



2023

**STUDENT
HANDBOOK**

NATIONAL UNIVERSITY OF TECHNOLOGY, ISLAMABAD

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NUTECH at a Glance

1. The idea of NUTECH was born in 2015 based on the interactions with national industry in the context of Pakistan's economic growth. On 21st August 2017, a bill was passed by the National Assembly Standing Committee on Science and Technology of Pakistan to establish a technology university. The bill was subsequently passed by the National Assembly on 20th November, 2017, then by the Senate Standing Committee on Science and Technology followed by the Senate on 26th January, 2018. Finally, the President's assent was received and University commenced its UG programs in Fall 2018.
2. NUTECH is envisioned as research driven technology university destined to produce national and international industry leaders of character in the coming years. Being a bastion of learning and scholarship, NUTECH is the 'University for Industry' with the motto "Leading to Progress and Excellence". The distinguished features of NUTECH are the technology driven innovative teaching, learning and industrial research based applied sciences, engineering, technology and skills education system, world class qualified faculty, curriculum of the level of world's top ranking technology universities, strong academia-industry linkages as per best international practices.
3. NUTECH has introduced emerging technologies based industrial research programs, with 'Outside Classroom' learning opportunities, industrial leadership programs, technology based student learning communities, technology focused research groups based culture for the accumulation and creation of new knowledge frontiers, engineering and technology inspired career acceleration opportunities for future industry leaders and innovative research opportunities programs to develop technologies for the society and industry. NUTECH learning systems promote sciences, engineering, technology and skills based knowledge ecosystem to inspire the youth as promising entrepreneurs of tomorrow. We are poised to introduce innovative minds of science and engineering as technology creators, developers and managers for the industrial enterprises of today and tomorrow. Joining NUTECH as a student is like embarking on a journey of promising future yet sustainable in cherishing technological emblem.
4. Team NUTECH is a scholarly enterprise imparting scholarly knowledge and nurturing versatility, confidence, leadership and uniqueness in diverse competing global technologies through world-class education in applied sciences, engineering technologies, other areas of scholarship, professional certifications, technical and professional vocational skills. NUTECH is an objective-oriented and industry-focused university, committing to steer industry and transform

national economy by opening new knowledge corridors for the society and humanity. We warmly welcome all who aspire to become part of NUTECH community as active members of "Science, Engineering, Technology and Skills Family" in Pakistan.

5. **Vision.** To be a world-class technology driven research university committed to best serve society and industry through purposeful education, research and innovation.

6. **Mission.** To advance knowledge and educate students in science, engineering, technologies and other areas of scholarship so as to grow knowledge economy and develop leaders, professionals and skilled workforce embodied with the spirit of discovery, innovation, entrepreneurship, social responsibilities and ethical practices to best serve the society and industry.

7. **Why Study at NUTECH?** Higher Education Institutions (HEIs) play leading role in teaching and learning while focusing on knowledge, innovations and technologies for the socio-economic progress of the society and the country. Since 1947, our universities have reasonably helped the nation in achieving sustainable growth by producing knowledgeable and skilled manpower to meet the perceived targets of industrial and societal development. However, in the given context, there is a dire need for soul searching and formulation of strategies with implementable plans to achieve the much desired effects of our education system and the HEIs.

8. **Discipline at NUTECH.** It is the duty of the instructor in charge of a room to see that order is preserved, and he or she is authorized to exclude any student from the room for sufficient cause. Such exclusion will be reported to the HoD. Students are expected to behave with decorum, to obey the regulations of the University, and to pay due respect to its officers. Conduct inconsistent with general good order or persistent neglect of work may be followed by dismissal. If the offense is a less serious one, the student may be placed on probation. No student shall be withdrawn from the University for Alleged Misconduct without an investigation and an opportunity to be heard by the Committee on Discipline (CoD). Please refer to Discipline Policy for further details.

9. **Acts of Indiscipline.** Details/description of offence/acts of ill-discipline are elaborately given in the NUTECH Progress and Excellence Leaders Policy (NPELP), and NUTECH Academic Integrity Policy (NAIP). All complaints related to academic integrity shall be dealt under NUTECH Academic Integrity Policy (NAIP). Following shall constitute acts of indiscipline for which action may be taken against the student(s)/former student(s)/student organization(s) under NUTECH policies/rules and regulations: -

- a. Disorderly conduct like rowdiness, violation of dress code, coming late to the classes/other official gatherings, not displaying NUTECH ID Card, smoking in prohibited places, use of mobile phone inside the classes, littering, bringing animals into any university building etcetera.
- b. Use of indecent language/ gestures.
- c. Improper use of 'University Name and Logo'.
- d. Unauthorized access/use of university facilities or equipment.
- e. Visiting places declared out of bounds for students by the university.
- f. Any violations with respect to university fee and hostel residence policies.
- g. Disobedience / defiance of authority or any lawful order.
- h. Any action defamatory or derogatory to any religion/sect/caste/individual.
- i. Furnishing false information/forgery or unauthorized use of documents.
- j. Falsification, distortion or misrepresentation of information before a CoD proceeding or designated hearing officer of the university.
- k. Theft.
- l. Gambling.
- m. Use or supply or sale of alcohol/drugs/intoxicants or any other contraband item.
- n. Assault, threatening behavior or inciting others for misconduct / violence/use of force.
- o. Hazing, stalking and harassment.
- p. Sexual Harassment.
- q. Damaging/destroying campus property, including its buildings, equipment, vehicles etc.
- r. Shouting slogans, inciting or staging a walk-out/strike or an unauthorized procession/gathering in/outside the university.
- s. Obstructing the smooth functioning of the campus or causing disruption of curricular/co-curricular/ extracurricular activities.
- t. Possession of fire-arms, explosives, other weapons and hazardous material.
- u. Using university campus for any political, ethnic, and racial activities etc.
- v. Involving with national /international proscribed/banned organizations/ establishment through any means whatsoever.
- w. Any other grave violation or act of indiscipline that is covered under NAIP, NPELP or in any other University Regulations and Policies.

- x. Offend or hurt sentiments of colleagues on the basis of religion, geographical area or gender on the pretext of freedom of speech

Note: Violation of federal /provincial Law(s) or Ordinance will be dealt accordingly as covered under those laws.

10. **Academic Honesty.** Instructors' attitudes toward collaboration vary widely, students are often confused about expectations regarding permissible academic conduct. Different cultural values and priorities regarding academic honesty increase the need for clearly stated expectations. Failure to clarify expectations often contributes to cases of academic dishonesty brought before the Committee on Discipline. Early in the term, faculty members should clarify, in writing, the expectations regarding permissible academic conduct. While some expectations are obvious, gray areas exist where standards vary across subjects and departments. NUTECH Academic Integrity Policy provides guidance for ensuring responsible academic behavior. It is the aim of the Faculty to administer the discipline of the school so as to maintain a high standard of integrity and a scrupulous regard for the truth. The attempt of any student to present as his or her own, the work of another, or any work which he or she has not honestly performed, or to pass any examination by improper means, is regarded by the Faculty as a most serious offense, and renders the offender liable to immediate expulsion. The aiding and abetting of a student in any dishonesty is likewise held to be a grave breach of discipline. For some students, a particularly troublesome area is the question of working together on problem sets and other homework assignments. The use of old solution sets or lab reports presents a similar problem. Because homework assignments have two roles, helping students learn the material and helping instructors evaluate academic performance, it is not always obvious how much assistance from old materials, if any, the instructor finds acceptable. Course syllabi should explain precisely the faculty member's expectations about the nature and extent of any collaboration or assistance from old materials they permit or encourage. If assistance from old materials is permitted, the instructor should be certain that the materials are available to all students equally. If a faculty member believes that a student has violated accepted standards of academic honesty, he/she has several available courses of action. For more detailed guidelines, see the Academic Honesty sections of NUTECH Policies & Procedures. Faculty should report actionable cases of academic dishonesty to the Office of Student Citizenship. Within each department, a senior member of the Faculty, such as the department head, should be available to provide guidance to faculty members and students in cases of academic dishonesty. In addition, assistant and associate deans in the Office of the Dean Undergraduate Education (DUE), the Office

of the Dean Students Life (DSL) will be available for consultation with students, faculty and department heads.

11. **Academic Conduct.** By the end of first week of the semester, the faculty member shall inform students of expectations regarding permissible academic conduct. Particular attention shall be given to such questions as the extent of collaboration permitted or encouraged, and the use of prior years' materials in completing problem sets, lab reports, and other assignments.

12. **Attendance Policy.** Minimum 75% attendance is must to be eligible for award of a passing grade as per the policy of regulatory authorities. Students having attendance less than 75% in any subject shall be failed. Attendance shall be constantly monitored/ tracked throughout the semester. Students whose absence becomes 10% shall be counseled and warned in writing by the academic advisors or research advisors; and in case of undergraduate students, warning letter will be shared with student's mentor. Students whose absence becomes 18% shall be counseled and warned in writing by the Head of Department; and in case of undergraduate students warning letter may also be shared with the parents/ guardian of the students. The attendance will be evaluated on actual classes conducted for the purpose of awarding XF grade. Exception to this attendance policy is onset of special circumstance like pandemic / country wide strikes/ any natural calamity warranting closure of university leading to amendments in attendance thresholds.

13. **Disabilities Services Offices for Students.** As required under Federal Govt. Rules on the subject, faculty has to share the university's responsibility to make a reasonable effort in providing effective alternative means for qualified students with disabilities to fulfill course requirements. Specifically, faculty is responsible for working with the student and concerned Disabilities Services staff to identify and provide reasonable accommodation for academic access and assessment. As members of the university community, faculty must maintain confidentiality on a need-to-know basis with regard to disclosure of information related to students with disabilities.

14. **Registration**

- a. **Process.** All NUTECH students shall be required to register. Students will meet on or before Registration Day with their advisor (if an undergraduate student) or with their departmental registration officer (if a graduate student) to discuss subject selections for the semester term. After conferring, the academic advisor or registration officer will approve the subject selections. The student will be responsible for completing the registration process.

- b. **Changes in Registration.** Any subsequent changes to the student's program shall have to be approved by the advisor.
 - c. **Withholding Registration.** NUTECH may withhold a student's registration for a specified term due to outstanding obligations. It will be the responsibility of the student to resolve the situation directly with the NUTECH office that placed the hold on registration.
 - e. **Registration Status.** Students will be expected to review their Status of Registration Report on web based student information system to make sure it accurately reflects their subject registration. They also are expected to maintain current address and emergency contact information.
 - f. **ODDO/ CMS.** The student information system database on the site will provide students with access to their academic, financial, and biographic records as well as the ability to update their address information, pre-register for classes, and apply for degrees.
15. **Retaining Student Status** A person becomes a NUTECH student at the start of the term for which he or she is admitted or readmitted. Regular student status is retained until graduation, unless the student withdraws or is disqualified.
- a. **Fall and Spring Terms.** For the fall and spring semester terms, undergraduate students must complete the three steps listed below in order to continue student status during that term:
 - (1) Pre-registration must be completed according to instructions issued by the Registrar's office.
 - (2) All University charges must be paid when due, or satisfactory alternative arrangements must be made with Student Financial Services.
 - (3) Registration must be approved by the student's advisor or registration officer. The student is responsible for completing the registration process and submitting the digital form. Students who do not complete these steps by the published deadlines are subject to fines. Failure to pay charges and complete registration by the end of the second week of the term will result in the loss of student status. People on campus who are not

registered during a term are not considered students and have no student privileges.

16. **SOP for Long Absence.** It is important to inform the students regarding the SoP on long absence from University in the very short of the academic session so as to acquaint the students with SoP on the subject.

Ser	Description	Action	Action By
	Student remains absent for consecutive one week in a semester.	Written explanation to student/father/guardian.	Concerned Department/ Student Advisor
a.	If student found absent without genuine reason for consecutive one week.	Issue warning letter to student and share with his/her father/ guardian, immediately at the end of first week of unjustified absence and after each week under information to Registrar and DSL offices in case the absence without genuine reason continues.	Student Advisor/ Department coordinator
b.	On receipt of information of one week absence of student from respective department.	Approach the student and father/ guardian of absent student and ascertain the reason of his/ her absence. Necessary advisory / counselling services may be provided for the resolution of the issue. Action will be taken soon after the receipt of the warning letter mentioned at serial a above.	Student affair office under DSL.
c.	In case of continuous absence from University in the second week or subsequent	Contact DSL office and issue warning letter after each week under information to Registrar and	Student Advisor/ Department Coordinator

	week.	DSL offices.	
d.	If student remains absent for 30 days without genuine reason and qualifies for suspension.	Initiate a minute sheet on 31 st day of absence for suspension of the student in current semester along with the copies of warning letters already issued to the student / father / guardian.	Respective HoD
		Minute sheet will be approved by Dean of University (DoU) by 32 nd / 33 rd day of absence and will be forwarded to Registrar Office.	DoU Office
e.	On receipt of minute sheet from DoU office with the approval of Suspension.	Issue notification for suspension on 34 th , 35 th day.	Registrar Office
f.	On getting copy of suspension.	Letter to father / guardian of the student under intimation to Registrar Office about consequences of such suspension including ineligibility for appearing in End Semester Exam.	Student affair office under DSL
g.	If a student remain absent for more than 45 days and qualifies for withdrawal.	Initiate minute sheet for withdrawal of the student on 46 th day of absence.	Respective HoD
		Minute sheet will be approved by Dean of University (DoU) by 47 th / 48 th day of absence and will be forwarded to Registrar Office.	DoU office
i.	On receipt of minute sheet with approval of	Issuance of notification for withdrawal on 49 th or 50 th day of	Registrar office

	withdrawal.	absence.	
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Matters Related to Exams

1. Exam office at the NUTECH assures transparency, integrity, secrecy and quality service in all spheres of examination matters.
2. The key tasks include conducting examination, finalization of results, preparation of transcripts and degrees. Exam Office provides financial assistance to financially challenged/deserving students as well as bright students that allows them to flourish and reach their maximum potential.
3. **Grading System**: NUTECH is following “Relative Grading System” like other top ranking universities of the country and world wide. In this grading system assessment of students is done relative to the performance of their peers and strength of the class. The table given below represents the grade points against each grade:

A	4
B+	3.5
B	3
C+	2.5
C	2
D+	1.5
D	1
F	0
XF	0
W	0.0 (for dropping of course)
I / ID*	Incomplete/ Incomplete Drop*

D and above grades will be considered as Passed and all grades including F will be reflected on transcript, and will be used for computation of SGPA/CGPA

The **minimum CGPA** requirement for the award of engineering degrees is 2.00 in line with the rules of Pakistan Engineering Council (PEC).

4. **Academic Deficiencies Warning:**

A student can get a warning from Exam office for the following mentioned reasons:

- a. An **XF/F** grade in any subject,
- b. SGPA/CGPA less than 2.00
- c. CGPA < 2.00 in consecutive two semesters, or
- d. "I" (Incomplete) grade in any subject.
- e. "W" for dropping of a course.

5. **Probation:** "Probation" means that a student is deficient in academic / discipline standards and warrants consistent monitoring. A student shall be placed on academic / discipline probation under the following conditions: -

- a. CGPA is less than 2 in any semester other than freshman year.
- b. On disciplinary grounds when recommended by the Committee on Discipline. **While on second consecutive academic probation, the student cannot register for new courses** and will decide which courses to repeat in consultation with his/her academic advisor

6. **Suspension:** Suspension means that a student is not allowed continuing regular academic activities for a semester. A student will be recommended for suspension under following conditions:

-

- a. On disciplinary ground when recommended by the Committee on Discipline.
- b. If absence of student is greater than 25% in a semester on medical ground or reasons beyond his control.
- c. If absence of a student is greater than 25% in all subjects in a semester.
- d. If a student remains absent for more than 30 but less than 45 consecutive days without any valid reason.
- e. While on suspension a student will be permitted to repeat courses already taken, if any, offered in suspended period.

7. **Withdrawal:** Withdrawal means that a student is considered unsuitable for further studies at NUTECH and is withdrawn from the program. A student will be withdrawn from the university under following circumstances: -

- a. Earns five 'F / XF' grades or more in first semester only.
 - b. The student accumulates ten or more F/XF grades.
 - c. Earns three consecutive academic probations up till and including sixth semester.
 - d. Earn two consecutive probations on disciplinary grounds or overall three disciplinary probations when recommended by the respective Discipline Committee.
 - e. Cannot complete his degree requirements within the maximum stipulated time of seven years, even if he/she utilizes the summer semester.
 - f. A student who remains absent for more than 45 consecutive days without valid reasons but does not qualify for "Suspension of Registration".
8. **Deferment / Freezing of Semester(s)**: A student may seek deferment / freezing from regular studies subject to the following conditions: -
- a. Deferment / freezing 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.
 - b. During the period of deferment, he/she will be allowed to repeat courses already studied on payment of prescribed fee for repetition of courses but not permitted to study new courses.
 - c. He/she shall pay 25% tuition fee to maintain his/her registration.
 - d. The student has requisite time available to complete his/her degree within the stipulated time.
 - e. Deferment/freezing of a semester will be approved by CAP.
9. Further details regarding academic standard policies showing rules regarding Probation, Academic Warning, Suspension of Registration, Withdrawal, Adding / dropping of courses, Repetition of subjects and improvement of grades, Deferment / freezing of semester, Academic Transcript issuance policy, Rechecking of papers can be read on the exam office web page
10. **Scholarships**: Exam Office handles 2 x scholarships as under: -
- a. **Merit Based Scholarship**
 - (1) Performance based on semester GPA. Details at <https://nutech.edu.pk/about/university-offices-2/exam-office-2222/scholarships-2/>

b. **Need Based Scholarship**

- (1) Scholarship awarded to talented and needy students for complete duration of studies however will be reviewed on yearly basis. Application form is available at <https://nutech.edu.pk/about/university-offices-2/exam-office-2222/scholarships-2/>

11. **Transcript:** Students are provided Transcripts as per the approved policy / SOP (**Normal 14 x days & Urgent 7 x days**). Details can be obtained from the link <https://nutech.edu.pk/about/university-offices-2/exam-office/transcript/>

ADMINISTRATION ASPECTS

1. **Administration Directorate**

- a. Provision of overall administrative support to NUTECH
- b. Management / maintenance of transport including fuel management
- c. Administrative / management of hostels / dormitories
- d. Running of, day care, staff canteen, messes including cafeteria
- e. Overall maintenance
- f. Security of University campus in coordination with Construction Technology & Training Institute (CTTI)
- g. Horticultures within campus
- h. Medical facilities (Immediate medical care)
- i. Inventory Management System
- j. Formulation of SOPs related to administrative matters
- k. To assist / facilitate the functions / events & exhibitions etc
- l. Discipline matters of Administration Directorate
- m. Coordination with other universities / agencies related to administrative matters
- n. Any other tasks assigned by University authorities

2. **Policies in Place**

- a. Hostel
- b. Café

- c. Transport
- d. Medical
- e. Security & Safety
- f. Emergency Health & Safety

3. **Hostel Facilities**

a. **Student (Boys & Girl) Hostel**

- (1) Hostel facility preferably for out station students
- (2) Hostel facility to local students on availability
- (3) Rooms will be allotted to students for complete semester

- (4) Each room can accommodate 5 students; number of student in each room can be reduced / adjusted on request of student for which additional charges will be levied
- (5) Suggestion / complaint register at student's café & Hostel
- (6) Students representative will be nominated in hostel affairs
- (7) Repair / maintenance of rooms during summer vacations
- (8) TV room equipped with 60" LED & furniture in hostel
- (9) WIFI facility is available in all rooms including TV room
- (10) A separate study room with suitable chairs & desks established at ground floor of hostel

b. **Boys Hostel - Within Main Campus**

- (1) Capacity - 300 x Students
- (2) Beds with bedding
- (3) Study Table and Chair
- (4) WiFi Facility
- (5) Heating (Steamer) Arrangements
- (6) Well lit Rooms with Quality Curtain
- (7) Community Wash Rooms
- (8) CCTV Sys Installed
- (9) Laundry Services Available
- (10) Generator Facility 24 hrs

c. **Boys Hostel - Charges**

- (1) Hostel Rent **Rs 54,000.00** for complete semester (1st six months non-refundable)
- (2) Hostel Security **Rs 17,000.00** (refundable on completion of degree)
- (3) Messing Charges **Rs 7,000.00** per month
- (4) Messing Security **Rs 7,000.00** (refundable on completion of degree)
- (5) Laundry Charges **Rs 950.00** per month
- (6) **Note:** All charges are subject to revision/ change

d. **Student (Girls) Hostel - Westridge (Valley Road)**

- (1) Capacity - 30 to 35 x students (Rented House)
- (2) Beds with Chen One Beddings
- (3) Study Table / Chair
- (4) WiFi Facility
- (5) Heating (Steamer) Arrangement Well Lit Rooms with Quality Curtain

e. **Girls Hostel – Charges**

- (1) Hostel Rent **Rs 63,000.00** for complete semester (1st six months non-refundable)
- (2) Hostel Security **Rs 17,000.00** (refundable on completion of degree)
- (3) Messing Charges **Rs 7,000.00** per month
- (4) Messing Security **Rs 7,000.00** (refundable on completion of degree)
- (5) Laundry own arrangement (washing machine with dryer available)
- (6) **Note:** All charges are subject to revision/ change

4. **Boys & Girls Hostel**

a. **Miscellaneous Points**

- (1) Emergency medical treatment at Campus
 - (a) Tuck shop available at Academic Café & Hostel Building
 - (b) Weekend / out pass - Friday, Saturday & Sunday
 - (c) Timings for out pass from 0900 - 2200 hours & Friday after classes till 2200 hours
 - (d) During COVID-19, no out pass will be issued. However, after pandemic out pass on weekend i-e Fri, Sat & Sun will be provided as per final decision of competent authority
 - (e) Leave will be sanctioned on request basis by the HOD
 - (f) Light off timings will be 2300 hours for both hostels Boys & Girls

5. **Visitors / Guests Timings**

No visitors / Guests will be allowed during Covid-19 Pandemic, however, in normal days following are timings for Visitors / Guests			
Students	Friday	Sat & Sun	Remarks
Boys	1400 – 1600 hrs	0900 – 1700 hrs	Venue will be student café
Girls	1400 – 1600 hrs	0900 – 1700 hrs	Girls will be allowed to meet guests permitted by parents in writing

6. **Boys & Girls Hostel**

a. **DO'S**

- (1) Keep rooms neat & tidy while leaving the hostel
- (2) Be security conscious & take care of valuables especially cash, mobile phones, laptops, etc. Take valuables along while proceeding on leave
- (3) Always clear hostel & mess dues in time to avoid fines
- (4) Follow instructions issued from time to time religiously
- (5) Take care of hostel property
- (6) Enter name in IN / OUT register while going out of hostel
- (7) Economize on utilization of water, electricity / gas
- (8) Put off electric switches, gas appliances and water taps while leaving the room
- (9) Be aware of all notices displayed on notice boards
- (10) In case of emergency / illness, report to Hostel Warden for assistance

b. **DONT'S**

- (1) Keeping prohibited medicines/ drugs without doctor's prescription
- (2) Smoking
- (3) Misusing of hostel premises/facilities
- (4) Involvement in criminal/police cases
- (5) Guests of students or day scholars in the room/hostel
- (6) Disturbing fellow residents by playing loud music or instruments at a high volume

- (7) Keeping vehicles & Motor cycles within Campus
- (8) Making noise and raising slogans
- (9) No electric appliance will be permitted in students' room
- (10) Damaging hostel property
- (11) Making structural additions/alterations in the rooms or installation / fixing electrical gadget or fittings in hostel
- (12) Involvement in politics, ethnic, sectarian or any other undesirable activity
- (13) Collection of chanda/donations on any account
- (14) Ragging of juniors inside/outside the rooms
- (15) Gambling in any form such as playing cards
- (16) Changing the authorized room setting
- (17) Opening the door of another fellow's room without his/her permission
- (18) Using the belongings of other residents without their consent
- (19) Borrowing and lending money from the students/staff
- (20) Going on to the rooftop
- (21) Arrange private trips/ visits without written permission of University
- (22) Cooking in the room under any circumstances
- (23) Keeping pets of animals in the room
- (24) Going to residential areas of families within campus
- (25) Non- adherence to the chain of command
- (26) Possession of following items is banned: -
 - (a) Fire arms, daggers, etc
 - (b) Alcohols, toxic drugs, Sheesha, Gutkha & Hashish / Heroin, etc
 - (c) Crackers, explosives, ammunition, etc
 - (d) Objectionable materials like pornographic videos, books or photographs

7. Café

- a. Dining facility including snacks / beverages available at hostel
- b. Students Café with variety of food stuff at Academic Block
- c. All students & guests can avail Cafe facility on payment
- d. Café at hostel & Academic block being run by contractor
- e. Rate list of food items displayed at Café

- f. Food menu for hostel students displayed in hostel dining hall as well as Café in Academic block

8. **Faculty Café (Administration Block)**

- a. Centrally AC & Tiled Flooring with Adequate Lighting
- b. Clean Internal & External Environment
- c. 2 x TVs (65")
- d. Seating Capacity - 350 Persons
- e. Crockery - 350 Persons
- f. Timing - 0900 to 1600 hrs
- g. Separate Kitchen with Modern Kitchen Equipment
- h. Arrangements for keeping food Warm & Cool, i.e Freezers, Ban Marries, Coffee Machines & Water Filter Coolers

9. **Student Café (Academic Block)**

- a. Centrally AC & Tiled Flooring with Adequate Lighting
- b. Clean internal & External Environment
- c. Seating Capacity - 250 Students
- d. Crockery - 250 Students
- e. 2 x TV (65")
- f. Separate Kitchen with Modern Kitchen Equipment
- g. Arrangements for keeping food Warm / Cool
- h. Tuck Shop & Snooker Table

10. **Facilities - Student Hostel**

- a. Attached kitchen fully equipped with state of the art equipment
- b. Bright & Clean Environment
- c. Seating facility - 150 Students
- d. Crockery - 150 Students
- e. **Timings**
 - (1) Breakfast - 0600-0730 Hours
 - (2) Dinner - 1900-2030 Hours
- f. Tuck shop

g. Recreation Room

- | | | | |
|-----|----------------------------|---|------------|
| (1) | Capacity | - | 50 Persons |
| (2) | TV | - | 75" |
| (3) | Carrom Board, Chess & WiFi | | |

11. Transport Facility - Policy & Charges

- Faculty members / Staff & Students desirous to avail the bus facility to obtain & fill requisition form
- On receipt of requisition form & seeing the avail of space for particular route challan form will be issued to the applicant
- Applicant to submit the copy of challan form duly paid to Admin Directorate
- Bus pass will be issued to applicant by Admin Directorate (Transport section). Bus svc will not be extended to anyone without authorized bus Pass
- Charges: - Rs 21,600/- per semester (Nonrefundable in case of withdrawal during semester) to be charged from next semester

12. Busses Route

- | | | | |
|----|---------|---|--|
| a. | Route-1 | - | NUTECH to Askari - 14 & Back |
| b. | Route-2 | - | NUTECH to T-Chowk (Via GT Road) & Back (Via Islamabad Express Way) |
| c. | Route-3 | - | NUTECH to Wah Cantt (Via GT Road) |

13. Medical Facilities

- | | | | |
|-----|---------------------------------|---|---|
| a. | Med Inspection Room | - | 1 |
| b. | Doctor (Female) | - | 1 |
| c. | Nursing (Male) | - | 1 |
| d. | Ambulance | - | 2 |
| e. | First Aid Boxes | | |
| (1) | Administration Block (Level-3) | - | 1 |
| (2) | Administration Block (Gr Floor) | - | 1 |
| (3) | Reception Academic Block | - | 1 |
| (4) | Boys Hostel | - | 1 |
| (5) | Girl Hostel | - | 1 |

14. **Auditorium**

- a. Centrally Air-Conditioned / Heated Arrangements at Both Facilities
- b. Capacity - 488 Persons

15. **Seminar Hall**

- a. Centrally Air-Conditioned / Heated Arrangements at Both Facilities
- b. Capacity - 120 Persons

16. **Safety & Security**

a. **Security Measures**

- (1) 18 x Security Guards & Sentry Posts on Outer Parameter Wall
- (2) CCTV Cameras & Fully Equipped Con Room
- (3) Alarm Sys & Sound Sys in Con Room
- (4) RFID Sys / SVAs (Smart Verification Alert Sys)

b. **Communication**

- (1) Walkie Talkie Issued to all Posts & Cell Phones as Alternative Means
- (2) Torches & Whistles Issued to all post
- (3) Bullet Proof Jackets - 14 (QRF & Main Gate Persons) & on each entrance

17. **Emergency Health & Safety (EHS)**

a. **Main Components**

- (1) Safety Committee
- (2) Personnel Awareness
- (3) Electrical Safety
- (4) Natural Gas Safety
- (5) Medical Facilities / First Aid
- (6) Laboratories Safety Instructions
- (7) Firefighting
- (8) Emergency Evacuation/Exit Plan
- (9) Safety Measures against COVID-19
- (10) Dengue - Facts, Treatment & Prevention Control
- (11) Emergency Contact Numbers

18. **Emergency Health & Safety**

a. **Safety Committee**

- (1) Chairman - Dir Administration
- (2) Secretary - DD Administration
- (3) **Members**
 - (a) Medical Officer
 - (b) Security Officer
 - (c) 1 x Officer ex NUTL Office
 - (d) 1 x Officer ex NSDD Office
 - (e) 1 x Officer ex PMO
 - (f) 1 x Officer ex each Department
 - (g) 1 x Student ex each Department

b. **Emergency Contact No**

<u>Ser</u>	<u>NUTECH Administrative Staff</u>		
1.	Dir Administration	051-5476809	Extn: 110
2.	DD Administration	0306-5307807	Extn: 132
3.	Security Officer	0334-0303069	Extn: 183
4.	Security Supervisor	0342-7035188	
5.	NUTECH Doctor	0334-8595949	Extn: 260
6.	Administration JCO	0313-3847788	Extn: 143
7.	Administration NCO	0345-9384392	Extn: 127
8.	Control Room	-	Extn: 244

DEAN STUDENTS LIFE (DSL) OFFICE

1. The DSL Office looks after every aspect related to students and plays a vital role in enhancing the overall university experience for students and by providing a range of essential services and opportunities for them. From fostering a vibrant campus community to offering diverse extracurricular activities, the DSL Office is dedicated to create an environment where students can thrive academically, socially, and personally. By organizing events, supporting student organizations, promoting leadership development, and offering resources for personal growth, this office enriches the campus life and contributes to the holistic development of each student.

- a. The Office of Dean Student Life (DSL) acts as a link between Students, Faculty and NUTECH Management.
- b. It serves as a point of information for students and responds to students' needs/queries.
- c. Monitor/supervise the Student Facilitation Desk.
- d. Plans and organizes all Co-Curricular University activities.
- e. Plans activities focused on character development and personal formation.
- f. Organizes Mentoring Sessions
- g. Provides Counselling Services to the Students, Faculty and Support staff.

2. **Clubs & Societies**. Clubs & Societies provide an excellent forum for students to develop their leadership skills based on individual strengths and potential. Currently there are 9 Clubs & Societies under the overall supervision of the Dean Student Life office. Students are encouraged and advised join at least one Club / Society and take active part in activities.

- a. NUTECH Community Services Club
- b. NUTECH Media & Publicity Society
- c. NUTECH Literary & Debating Society
- d. NUTECH Fine Arts & Creativity Club
- e. PM Green Youth Movement Club
- f. NUTECH Adventure Club
- g. Skills Development Club
- h. Cultural Club
- i. Digital Club

3. **BENEFITS OF JOINING STUDENT SOCIETIES AND ORGANIZATIONS**

- a. Learn more about yourself
- b. Gain a sense of community / belonging
- c. Be a voice for others
- d. Develop soft skills
- e. Learn how to work with a team
- f. Networking opportunities
- g. Use skills learned in class
- h. Engage with diverse people
- i. Gain leadership skills
- j. Break from studying; have fun
- k. Expand your resume
- l. Give back to your community

4. **STUDENT'S FACILITATION DESK(SFD)** It is a one window operation for students, where they can register any of their complaint, suggestion or query and SFD gets back to them with the solution in shortest possible time. The issues being faced by Students can be reported with SFD while filling the form online, physically visiting the SFD (established at level 2 of academic block) or sending WhatsApp text at **0335 7666887**.

5. **GENERAL QUERIES OF STUDENTS**

a. **Registrar Office**

- (1) Provision of English Proficiency / Bonafide certificates
- (2) Provision and attestation of original documents
- (3) Change of mailing address/correction of name in academic record
- (4) Withdrawal Applications & Return of security fee

b. **Admin Office**

- (1) Miscellaneous Maintenance issues
- (2) Hostel/Mess issues
- (3) Requests for Transport

- c. **ICT Office**
 - (1) Email login issues
 - (2) Internet/ Wifi connectivity
 - (3) MS teams login issues
 - (4) Oddoo related Issues
- d. **Exam Office**
 - (1) Information about Scholarships
 - (2) Request for Transcript

6. **COUNSELLING CENTRE** The Counseling Centre under the Dean of Student Life is a crucial part of student services that offer professional and confidential support to all NUTECH community members (students, faculty, and support staff). The sole purpose of the counseling centre is to provide an opportunity for students and Faculty/support staff to settle their emotional and psychological issues in a secure environment and plan their careers in line with their aptitudes and interest. This service has easy access with no cost.

- a. Counselling Centre extends the following services: -
 - (1) **Quick Care.** One-time meeting with a counselor for urgent needs.
 - (2) **Psychological Assessment.** Administration and interpretation of Psychological tests to identify the problem areas vis-a-vis potentialities and provide professional advice to mitigate the negativities and capitalize on areas of strength.
 - (3) **Student Wellness.** Multifaceted issues generally faced by students are handled with utmost care and a professional approach. Some of these issues include: -
 - (a) Stress management
 - (b) Anger management
 - (c) Adjustment issues
 - (d) Lack of confidence
 - (e) Work-life balance
 - (f) Time management
 - (g) Attachment issues

- (h) Poor academic performance
- (i) Procrastination
- (j) Anxiety and fearfulness
- (k) Loneliness and sadness

- (4) **Individual and Group Counseling.** Facilitate student/faculty support staff in overcoming psychological discomfort, anxieties, stresses, etc, and reach effective ways of problem resolution.
- (5) **Work Shops & Trainings.** Conduct workshops for students grooming based on Soft Skills, Taming stress, Building Resilience, Interpersonal Effectiveness, Mindfulness, and Balanced life. Also educate NUTECH community members regarding the early detection of psychological issues in students, for timely intervention and care.
- (6) **Crisis Service.** Providing immediate relief and counseling to emotionally burned-out cases.
- (7) **Female Wellness Matters.** The entire NUTECH community is facilitated at Counselling Centre, however, the female community is specifically focused on case to case basis. Any concern can be communicated through femalewellnessmatters@nutech.edu.pk

7. **Confidentiality.** The centre strictly follows professional norms and stays within ethical boundaries. Counselor ensures the safe custody and secrecy of information regarding counselling sessions as well as psychological assessment and it doesn't affect student's academic profile.

- a. Any student can approach Counselling Centre directly or through: -
 - (1) Faculty
 - (2) Mentors
 - (3) Dean Students Life Office
 - (4) Support Staff
 - (5) counselor@nutech.edu.pk

8. **Visit us at**

- a. Counseling Centre, Dean Student Life Office, Level 4, Academic Block.
- b. Timings - Monday-Friday: 8:00AM - 3:00PM

THE BEST WAYS OF STRESS MANAGEMENT

- 1 Eat Healthy Food
- 2 Take Good Night Sleep
- 3 Exercise Regularly
- 4 Be Mindful
- 5 Stay Close to Nature
- 6 Limit Screen Time
- 7 Take Counselling

Contact us at: counsellor@nutech.edu.pk
 or Visit us at: Counselling Centre, DSL Office, 1st floor Academic Block

Dean Student Life Office

We Are Here For You

Counselling Centre

- 1 Quick Care
- 2 Individual Counselling
- 3 S.W.A.M.P
- 4 Crisis Services
- 5 Group Counseling
- 6 Psychological Assessment
- 7 Female Wellness Matters

Contact Us
counsellor@nutech.edu.pk
 Mon - Fri : 8 AM - 3 PM
 DSL Office



National University of Technology
University for Industry

1st CONVOCATION 2022



THANK YOU

Phone call

051-5476809



Email Address

info@nutech.edu.pk



Website

www.nutech.edu.pk



Office Address

Kernal Sher Khan Shaheed Road, Sector I-12, Islamabad

