & Coord	+92-51-90851503
Chief Security Officer	+92-51-90851525
Deputy Director Transport	+92-51-90851511

Field Administration Directorate

Director Field Administration	+92-51-90851501
E-mail	dir.fieldadmin@nust.edu.pk
Deputy Director Hostels	+92-51-90851508
Chief Security Officer	+92-51-90851525

NUST School of Health Sciences (NSHS), Islamabad

Principal & Dean	+92-5190852601
Email	principal@nshs.nust.edu.pk

Mailing Address & Social Media Accounts

Mailing Address: National University of Sciences and Technology (NUST) H-12,
Islamabad, Pakistan