Student Handbook

BS-HND 2026



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Abbreviations

CBL	Case-based Learning
CLOs	Course Learning Outcomes
SGC	Student Grievance Committee
FC	Flipped Classroom
LGIS	Group Interactive Sessions
OHT	One Hour Test
ESE	End-of-Semester Examination
ODOO	On-Demand Open Object
PEOs	Program Educational Outcomes
RP	Resource person
SAQ	Short Answer Question
SEQ	Short Essay Question
SDL	Self-Directed learning
SGD	Small Group Discussion
TOS	Table of Specifications

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Chapter 1: Introduction

1. **Welcome to NUST.** 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 22 constituent colleges/schools/centers. Currently, NUST offers higher education in as many as 45 UG, 83 MS, and 54 PhD programs in various NUST institutions.

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

3. **NUST Mission.** We are committed to being a university that stimulates intellectual curiosity, behavioral 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.

4. **Welcome to NUST School of Health Sciences (NSHS).** NSHS emphasizes the professional, personal, and intellectual development of students to ensure that our medical and allied health sciences graduates become contributory members and leaders in the healthcare industry. We aim to follow evidence–based best practices and international standards in curriculum and assessment methods in our MBBS, postgraduate and Allied Health programs. With the Federal Government Polyclinic Hospital as the teaching hospital, not only will our students develop requisite and relevant clinical competencies, but they will also benefit from mentorship by renowned clinicians from the healthcare fraternity.

5. **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.

6. **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.

7. **Welcome to the Department of Human Nutrition and Dietetics (HND).** The Department of Human Nutrition and Dietetics at NSHS offers the BS Human Nutrition and Dietetics program, which aims to foster the professional and intellectual growth of students, enabling graduates to become competent nutritionists and dietitians who can contribute meaningfully to the healthcare sector. The curriculum emphasizes evidence-based learning, critical thinking, and application of international best practices in nutrition education and assessment. Our students benefit from mentorship and guidance by experienced faculty and practicing dietitians, ensuring that they are well-prepared to meet national and global challenges in nutrition and public health. Through our collaboration with clinical setups and community-based organisations, students gain hands-on experience and develop the skills required to provide effective nutritional

care across diverse populations. The program not only equips students with scientific knowledge and clinical competencies but also instils values of leadership, ethics, and service. We envision our graduates as innovators and leaders in nutrition, dietetics, and health promotion, advancing the well-being of individuals and communities.

8. **Department Vision.** To produce nutritionists/dietitians who uphold the standards of science, are compassionate, research-oriented, knowledgeable, skilled, life-long learners and devoted to both their profession and society at large.

9. **Department Mission.** To prepare graduates with strong, evidence-based foundations in human nutrition and dietetics, empowering them to address nutritional and health challenges in clinical and community settings.

10. **Program Educational Objectives**

a. To comprehend the concepts of nutrition and its practical aspects.

b. To develop skills in nutrition assessment, diagnosis, intervention, monitoring and evaluation.

c. To provide culturally sensitive nutrition services in hospital and community settings.

d. To perform food service management functions in entrepreneurial settings.

e. To commit continuing professional development with critical thinking and life-long learning in nutritional sciences.

f. To develop the skills necessary to conduct cutting-edge research.

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Chapter 2: Program Structure, Careers, And Global Opportunities

1. This chapter provides a comprehensive overview of the program, guiding students through its essential aspects and the opportunities it offers. It outlines the eligibility criteria for admission, details the academic scheme of studies, and highlights pathways for professional growth and career development. In addition, it introduces exchange programs and other avenues for international exposure, enabling students to broaden their learning and professional horizons. Together, these components are designed to help students make informed decisions, maximize their academic experience, and prepare for meaningful careers in nutrition and dietetics.

2. **Eligibility Criteria.** Candidates applying for admission in BS Human Nutrition and Dietetics program at NUST School of Health Sciences (NSHS) should fulfil the following criteria:

a. **SSC (Science Group)** / O-level / Equivalent qualification with minimum **60%** marks.

b. **HSSC (Pre-Medical Group** having **Biology, Chemistry** and **Physics** as major subjects**)** / A level / Equivalent qualification with minimum **60%** marks.

c. **NUST Entry Test 2025 / 26 (NET-Applied Sciences)**, **NUMS MDCAT 2025** or **National MDCAT 2025** with minimum **50%** marks OR **ACT Test 2024 / 25** with the following minimum scores:

(1) For candidates who have taken ACT Exam **before April 2025**.

(a) **ACT Composite** score (consisting of Maths, English, Reading and Science sections) with a minimum score of **25**.

(2) For candidates taking ACT Exam **from April 2025 onwards**.

(a) **ACT Composite** score (consisting of Maths, English and Reading sections only) with a minimum score of **25**.

(b) **ACT Science** score with a minimum score of **25**.

Nationality	Education System	Place of Study	NET/MDCAT-Based	ACT Based	
			Open Merit Seat	ACT National Seat	ACT International Seat
Pakistani	FSc Pre-Medical	Inside Pakistan	Y	Y	N
		Abroad	Y	Y	Y
	O / A Level / Foreign	–	Y	Y	Y
Dual National	–	–	Y	Y	Y
POC	–	–	Y	Y	Y
Foreigner	–	–	Y	N	Y

3. **Program Duration.** The program is an undergraduate degree spanning a total of 4 years, and divided into 8 semesters.

4. **Scheme of Studies**

Course Title	Credit Hours	Course Title	Credit Hours
Old Scheme (Spring 2024)		**Revised Scheme (Spring 2026 Onwards)**	
Semester 1			
English I	3(3-0)	Understanding of Quran - I	1(0-1)
		Introduction to World Religions	2(2-0)
Introduction to IT	3(2-1)	Ideology and Constitution of Pakistan	2(2-0)
Micronutrients in Human Nutrition	3(3-0)	Functional English	3(3-0)
Macronutrients in Human Nutrition	3(3-0)	Basic Biostatistics	3(3-0)
Human Anatomy	3(2-1)	Human Anatomy	3(2-1)
Basic Mathematics	3(3-0)	Introduction to Food Science and Technology	3(2-1)
-	-	Fundamentals of Human Nutrition and Dietetics	3(3-0)
Total	**18(16-2)**	**Total**	**18 (15-3)**
Semester 2			
Technical Writing	2(2-0)	Understanding of Quran - II	1(0-1)
Principles of Sociology	3(3-0)	Pakistan Studies	2(2-0)
Biochemistry	3(2-1)	Expository Writing	3(3-0)
Human Physiology	3(2-1)	Applied Biostatistics	3(3-0)
Public Health Nutrition	2(2-0)	Human Physiology	3(2-1)
Pharmacology	3(3-0)	Fundamentals of Food Systems	3(3-0)
Pakistan Studies	2(2-0)	Food Microbiology and Biotechnology	3(2-1)
Total	**18(16-2)**	**Total**	**18 (15-3)**
Semester 3			
Islamic Studies	2(2-0)	Islamic Studies	2(2-0)
Civic and Community Engagement	2(1-1)	Fundamentals of Sociology	2(2-0)
Entrepreneurship	3(3-0)	Climate Change Adaptation and Mitigation	3(2-1)
Nutrition and Psychology	3(3-0)	General Pathology	3(2-1)
Principles of Human Nutrition	3(3-0)	Analytical Techniques in Food and Nutrition	3(1-2)
Food Microbiology	3(2-1)	Food Safety and Quality Management	3(3-0)
Principles of Microeconomics	2(2-0)	Functional Foods and Nutraceuticals	2(2+0)
Total	**18(16-2)**	**Total**	**18 (14-4)**
Semester 4			
Biostatistics	3(2-1)	Entrepreneurship	2(2-0)
Nutrition Through the Life Cycle	3(3-0)	Applications of Information and Communication Technology	3(2-1)
Nutritional Immunology	3(3-0)	Civics and Community Engagement	2(2-0)
Assessment of nutritional status	3(3-0)	Leadership and Team Management	2(2-0)

Communication and Interpersonal Skills	3(3-0)	Clinical Biochemistry	3(2-1)
Nutrition Through Social Protection	2(2-0)	AI in Food and Nutrition	2(1-1)
-	-	Macronutrients and Micronutrients in Human Nutrition	3(3-0)
Total	**17(16-1)**	**Total**	**17 (14-3)**
Semester5			
Food Analysis and Sensory Evaluation	3(2-1)	Food and Drug Laws	2(2-0)
Functional Foods and Nutraceuticals	3(3-0)	Nutrition Through the Life Cycle	3(3-0)
Nutritional Education and Awareness	3(2-1)	Nutritional Assessment	3(2-1)
Dietetics-I	3(2-1)	Meal Planning and Management	3(2-1)
Nutritional Practices in Clinical Care	3(2-1)	Dietetics-I	3(2-1)
Elective-I	3(3-0)	Community and Public Health Nutrition	3(3-0)
Total	**18(14-4)**	**Total**	**17 (14-3)**
Semester6			
Dietetics-II	3(2-1)	Food Product Development	3(1-2)
Drug-Nutrient Interactions	2(2-0)	Nutritional Epidemiology	3(3-0)
Food Supplements	2(2-0)	Dietetics-II	3(2-1)
Research Methods in Nutrition	3(2-1)	Supervised Practicum-I	3(0-3)
Meal Planning and Management	3(2-1)	Elective-I	3(3-0)
Elective-II	3(3-0)	Elective-II	3(3-0)
Total	**16(13-3)**	**Total**	**18 (12-6)**
Semester7			
Dietetics-III	3(2-1)	Nutrition Education and Counselling	3(2-1)
Food laws and regulations	3(3-0)	Research Methods in Food and Nutrition	2(1-1)
Nutrition Epidemiology	3(3-0)	Food and Nutrition Certifications	3(3-0)
Final Year Project-I	2(0-2)	Supervised Practicum-II	3(0-3)
Elective-III	3(3-0)	Elective-III	3(3-0)
Elective-IV	3(3-0)	Elective-IV	3(3-0)
Total	**17(14-3)**	**Total**	**17 (12-5)**
Semester8			
Nutrition Policies and Programs	3(3-0)	Food Service Management	2(1-1)
Global Food Issues	3(3-0)	Food and Nutrition Policies	3(3-0)
Preventive Nutrition	3(3-0)	Capstone Project	3(3-0)
Final Year Project-II	4(0-4)	Elective-V	3(3-0)
Elective-V	3(3-0)	Elective-VI	3(3-0)
-	-	Elective-VII	3(3-0)
Total	**16(12-4)**	**Total**	**17 (16-1)**
Field experience:3 credit hours (any time after semester 4)		Field experience:3 credit hours (any time after semester 4)	
Total Credit hours (degree)	**138+3=141**	**Total credit hours (degree)**	**140+3=143**

LIST OF ELECTIVES					
		Revised Scheme (Spring 2026 Onwards)			
Old Scheme (Spring 2024-Fall 2025)		**Specialization-1: Community & Public Health Nutrition**		**Specialization-2: Clinical Nutrition**	
Course title	**Credit hours**	**Course title**	**Credit hours**	**Course title**	**Credit hours**
Drug-Nutrient Interactions	3(3-0)	Nutrition in Emergencies	3(3-0)	Supervised Clinical Practicum I	3(0-3)
Metabolism of Nutrients	3(3-0)	Maternal & Child Nutrition	3(3-0)	Supervised Clinical Practicum II	3(0-3)
Nutrition in Emergencies	3(3-0)	Nutrition Behavior Change Communication	3(3-0)	Sports Nutrition & Exercise	3(2-1)
Infant and Young Child Feeding	3(2-1)	Nutrition Through Social Protection	3(3-0)	Drug Nutrient Interactions	3(3-0)
Food service management	3(3-0)	Nutrition Program Planning and Evaluation	3(3-0)	Enteral and Parenteral Nutrition	3(3-0)
Nutritional Deficiency Disorders	3(3-0)	Controversies In the field of Nutrition	3(3-0)	Nutrigenetics and genomics	3(3-0)
Food toxins and allergens	3(3-0)	Global Food and Nutrition Issues	3(3-0)	Advanced Clinical Nutrition	3(3-0)
Artificial Intelligence in Food Industry	3(3-0)	Food Fortification	3(3-0)	Nutritional Psychology	3(3-0)
Food Safety	3(3-0)	Sustainable Diets	3(3-0)	Food Supplementation	(3-0)

5. **Career Opportunities.** Graduates of the Nutrition and Dietetics program from NUST are prepared for diverse professional roles in Pakistan and abroad. With a strong foundation in clinical practice, public health, food service management, and research, students can pursue rewarding careers in the following areas:

a. **Clinical Dietetics** – Working in hospitals, clinics, and rehabilitation centers to provide medical nutrition therapy for patients with acute and chronic conditions.

b. **Community and Public Health Nutrition** – Designing, implementing, and evaluating nutrition programs in collaboration with government agencies, NGOs, and international organizations.

c. **Food Service and Hospitality Industry** – Managing institutional food services, ensuring food quality and safety, and leading nutrition-related initiatives in hotels, catering, and the food industry.

d. **Research and Academia** – Engaging in research at universities, research institutes, and think tanks, or pursuing advanced degrees (MS/PhD) in nutrition and related fields.

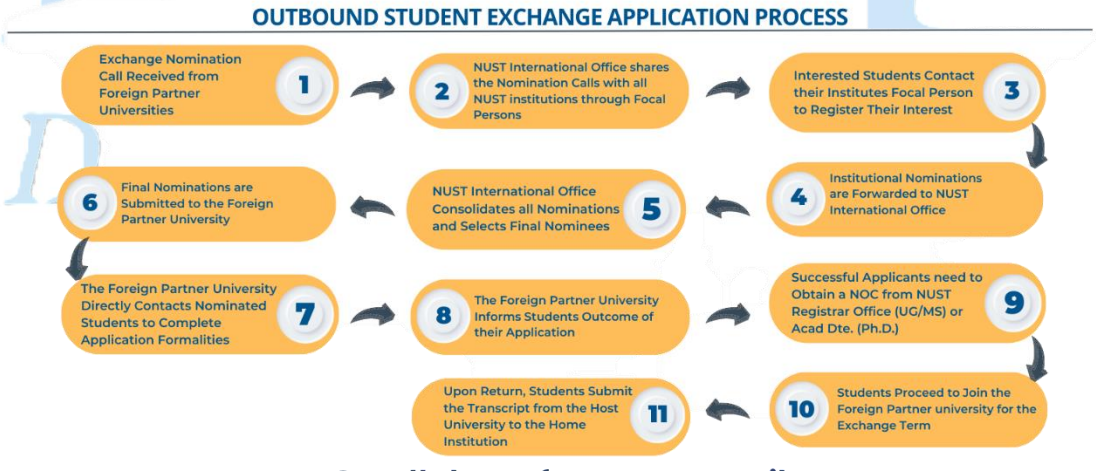
e. **Corporate Wellness and Nutrition Counseling** – Supporting health and wellness programs in corporate settings, gyms, fitness centers, and private practice.

f. **Policy and Program Development** – Contributing to national and international food and nutrition policies, advocacy, and health promotion initiatives.

g. **Entrepreneurship** – Establishing nutrition-focused ventures such as diet clinics, wellness centers, health consultancies, or food product development startups.

h. **International Opportunities** – Pursuing careers with international NGOs, UN agencies (e.g., WHO, UNICEF, WFP, FAO), and global research collaborations.

6. **NUST's International Collaborations for Student Exchanges and Mobility.** NUST actively participates in a wide range of international collaborations to enhance student learning and global exposure. Through various funded and self-funded student exchange programs, students have the opportunity to study abroad, gain international experience, and develop a broader perspective in their field. NUST has more than 250 partnerships across 51 countries for academic and research exchange. These partnerships with renowned universities and institutions worldwide facilitate cultural exchange, academic collaboration, and professional growth. Participation in these programs not only enriches students' academic journey but also prepares them to excel in an increasingly interconnected global environment. Participating in international semester exchange programs allows students to gain diverse cultural and academic perspectives, enriching their personal and professional development. Additionally, it enhances their global network, improves language skills, and increases their employability in a competitive job market. The detailed information about NUST's partner universities, exchange programs, eligibility criteria and application process are available on NUST International Office Website: https://nio.nust.edu.pk/mobility/global-partnerships/



More information can be found on International Student Support and Mobility Section of NUST International Office: https://nio.nust.edu.pk/mobility/exchanges/outbound/

Chapter 3: BS-HND Program Educational Outcomes (PEOS)

PEO	Main Learning Outcome	Key Competencies
PEO 1: To comprehend the concepts of nutrition and its practical aspects	Apply Evidence-Based Practice	• Demonstrate foundational knowledge of nutrition science and its applications. • Critically evaluate and synthesize nutrition concepts for practical use. • Translate theoretical principles into evidence-based dietary strategies.
PEO 2: To develop skills in nutrition assessment, diagnosis, intervention, monitoring and evaluation	Perform Clinical Nutrition and Dietetics Services	• Conduct comprehensive nutrition assessments for individuals and groups. • Formulate and implement medical nutrition therapy plans. • Monitor progress and evaluate the effectiveness of interventions.
PEO 3: To provide culturally sensitive nutrition services in hospital and community settings	Demonstrate Cultural Competence and Social Responsibility	• Deliver nutrition care that respects cultural, social, and religious practices. • Adapt interventions to diverse populations and contexts. • Advocate for equitable access to nutrition and health services.
PEO 4: To perform food service management functions in entrepreneurial settings	Manage Food Service and Institutional Nutrition Programs	• Apply principles of food service systems and operations management. • Ensure safety, hygiene, and quality standards in food production and delivery. • Utilize entrepreneurial and managerial skills for innovative service provision.
PEO 5: To commit continuing professional development with critical thinking and life-long learning in nutritional sciences	Engage in Lifelong Learning and Self-Development	• Reflect critically on professional practice and learning needs. • Participate in continuous professional development (CPD). • Adapt to innovations, emerging trends, and evolving evidence in nutrition.
PEO 6: To develop the skills necessary to	Demonstrate Research and Critical Inquiry Skills	• Apply research methodologies in nutrition and dietetics.

PEO	Main Learning Outcome	Key Competencies
conduct cutting-edge research		• Analyze and interpret scientific data to draw valid conclusions. • Contribute to knowledge advancement through original research projects.

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Chapter 4: Learning Strategies

1. The Human Nutrition & Dietetics program at NSHS emphasizes active, applied, and progressive learning. Students engage in both theoretical and hands-on strategies designed to build a solid scientific foundation while developing real-world competencies essential for professional practice.

2. **Theoretical Learning Strategies**

   a. **Group Interactive Sessions (LGIS).** An interactive teaching strategy that incorporates visuals, case-based examples, class-based activities, and digital response tools to deepen understanding of the topic and to gain a good experience for enhancing communication as well as field-related skills. Sessions may include group activities on dietary assessment and nutrient calculations, group and individual interviews, and counselling sessions. This will enhance critical thinking and encourage class-wide participation.

   b. **Case-Based Learning (CBL).** A structured, student-centered strategy where learners analyze realistic nutrition cases such as chronic disease diet planning or community malnutrition assessments, as well as improve client/patient dealing skills. Case scenarios are based on real datasets of patients and field experiences through hospital visits. This strategy sharpens analytical thinking and enhances evidence-based decision-making.

   c. **Flipped and Blended Learning.** Students are given access to core e-modules to strengthen their grip on a particular topic. They are also provided with the course material beforehand so they can go through the topic before coming to the relevant class for better understanding. In-class time is reserved for practical application—such as energy requirement calculations, menu planning, or client role-play scenarios. This model encourages self-paced learning and improves concept retention.

   d. **Student Discussion groups.** Small student-led groups analyse current research papers related to nutrition and public health. Sessions are aligned with coursework and aim to develop critical appraisal, presentation skills, and early exposure to scientific inquiry. It equips them with the ability to analyse and upgrade their nutritional assessment techniques and knowledge.

3. **Practical Learning Strategies**

   a. **Nutrition Skills Lab.** Students participate in structured practical sessions covering anthropometric measurements (BMI, MUAC, skinfolds), diet recall analysis, and menu modification using case files. These sessions bridge theory with clinical and public health nutrition practice.

   b. **Role Play based Learning.** Mock client counselling scenarios are conducted using peer volunteers or role-play. Students practice history taking, communication, and behaviour change techniques. This strategy enhances clinical confidence in a supportive, simulated environment.

   c. **Community Nutrition Fieldwork.** Students engage in supervised field activities such as nutritional assessments within NUST as well as outside NUST by arranging nutritional camps, maternal nutrition awareness days, or community diet surveys. These experiences promote public health

awareness and cultural competence in delivering nutrition interventions.

d. **Professional Skills Workshops.** Short, focused workshops conducted throughout the academic year cover:

(1) Research Planning and methodology

(2) Portion size estimation, Label reading and consumer awareness, Recipe standardization and food costing

4. These sessions aim to build practical competencies that align with the scope of professional practice.

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Chapter 5: Study Skills

1. Becoming a skilled nutrition professional involves more than studying—it requires strategic, reflective, and self-directed learning habits. This chapter outlines personalized and evidence-based strategies to help students enhance academic performance and professional readiness.

2. **Foundations of Effective Learning**
    a. Use tools like mind maps, clinical charts, and visual summaries (e.g., WHO guidelines).
    b. Start from broader concepts (e.g., Malnutrition) and progressively narrow to detailed topics (e.g., Protein-Energy Malnutrition protocols).
    c. Link theory to practical settings using analogies, real-life case examples, or simulation-based reflection.

3. **Maximizing Lecture Engagement**
    a. **Before Lecture**: Skim study guides, learn basic definitions (e.g., PEM, MNT)
    b. **During Lecture**: Focus on concepts, not transcription. Highlight unclear points.
    c. **After Lecture**: Revise within 48 hours. Cross-reference notes with textbooks or lectures.

4. **Optimizing Study Environment**
    a. Create a designated study space (avoid beds).
    b. Use the **Pomodoro Technique**: 25 minutes study, 5 minutes break.
    c. Use healthy snacks and water to maintain energy.

5. **Collaborative Learning**
    a. **Peer Teaching**: Teach topics to classmates.
    b. **Study Pods**: Organize mini-discussions for different topics.
    c. **Accountability Partners**: Share progress, quizzes, or case-based problem-solving exercises.

6. **Focus Management & Well-being**
    a. **Recognize Attention Patterns**: Study toughest subjects when most alert.
    b. **Take Breaks with Intention**: Stretch, walk, hydrate. Avoid digital distractions.
    c. **Limit Late Caffeine**: Helps maintain sleep quality.

7. **Digital and Visual Tools**
    a. **MyFitnessPal / Cronometer** – Diet recalls.
    b. **WHO Food Composition Tables** – Regional data.
    c. **Coursera / FAO / ASPEN** – Free nutrition science modules.
    d. **Food Systems Dashboard** – Global insights on nutrition interventions.

Chapter 6 – Academic Planner

1st Semester – Spring 2026	
Commencement of Classes	16th Feb 2026
Orientation Week	9th-13th Feb 2026
Duration of Semester	16 Feb - 21 Jun 2026 (18 weeks)
Midterm Exam	9th-17th April 2026
Last Days of Classes	10th June 2026
End Term/Examination Period	11th-19th June 2026
Summer Break	**5th July – 8th Sep 2026 (9 weeks)**
2nd, 4th, 6th Semester – Fall 2026	
Commencement of Classes	31st Aug 2026
Duration of Semester	31st Aug – 3rd Jan 2027 (18 weeks)
Midterm Exam	2nd -6th Nov 2026
Last day of classes	27 Dec 2026
Final Semester Exam	28th Dec – 3rd Jan 2027

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Chapter 7: Assessments

1. Assessment is a fundamental and integral component of the educational process, carrying significance for students, faculty, and the institution alike. For the institution, assessments provide an essential basis for program evaluation, offering valuable insights that inform curriculum development and continuous improvement. Assessments are vital for university students as they reveal knowledge gaps, provide learning motivation, and allow for self-improvement, while for faculty, they are crucial for understanding student comprehension, refining teaching methods and curriculum, and fulfilling institutional accountability and quality assurance mandates.

2. In BS (Human Nutrition and Dietetics) program, a balanced combination of traditional and alternative assessment methods is employed, including formative assessments (class quizzes, assignments, etc.) and summative assessments (midterm exams, final exams, projects, term papers, etc.). While tests and individual exams are still important, the overall assessment looks at different types of evidence gathered over time. This approach ensures a holistic view of each student's progress and competence across the entire educational experience.

3. Thus, BS in Human Nutrition and Dietetics students are assessed through various methods, including midterm and final exams, projects, viva voce, presentations, assignments, class or hybrid quizzes, and laboratory work. The assessment plans are provided in the course outlines and are accessible to students via the LMS (Qalam). Each instructor has the flexibility to design their course assessments, deciding the number of quizzes and assignments and choosing the most appropriate formats (subjective or objective) based on the course's nature. Additionally, the distribution of marks for each course is shared on Qalam to ensure transparency.

4. Overall performance is monitored collaboratively by the Course Instructor, Head of Department (HOD), and Student Advisor to maintain academic standards and provide student support.

5. **Examinations & Other Semester Requirements.** The following may be scheduled as per NUST policy during a semester of studies for grading:

   a. Minor Test (Quiz). Several unannounced/announced quiz tests are conducted frequently in each course at irregular intervals (normally 2-3 per credit hour) throughout the semester.

   b. Major Tests, Mid-Semester Examination/One-Hour Test (OHT). Mid-semester exam is a 2–3 hour test conducted at mid-semester or a number of OHTs (one-hour duration), conducted (normally one per credit hour) in each course at regular intervals with due notice of at least two days.

   c. End Semester Examination (ESE). The last comprehensive examination of approximately three hours duration is given in each course on its completion.

   d. Class Assignment. A task, relevant to a course of study, is assigned by the concerned faculty to substantiate the course contents. The assignment may or may not be graded.

   e. Practical/Lab Test. These tests include all such examinations/evaluations to ascertain the level of competency of the practical application of knowledge acquired.

f. Project. Project is a research work aimed at testing the ability of a student to translate the theoretical knowledge acquired during a course of study into practical use. Projects are usually assigned as part of coursework to individuals or groups of students and each student is required to present the project work.

g. Oral Presentation. Students are required to make oral presentations during the semesters as part of courses specially configured to develop their soft skills.

6. **Weightage of Summative Assessments**

Nature of Examination	Duration	Frequency	Weighting (%age)
End Semester Examination	2–3 hours	1	40–50
Mid Semester Examination/ One Hour Test (OHT)*	1 hour	1 CH Course – minimum 1 OHT 2–4 CH Course – minimum 2 OHTs	30–40
Quiz	–	1 CH Course – minimum 2 2 CHs and above – minimum 3	(part of sessional marks)
Assignment	Own time@	As assigned	10–15
Project	Own time@	As assigned	5–10
Lab Work	3 contact hours	1 per week for each lab CH	10–20
Lab Exam / Final Project	–	–	20–30

7. **Examination Policy and Students' Responsibility**. Students shall report half an hour before the time fixed for the examination on the first day and ten minutes on subsequent days. No books, notes, or documents are to be taken in the examination room except those authorized by the examiner.

8. **Unfair Means.** Any student found using unfair means or assisting another student during a test/examination shall be liable to disciplinary action. A student found guilty of such an act by the institution Discipline Committee, will be dealt with in the light of policy in vogue. 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 test/examination.

c. Any form of communication by the student with anyone in or outside the examination room 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 papers etc.

e. Possession of cell phones, smartphones, smart watches, or any other smart gadget/electronic device that may assist in the examination.

9. **Grading Policy.**

Letter Grade	Grade Points	Remarks
A	4.00	Excellent
B+	3.50	Very Good
B	3.00	Good
C+	2.50	Above Average
C	2.00	Average
D+ (UG only)	1.50	Below Average
D (UG only)	1.00	Marginal Pass
F	0.00	Fail
XF	0.00	Fail due to shortage of attendance
I	–	Incomplete
W	–	Dropped/Withdrawal
Q	–	Qualified (applies to specified courses as per NUST policy)
T	–	Transfer Credit

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Chapter 8: Award of Bachelor Degree and Academic Deficiencies

1. On the recommendation of the FBS of the constituent institution, the University awards an undergraduate degree to the student who satisfies the following conditions:

   a. has completed prescribed credit hours, as per approval of, NUST Academic Council for each programme for Bachelor's degree.

   b. has achieved a minimum CGPA of 2.00 with a minimum of C grade in final year (Design) project work for BE/BS programme, where applicable.

2. **Academic Deficiencies**. A student who obtains one or more of the following grades in the semester result shall be considered academically deficient:

   a. An **F/XF** grade in any course

   b. Semester GPA less than 2.00

   c. CGPA less than 2.00

   d. **I** (Incomplete) grade in any course

   e. Less than **C** grade in final year (Design) project work for BE/BS programme, where applicable

3. **Disposal of Academically Deficient Students**

   a. The cases of academically deficient students shall be processed initially by the DBS and subsequently by the FBS of the respective institution in the following manner:

      (1) The DBS shall review the end semester results of deficient students and recommend any one of the following actions to the FBS:

         (a) Warning

         (b) Probation

         (c) Suspension

         (d) Withdrawal

         (e) Repetition of the semester(s) if the student's CGPA consistently remains below 2.00

      (2) The FBS of the institution upon receipt of the recommendations from the concerned DBS, shall be convened as soon as possible but not later than the first two weeks of the next semester; and,

      (3) The FBS shall consider each case individually and take one of the following actions as per the latest policies of the University:

         (a) Issue warning to the student

         (b) Place the student on probation

         (c) Recommend suspension

         (d) Recommend withdrawal from the University

         (e) Recommend repetition of the semester(s) if the student's

CGPA consistently remains below 2.00

b. The warning and probation orders will be issued by the Deputy Controller of Examination of the respective institution. One copy of the order shall be placed in the student's file for record and one copy each shall be sent to the parent/guardian and student's tutor.

4. **Warning**

a. **Definition.** "Warning" means a written cautionary statement issued to a student who qualifies to continue his/her despite minor deficiencies in some courses to make him/her conscious of the weakness and advise him/her to work hard during the semester under progress.

b. **Policy.** A student should be placed on warning under the following condition as per the latest policies of the University:

(1) The semester GPA of the student is less than 2.00 or s/he earns **F/XF** grade(s) in a course(s) but does not qualify for probation/withdrawal.

c. **Compulsions.** While on warning, a student is to:

(1) contact concerned faculty for guidance;

(2) keep a complete record of the semester work comprising home assignments, laboratory reports, quizzes, mid-semester/OHTs, and the marks obtained.

5. **Probation**

a. **Definition.** A student is said to be on probation if s/he is deficient in academic/discipline standards but is allowed to continue studies.

b. **Policy.** A student should be placed on academic probation under the following conditions:

(1) His/her CGPA is less than 2.00, and s/he does not qualify for withdrawal. This clause will not be applicable to the first semester.

(2) On disciplinary grounds when recommended by the respective discipline committee of the institution and the discipline committee of NUST.

c. **Compulsions.** While on probation, a student shall:

(1) contact concerned faculty for guidance; and,

(2) keep a complete record of the semester work comprising home assignments, laboratory reports, quizzes, mid-semester/OHTs, and the marks obtained.

6. **Suspension**

a. **Definition.** "Suspension" means that a student is not allowed to continue regular academic activities for a specified time.

b. **Policy.** A student may be recommended for suspension by the FBS for approval by Main Office, NUST subject to any of the conditions listed below:

(1) On disciplinary grounds when recommended by the Discipline Committee of the respective institution and the Discipline Committee of the University.

(2) If the overall attendance of the student is below 75% in a semester on medical grounds or reasons beyond his/her control.

(3) If the student remains absent for more than thirty but less than forty-five consecutive days without a valid reason.

(4) Suspension on reasons beyond the student's control or authorized grounds/sanctioned leave from the competent authority.

Note: Undergraduate programme comprised of 8 regular semesters, excluding the summer semester, which in only meant for deficiency / failure / repetition courses/Minors. For award of degree student must take courses in 8 regular semesters.

7. **Suspension of Registration**

(1) If a student remains absent for 45 or more consecutive days without intimation or any valid reason, his/her admission/registration will be suspended. However, such students may resume the same programme subject to meeting the following conditions:

(a) has completed a minimum of one year of studies and attained mandatory GPAs;

(b) has been recommended by the respective institution.

(2) On re-admission, the student will pay the prescribed admission fee and 50% tuition fee for the period of absence. The rate of the fee will be as applicable to students of the semester which s/he joins.

(3) While considering the case for re-admission, it will be ascertained by the respective institution that the student has sufficient time to complete his/her degree within the prescribed time limit, which will start from the date of original/first admission.

(4) No special classes/courses will be planned / arranged for such cases, other than planned classes for repeat courses.

(5) After re-admission, his/her studies will be governed by the rules and regulations applicable to the entry s/he joins.

(6) Suspension of registration, on grounds of prolonged absence, will be granted only once in the programme in which s/he was originally granted admission.

8. **Withdrawal**

a. **Definition.** “Withdrawal” means that a student is considered unsuitable for further studies at NUST and is withdrawn from the programme.

b. **Policy.** A student is recommended for withdrawal as per the latest policies of the University by the FBS for approval by Main Office NUST subject to any of the conditions listed below:

(1) The student accumulates seven or more **F/XF** grades.

(2) The student earns four consecutive probations. This clause does not apply to the 7th and 8th semesters of UG programmes.

(3) On disciplinary grounds when recommended by the respective Discipline Committee of the institution and the Discipline Committee of NUST.

(4) The student cannot complete his/her degree requirements within the maximum stipulated time of seven years, even if s/he utilizes the summer semester. Such cases will be recommended by the respective FBS and referred to the Registrar Directorate for approval.

(5) A student who remains absent for more than 45 consecutive days without valid reasons, but does not qualify for "Suspension of Registration"

(6) Earns five **F/XF** grades or more in the first semester only.

Note: *If a student is likely to be withdrawn on academic deficiencies,* s/he *will be duly warned and counselled, and his/her parents will be forewarned for intervention. Such communication will be duly recorded.*

9. **Repetition/Retest of Course(s)**

a. A student may repeat a course for the following reasons, subject to payment of prescribed tuition fee for the repeated course(s):

(1) **Clearance of W/F/XF Grades**

(a) A student repeats a course to clear a **W/F/XF** grade.

(b) It is the student's responsibility to clear the failed/dropped courses, subject to availability of resources at the respective institution and approval of Dean/Associate Dean/HoD.

(c) The student's transcript will show both the old grade and the new earned grade, but the better grade will be used in the computation of CGPA;

(d) The student who repeats a course to clear a **W/F/XF** grade shall not be eligible for academic honours/awards except Rector's Gold Medal.

(e) **Counting of F grades**. For a student who fails in a subject, and after repeating fails again (irrespective of the number of times s/he repeats), the number of **F**s counted in this case will be one **F** only.

(2) **Improvement of CGPA.** A student may repeat maximum of 5 courses where his/her grade is less than qualifying grade point i.e., 2.0 (2.5 for Business & Management / Social Sciences) during his entire degree programme apart from clearance of 'W/F/XF' grades, if any to improve his/her CGPA subject to the following provisions:

(a) The student should register for the course(s) to be repeated

after formal permission from the respective HoD and pay prescribed per CH fee as per NUST Fee Structure.

(b) The terms and conditions of repeat courses shall be the same as per regular courses. The student transcript will show both the old grade and the new earned grade, but the better grade will be used in the computation of CGPA.

(c) The student who repeats a course for improvement of CGPA shall not be eligible for top academic honours / award (except Rector's Gold Medal).

(d) The student shall not be allowed to improve his/her CGPA after completion of the degree.

(3) **Taking Alternative Elective Course. A student may take an alternative** elective for repetition with the approval of the Dean. The student's transcript shall show the grades of both courses. However, the better grade will be used in the computation of CGPA. Taking alternate courses for grade improvement would also be counted as repeat attempts.

(4) **Conditional Registration.** If a student opts for the Retest of End Semester Exam for clearing 'F' or 'I' grade in a prerequisite course, then s/he is eligible for conditional registration in the corresponding follow-up course. In case the prerequisite course is not cleared within the six weeks of the semester, the student's enrollment in the follow-up course would be removed without awarding a 'W' grade.

b. **Retest of End Semester Examination.** In case a failed subject is a pre-requisite for a course in the following semester, the student will have to clear it through retest within the first six academic weeks of the next semester. **F** Grade awarded to a student based on an academic failure is only eligible to appear in the retest, whereas **XF** Grade awarded based on low attendance is not qualified to appear in the retest. Such retest will have the same weightage as that of the actual End Semester Examination in that subject. The maximum achievable grade, in this case, will be **D**. There shall be no extra coaching classes before such retests.

10. **Deferment of Semester(s).** A student may seek deferment from regular studies subject to the following conditions:

a. Deferment will generally be requested before the start of a semester. However, in exceptional cases, it may be requested latest by the 2nd week of a semester. It will be endorsed by the FBS and processed for formal approval by the Registrar.

b. During the period of deferment, s/he will be allowed to repeat courses already studied on payment of the prescribed fee for repetition of courses but not permitted to study new courses.

c. S/he shall pay a 25% tuition fee to maintain his/her registration.

d. The student has the requisite time available to complete his/her degree within the stipulated time.

e. In case, a student opts to defer the first-semester s/he must pay the full tuition fee (non-adjustable / non-refundable).

11. **Completion of the Degree**

a. The Degree programme will be considered complete on fulfilling the following conditions:

(1) On fulfilment of prescribed requirements of the degree

(2) A request of the student for the final transcript/award of degree until the maximum allowed limit for the degree

(3) Formal notification by the Controller of Examinations

b. The student is allowed to improve his/her grade until conditions of para 10(a) above are fulfilled.

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Chapter 9: 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/
X:	https://x.com/ThisIsNUST?s=20
LinkedIn (School Page):	https://www.linkedin.com/school/15098495/
YouTube Channel	https://www.youtube.com/@NUSTOfficial/videos
Instagram:	https://www.instagram.com/nustgram

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.

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Chapter 10: 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 endeavors 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 the 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)**

(1) PDA is an indecent behavior 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. It is an act of physical intimacy carried out anywhere inside campus. It involves physical contact or any act of sexual connotation including but not limited to physical intimacy (hugging, kissing, caressing, fondling, sitting in each other's lap, etc.) for same-sex/opposite-sex in University premises / events / activities / excursion or field trips, etc. Moreover, it is advised not to go/sit in the dark or isolated places including vehicles with blinds or tinted glass to avoid any potential PDA case.

(2) Any lax in this context will lead to disciplinary action based upon the identified penalties. NUST faculty and staff officers, grade 18 and above, are authorized to check and initiate PDA case. They may ask the concerned students to provide their NUST ID cards for the purpose of initiating disciplinary case. In case of non-provision of the NUST ID cards, students may be treated as outsider and will be dealt accordingly.

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

y. The use of mobile phones in classrooms, examination halls, labs, and libraries thus disrupts 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**

(3) **Warning in Writing.** Notice to the offender, orally or in writing, that continuation or repetition of prohibited conduct may lead to further disciplinary action.

(4) **Probation.** Probation for a specific period.

(5) **Fine.** Fine amounting up to Rs 10,000.

(6) **Hostel Suspension/Permanent Removal.** Expulsion from the hostel for a specified period, or permanent removal from the residence hall.

(7) **Withholding of Certificate.** Withholding of a certificate of good moral character.

(8) **Removal of Privileges.** Deprivation from the privileges enjoyed by the student.

(9) Expulsion from the hostel for a period of up to one semester.

(10) **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 HOD 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 the 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 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 failure 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 alongwith 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 (F^3H).** 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**

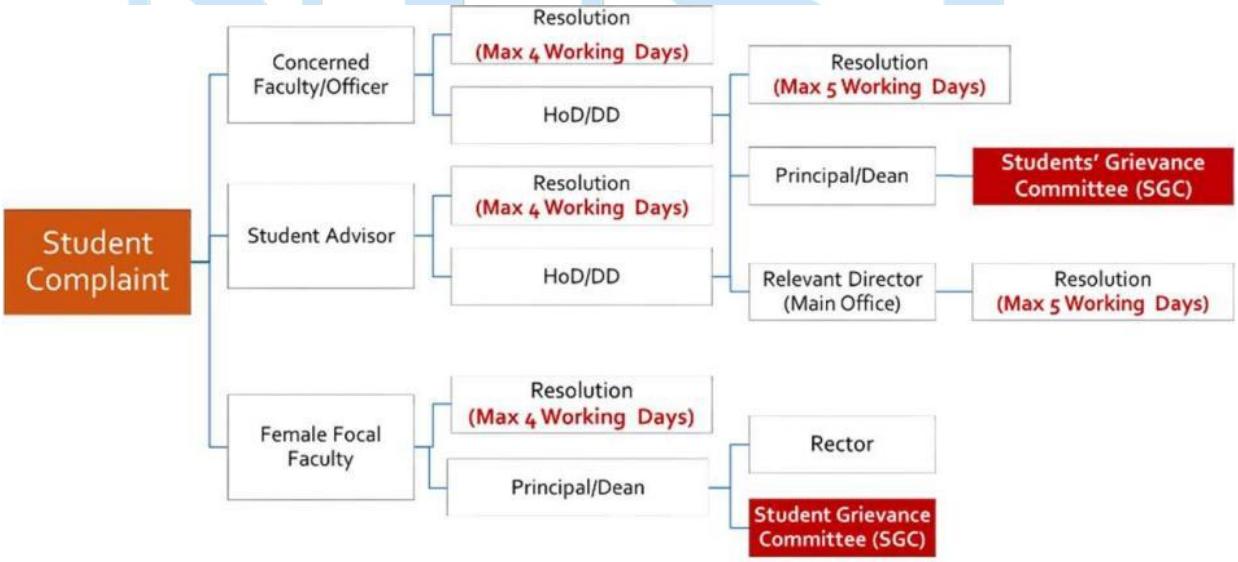
(a) **Head of Department (HoD)/ Programme.** If the complaint is not resolved at the faculty/officer level, the student may report the matter to his/her HoD/Programme Head. If the issue is outside the school's domain, the HoD/Programme Head will report the matter to the relevant Director in the Main 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 reinstituted 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 the 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 with 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**.

NUST
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Chapter 11: Living on Campus

1. **Introduction.** NUST Hostels have been established for the outstation National and International students. Hostels provide 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 (8 for males and 9 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 Plant

2. **Allotment of Hostel Accommodation.**

   a. Hostel accommodation will be allotted to outstation students as per NUST Hostel Allotment Policy - **Annex B**.

   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 the 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

(5) Double occupancy with attached bath & kitchen facility (for international students only)

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 standard duration which is 4 years for BS programmes, however, for B. Arch, MBBS, LLB Batch 2024 and earlier entries, students can avail hostel for 5 years.

b. **PG.** MS Programme (2 Years), PhD Programme (3 Years).

c. NUST follows a semester-based academic system, and hostel allotment is aligned with the University's academic calendar. For postgraduate students, the final hostel vacating date shall be 31st January for students inducted in the Spring Semester and 31st July for students inducted in the Fall Semester. No further extensions will be granted.

4. **Extension.** The 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 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 the 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 20,000/-) 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 the 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 enter Mess leave dates in person on the Mess Off Register placed in the office of Manager (Hostel) 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 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 a motorcycle 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 the 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, Physical attendance shall be marked between 10:30 PM and 11:00 PM for both male and female students and 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. Both male and female students are not allowed to stay out of the hostel after 10:30 PM or the time notified otherwise. Defaulters will be fined as follows:

(1) 1st Violation - Rs 5,000/-

(2) 2nd Violation - Rs 7,500/- and information to concerned School & parents

(3) 3rd Violation - Rs 10,000/- 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 closure of 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 family's 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 said students to the earmarked hostels on temporary basis to minimize the services/administrative expenditures. In this eventuality students will be shifted as per seniority from the ground to the 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. Assistant Director Hostels Female

d. Assistant Director Hostels

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 are uploaded on Qalam system for all students employees and faculty**.** Details are also available on NUST website https://nust.edu.pk/downloads/dress-norms-dinning-etiquette/.

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Annex A

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

Dated: _____

Signature of Father / Guardian (for Students)

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.*

Annex B

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: _____

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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
Deputy 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
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

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