

2025

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. <u>Vision</u>. To be a world-class technology driven research university committed to best serve society and industry through purposeful education, research and innovation.
- 6. <u>Mission</u>. 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. <u>Discipline at NUTECH</u>. 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. <u>Acts of Indiscipline</u>. 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 rowdyism, 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.
- I. 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 of University (DoU), the Office of Student Affairs (OSA) will be available for consultation with students, faculty and department heads.
- 11. <u>Academic Conduct</u>. 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. <u>Disabilities Services Offices for Students</u>. 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. <u>Process</u>. 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. <u>Changes in Registration</u>. Any subsequent changes to the student's program shall have to be approved by the advisor.
- c. <u>Withholding Registration</u>. 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.
- d. <u>Registration Status</u>. 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.
- e. <u>ODDO/ CMS</u>. 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. <u>Retaining Student Status</u> 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	Written explanation to	Concerned
	for consecutive one	student/father/guardian.	Department/
	week in a semester.		Student Advisor

		Issue warning letter to student and	
		share with his/her father/ guardian,	
	If student found absent	immediately at the end of first week	Student Advisor/
	without genuine reason	of unjustified absence and after	Department
a.	for consecutive one	each week under information to	coordinator
	week.	Registrar and OSA in case the	
		absence without genuine	
		reason continues.	
		Approach the student and father/	
		guardian of absent student and	
	On receipt of	ascertain the reason of his/ her	
	information of one week	absence. Necessary advisory /	
	absence of student from	counselling services may be	
	respective	provided for the resolution of the	
b.	department.	issue. Action will be taken soon	Office of Student
		after the receipt of the warning letter	Affairs (OSA).
		mentioned at serial a above.	
	In case of continuous		
	absence from	Contact OSA and issue	Student Advisor/
C.	University in the second	warning letter after each	Department
	week or subsequent	week under information to	Coordinator
	week.	Registrar and	
		OSA.	
		Initiate a minute sheet on 31 st day	
	If student remains	of absence for suspension of the	
	absent for 30 days	student in current semester along	Respective HoD
	without genuine reason	with the copies of warning letters	
d.	and qualifies for	already issued to the student /	
	suspension.	father / guardian.	
		Minute sheet will be approved by	
		Dean of University (DoU) by 32 nd /	
		33 rd day of absence and will be	DoU Office
		forwarded to Registrar Office.	
	suspension.	Minute sheet will be approved by Dean of University (DoU) by 32 nd / 33 rd day of absence and will be	DoU Office

	On receipt of minute		
e.	sheet from DoU office	Issue notification for suspension on	Registrar Office
	with the approval of	34 th , 35 th day.	
	Suspension.		
		Letter to father / guardian of the	
		student under intimation to	
f.	On getting copy of	Registrar Office about	Office of Student
	suspension.	consequences of such suspension	Affairs (OSA).
		including ineligibility for appearing	
		in End Semester Exam.	
		Initiate minute sheet for withdrawal	
		of the student on 46 th day of	Respective HoD
	If a student remain	absence.	
	absent for more than 45	Minute sheet will be approved by	
g.	days and qualifies for	Dean of University (DoU) by 47 th /	
	withdrawal.	48 th day of absence and will be	DoU office
		forwarded to Registrar Office.	
h.	On receipt of minute	Issuance of notification for	
	sheet with approval of	withdrawal on 49 th or 50 th day	Registrar office
	withdrawal.	of absence.	

Matters Related to Exams

- 1. There are two grading systems being followed by national / international universities, "Absolute Grading System" and "Relative Grading System". National University of Technology (NUTECH) is following "Relative Grading System" like other top ranking universities of the country and world. UG academic standards are based on the best international and national practices. Academic deficiencies are with a purpose to achieve desired standards in the best possible manner.
- 2. **Grading**. Letter grades are defined as:
 - a. <u>Letter Grades</u>. The grades to be awarded to students who satisfactorily complete the work of a subject by the end of a semester and the definitions of these grades are: -
 - (1) A Exceptionally good performance, demonstrating a superior understanding of the subject matter, a foundation of extensive knowledge, and a skillful use of concepts and/or materials.

- (2) B Good performance, demonstrating capacity to use the appropriate concepts, a good understanding of the subject matter, and an ability to handle the problems and materials encountered in the subject.
- (3) **C** Adequate performance, demonstrating an adequate understanding of the subject matter, an ability to handle relatively simple problems, and adequate preparation for moving on to more advanced work in the field.
- (4) **D** Minimally acceptable performance, demonstrating at least partial familiarity with the subject matter and some capacity to deal with relatively simple problems, but also demonstrating deficiencies serious enough to make it inadvisable to proceed further in the field without additional work.
- (5) **F** Failed. This grade also signifies that the student must repeat the subject to receive credit.
- (6) **XF** If a student has less than **75**% attendance. This grade also signifies that the student must repeat the subject to receive credit.
- (7) I mean the work required for the subject has not been completed due to any reasons acceptable to Departmental Board of Studies.
- (8) **W** will be awarded on dropping of a course.

Note. Modifiers of plus (+) shall be allowed on the grades of **B**, **C** and **D**. These modifiers will also be reflected on the students' academic transcript.

b. <u>Determination and Finalization of Letter Grades</u>. The basis for determining a student's grade in a subject/course shall be left at the well-considered discretion of the Departmental Board of Studies (DBS). The grade/ marks earned by a student in Assignments, Quizzes, and Laboratory work, Mid Semester Exam, End Semester Exam etc. shall be converted into percentage by the concerned faculty. The overall subject percentage obtained by students shall be rounded off by the faculty up to two decimal points (e.g. for 2.495 will be rounded off as 2.50). Letter Grades shall be awarded on relative grading basis according to the distribution gap method on the performance of a particular class by the faculty teaching the subject/course, and shall be approved by DBS. DBS will be held on or before Thursday of 1st week after examination week. The grade sheets of each subject in triplicate, duly signed by respective faculty member and Head of Department, shall be sent to the Examination office on or before Friday of 1st week after examination week.

c. <u>Grade Point Average</u>. Grade Point Average (GPA) is a number representing the average value of accumulated grade points earned in a semester or in a degree program and is based on letter grades earned by students. **GPA** shall be computed from the grade points assigned to letters grades. Grade points for letter grades are as given below: -

Letter Grade	Grade Points
Α	4.0
B+	3.5
В	3.0
C+	2.5
С	2.0
D+	1.5
D	1.0
F	0.0
XF	0.0
W	0.0 (for dropping of course)
I / ID	(0.0) Incomplete / Incomplete Drop

- d. <u>Semester Grade Point Average (SGPA)</u>. SGPA is calculated by summing up grades points earned in all the subjects taken in a semester and dividing the sum by the total number of credits of the subjects taken in that semester.
- e. <u>Cumulative Grade Point Average (CGPA)</u>. CGPA is the cumulative grade point average of all the semesters completed. CGPA is calculated by summing up grades points earned in all the subjects taken in any number of semesters and dividing the sum by the total number of credits taken in those semesters.

f. **Grading**

- (1) A F grading will be used. D and above grades will be considered as passed and all grades will be reflected on transcript and will be used for computation of SGPA/CGPA.
- (2) **Relative Grading System**. Recommended for adoption where the class size is above **10** students
- (3) Absolute Grading System. Recommended for adoption where the class size is below 10 students.

- 3. <u>Academic Deficiencies</u>. A student who obtains one or more of the following is considered academically deficient, namely:
 - 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.
 - f. If student could not register a course in a regular semester due to previous deficiencies or max credit hours limit, it may be considered as an academic deficiency. However, such deficient courses can only be offered (in summer) after the approval of **CAP** (keeping in consideration of degree completion requirements).
 - g. Less than "C" grade in final year project work.
- 4. <u>Disposal of Academically Deficient Students</u>. Consequent to the identification of academic deficiencies, following disposal will be recommended by the Examination Office.
 - a. <u>Advisory Note / Academic Warning.</u> Academic warning will be awarded to the deficient students under following circumstances: -
 - (1) Student earns "**XF**" or "**F**" grades in a subject in any semester.
 - (2) SGPA / CGPA is less than 2 in a semester.
 - (3) He/she does not qualify for probation/withdrawal.
 - 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: -
 - (1) **CGPA** is less than **2** in any semester except **1st semester**.
 - (2) On disciplinary grounds when recommended by the **Committee on Discipline**.
 - (3) 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.
 - c. <u>Suspension</u>. 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: -
 - (1) On disciplinary grounds, recommended by the Committee on Discipline.
 - (2) If absence of student is **greater than 25%** in a semester on medical ground or for reasons beyond his control.
 - (3) If absence of a student is **greater than 25%** in all subjects in a semester.

- (4) If a student remains absent for more than **30** but **less than 45 consecutive days** without any valid reason.
- (5) While on suspension a student will be permitted to repeat courses already taken, if any, offered in suspended period.

d. Suspension of Registration.

- (1) If a student remains **absent for 45** or more **consecutive days**, his/her admission/ registration may be suspended for a period of up to **one year** under following condition: -
 - (a) Prolonged Absence (without any intimation or valid reason).
 - (b) Disciplinary Grounds.
 - (c) Medical Reasons.
- (2) Onus of ensuring receipt of intimation in Registrar Office remains with respective students. However, such student may resume the same program subject to meeting the following conditions:
 - (a) Has completed minimum one year of studies and attained minimum required CGPA i.e., 2.00.
 - (b) It has been recommended by the respective HoD.
- (3) On re-admission, the student will pay the prescribed admission fee and 50% tuition fee for the period of absence. The rate of fee will be as applicable to students of the semester which she/he joins.
- (4) While considering the case for re-admission, it will be ascertained by the respective department that the student has sufficient time to complete his / her degree within the prescribed time limit, which will start from date of original / first admission.
- (5) No special classes / courses will be planned / arranged for such cases other than planned classes for repeat courses.
- (6) After re-admission, his/her studies will be governed by the rules and regulations applicable to the entry s/he joins.
- (7) Suspension of registration, on grounds of prolonged absence, will be granted only once in the program in which s/he was originally granted admission.
- e. <u>Withdrawal</u>. 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: -
 - (1) Earns five 'F / XF' grades or more in first semester only.
 - (2) The student accumulates ten or more F/XF grades.

- (3) Earns three consecutive academic probations up till and including sixth semester.
- (4) Earn two consecutive probations on disciplinary grounds or overall three disciplinary probations when recommended by the respective Discipline Committee.
- (5) Can not complete his degree requirements within the maximum stipulated time of seven years, even if he/she utilizes the summer semester.
- (6) A student who remains absent for more than 45 consecutive days without valid reasons but does not qualify for "Suspension of Registration".
- f. All Deficient cases will be served with "**Warning**", by the Exam office. Distribution of the copies of warning is as under: -
 - (1) 1x copy to student.
 - (2) 1x copy to Parents/Guardian.
 - (3) 1x copy to HoD.
 - (4) 1x copy in Student Dossier.
 - (5) 1x copy of Student Advisor.

5. Adding / Dropping of courses

- a. For Fall and spring semester, subjects may be added/dropped (provided credit hour min/max limits are maintained) until the end of the 3rd week of the semester.
- b. For summer semester, subjects may be added/dropped (provided credit hour max limits are maintained) until end of 2nd week of summer semester.
- c. In case of dropping of course in fall and spring semesters from 4-6 weeks and summer semester from 3-4 weeks, letter grade "W" shall appear in his/her transcript against the specific course.
- d. After the 6th week of Fall and Spring semesters and 4th week of summer semester "F" grade shall be automatically awarded which shall count in the GPA and stay on the transcript.
- e. Student having "W" on the transcript shall not be considered for any academic honor / award.
- f. A student is allowed to have maximum of 2 x Ws in a semester. S/he shall not be allowed to accumulate more than 4 x Ws at any one particular time during course of studies.
- g. If the student takes less than minimum (15) credit hours or greater than maximum (18) limit, approval is required from Committee on Academic Performance (CAP).
- 6. <u>Deferment / Freezing of Semester(s)</u>. 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. Freezing of first two semesters is not allowed. However, under special hardship circumstances freezing of first/ second semester can be considered by the approval of competent forum as under: -
 - (1) Iddat
 - (2) Maternity / Delivery
 - (3) Death in the immediate family
 - (4) Any other, subject to acceptance on justified rationale.
- d. Duration of freezing is one year. A candidate who gets a semester freeze can get readmission in next year.
- e. Deferment/freezing of a semester will be approved by Committee on Academic Performance (CAP).
- 7. **Scholarships**. Exam office handles two types of scholarships as under:-

a. **Need Based Scholarship**

(1) Broad Parameters are:-

(a) **Types**

- (i) Full Scholarship (100% Tuition Fee Waiver).
- (ii) Partial Scholarship (25% and above Tuition Fee Waiver).
- (b) The eligibility of candidate for need based scholarship will be evaluated by committee based on financial background of his/her family.
- (c) Scholarship will be awarded for complete duration of studies (4 Years) however, will be reviewed on yearly basis as under:-
 - (i) Fresh intake. At the time of Registration.
 - (ii) Review Cases. 30 Days before start of Fall Semester.
- (d) Students of new entry securing admission will be primarily eligible for the award. However, special cases (whose financial situation changes drastically due to unforeseen circumstances i.e. unplanned retirement, deaths, lay off from job etc.) from other entries may also be considered along with reviewed cases.

- (e) The continuation of scholarship is subject to satisfactory academic performance as under: -
 - (i) CGPA > 2.00 for 1st semester, CGPA ≥ 2.50 / 4.00 for 2nd Semester
 - (ii) onwards with no more than one "F".
 - (iii) Attendance > 75%.
 - (iv) Good conduct of student.
- (f) Scholarship is restricted to tuition fee only.
- (g) At least 5% students per intake after evaluating their financial situation may be granted need-based scholarship.
- (h) The Scholarship will be applicable for on campus duration of the program in which the student is enrolled.
- (i) Students can get one scholarship at one time.
- (j) All NUTECH need based scholarship awardees will be eligible to avail any other scholarships, however same must be declared immediately.
- (k) On ground check/verification will be carried out on requirement basis for applicants.
- (I) False Provision of information / documents will be considered as sheer violation of discipline and may results in one or all of the following:
 - (i) Recovery of all the payments received and a penalty.
 - (ii) Disqualification for award of any future financial support.
 - (iii) Cancellation of admission.
- (m) Final approval will be accorded by Rector on the recommendation of scholarship committee.

b. Merit Based Scholarship

(1) Eligibility Criteria:

- (a) Scholarship awards are given to the top 3 positions of undergraduate (UG) students from all sections, based on the following criteria:
 - (i) 1st Position Rs. 25,000.
 - (ii) 2nd Position Rs. 15,000.
 - (iii) 3rd Position Rs. 10,000.
 - (iv) SGPA 4.00 (1st Semester only) 100% (on Tuition Fee only).
 - (v) SGPA 4.00 & CGPA > 3.90 (2nd Semester onwards) 75% (on Tuition Fee only).

- (b) Minimum SGPA: 3.75.
- (c) Normal Academic Load: At least 14 credit hours.
- (d) This scholarship will be awarded after the declaration of each semester's results by the Exam Office, with the approval of the competent authority.
- 8. <u>Issue of Academic Transcript/Detailed Marks Sheet</u>. A student desirous of obtaining Academic Transcript may apply to Controller of Examinations NUTECH along with the prescribed fee, as per the policy issued on the subject.

ADMINISTRATION ASPECTS

1. <u>Administration Directorate</u>

- a. Provision of overall administrative support to NUTECH.
- b. Management of hostels / dormitories.
- c. Running of, day care, staff canteen, messes including cafeteria.
- d. Overall maintenance / Cleanliness.
- e. Security of University campus in coordination with Construction Technology & Training Institute (CTTI) / issuance of university card.
- f. Horticultures within campus.
- g. Medical facilities (Immediate medical care) with ambulance.
- h. Formulation of SOPs related to administrative matters.
- i. To assist / facilitate the functions / events & exhibitions etc.
- j. Coordination with other universities / agencies related to administrative matters.
- k. Any other tasks assigned by University authorities.
- I. Management / maintenance of transport including pick and drop facility for students.

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.

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

- (1) Capacity 255 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 as back up.

c. **Boys Hostel - Charges**

- (1) Hostel Rent **Rs 60,000.00** for complete semester (1st six months non-refundable).
- (2) Hostel Rent / Mess Security **Rs 18,000.00** (refundable on completion of degree).
- (3) Messing Charges **Rs 8,000.00** per month for 2x meals.
- (4) Laundry Charges **Rs 1200.00** per month.

Note: All charges are subject to revision/ change.

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

- (1) Capacity 84 x students (Rented House).
- (2) Beds with Beddings.
- (3) Study Table / Chair.
- (4) WiFi Facility.
- (5) Heating / Cooling Arrangement.

e. Girls Hostel - Charges

- (1) Hostel Rent **Rs 78,000.00** for complete semester (1st six months non-refundable).
- (2) Hostel Rent / Mess Security **Rs 21,000.00** (refundable on completion of degree).
- (3) Messing Charges **Rs 8,000.00** per month.
- (4) Laundry own arrangement (washing machine with dryer available).

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 9:00 AM 10:00 PM & Friday after classes till 10:00 PM.
 - (d) Leave will be sanctioned on request basis by the HoD.
 - (e) Light off timings will be 11:00 PM for both Boys & Girls hostels.

5. Visitors / Guests Timings

Students	Friday	Sat & Sun	Remarks
Boys	2:00 - 4:00 PM	9:00 AM - 5:00 PM	Venue will be student café.
Girls	2:00 - 4:00 PM	9:00 AM - 5:00 PM	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 tap 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. Variety of food stuff available at students café in 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. <u>Faculty Café (Administration Block)</u>

- a. Centrally AC & Tiled Flooring with Adequate Lighting.
- b. Clean Internal & External Environment.
- c. 2 x TVs (65").
- d. Seating Capacity 250 Persons.
- e. Crockery 250 Persons.
- f. Timing 9:00 AM to 4:00 PM.
- 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 150 Students.
- d. Crockery 150 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 7:00 9:00 AM.

- (2) Dinner 7:30 9:00 PM.
- f. Tuck shop.
- g. TV in Dinning Hall.

11. Transport Facility - Policy & Charges

- a. Faculty members / Staff & Students desirous to avail the bus facility to obtain & fill requisition form.
- b. On receipt of requisition form & seeing the availability of space for particular route, challan form will be issued to the applicant.
- c. Applicant to submit the copy of challan form duly paid to Admin Directorate.
- d. Bus pass will be issued to applicant by Admin Directorate (Transport section). Bus service will not be extended to anyone without authorized bus Pass.

e. **Charges**

	Short Distance (1 to 10 Kms)	Rs. 5,000/- pm
Students	Middle Distance (11 to 25 Kms)	Rs. 6,500/- pm
	Far Distance (26 and above Kms)	Rs. 8,000/- pm
	MG-4 & above	Rs. 8,000/- pm
Staff (Scale wise)	OG-3 & above	Rs. 7,000/- pm
	H-4 & above	Rs. 5,800/- pm
Note: All charges are subject to revision/ change		

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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 - 11 x seater EV - Islamabad (Rs. 10,000/- pm).

13. **Medical Facilities**

(3)

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)	-	
	(2) Administration Block (Ground Flo	oor) -	

Reception Academic Block

1

1

1

- (4) Boys Hostel 1
- (5) Girls Hostel 1

14. Auditorium

- a. Centrally Air-Conditioned / Heated Arrangements at Both Facilities.
- b. Capacity 500 Persons.

15. **Seminar Hall**

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

16. Safety & Security

a. **Security Measures**

- (1) 21 x Security Guards & Sentry Posts on Outer Parameter Wall.
- (2) CCTV Cameras & Fully Equipped Control Room.
- (3) Alarm System & Sound System in Control Room.
- (4) RFID System / SVAs (Smart Verification Alert System).

b. **Communication**

- (1) Walkie Talkie Issued to all Posts & Cell Phones as Alternative Means.
- (2) Torches & Whistles Issued to all posts.
- (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.

b. 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.

18. **Emergency Contact No**

Ser	NUTECH Administrative Staff		
a.	Dir Administration	051-5476809	Extn: 110
b.	DD Administration	0306-5307807	Extn: 132
C.	Security Officer	0318-9444148	Extn: 183
d.	Security Supervisor	0342-7035188	
e.	NUTECH Doctor	0321-9777174	Extn: 260
f.	Administration JCO	0305-6076355	Extn: 143
g.	Administration NCO	0301-3991706	Extn: 127
h.	Control Room	-	Extn: 244

OFFICE OF STUDENT AFFAIRS (OSA) - YOUR FIRST FRIEND ON CAMPUS

- 1. The OSA 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 OSA 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.
 - The Office of Student Affairs 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 and the online SFD portal.
 - d. Plans and organizes all Extra Curricular University activities.
 - e. Plans activities focused on character development and personal formation.
 - f. Provides Counselling Services to the Students, Faculty and Support staff.
- 2. <u>Clubs & Societies</u>. Clubs and Societies offer students a vibrant platform to explore their interests, discover their potential, and develop valuable leadership and teamwork skills. At present, there are 9 Clubs and 1 Society, all functioning under the guidance of the Office of Student Affairs (OSA). Students are strongly encouraged to become active members of at least one Club or Society and actively participate, as this not only supports personal growth but also enriches the overall campus experience.
 - a. NUTECH Media Society.
 - b. NUTECH Community Service Club.
 - c. NUTECH Literary & Debating Club.
 - d. NUTECH Fine Arts & Creativity Club.
 - e. PM Green Youth Movement Club.
 - f. NUTECH Adventure Club.
 - g. NUTECH Cultural Club.
 - h. NUTECH Music Club.
 - NUTECH Drama Club.
 - j. NUTECH Sports Club.

3. Benefits Of Joining Student Clubs & Societies

- 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
- I. Give back to your community

4. Student Affairs

a. Services Offered

- (1) <u>Fee Instalments</u>. We understand that managing tuition fees can be challenging. Our Fee Instalments service allows you to break down your tuition fees into manageable payments. This flexible payment plan ensures that you can focus on your studies without the added financial stress.
- (2) <u>Due Date Extension</u>. If you are facing unforeseen circumstances that affect your ability to meet assignment or fee deadlines, we offer Due Date Extensions. Our team will work with you to provide reasonable extensions, ensuring you have the time needed to complete your obligations effectively.
- (3) <u>Scholarships</u>. We are committed to recognizing and rewarding academic excellence and financial need. Our Scholarships service provides information and assistance in applying for various scholarships available to students. Let us help you find the right scholarship to support your educational goals.
- (4) <u>Lost/Found</u>. Misplaced something on campus? Visit our Student Facilitation Desk to report or recover lost items. We continue to do our best to recover the lost items as quickly as possible.
- (5) <u>Attestation of Documents</u>. We offer Attestation of Documents for students who need official verification of their academic records, transcripts, or other

- important documents. Our team ensures that your documents are authenticated promptly and accurately.
- (6) Addressing Student-Related Issues/Concerns/Suggestions. We are here to listen to and address all your student-related issues, concerns, and suggestions. Whether you have feedback on campus facilities, academic programs, or any other aspect of student life, our team is ready to assist you in finding solutions and making improvements.
- b. NUTECH 1st Student Council was established on 26th March 2024. It is an apex student's representative body, composed of appointed office bearers to amplify the students voice at institutional level. The primary purpose of NSC is to advocate for the interests and well-being of students, facilitate communication between students and management, and supervise/ organize various activities and initiatives to enrich/enhance the students' overall university experience at NUTECH.
- c. <u>Student's Facilitation Desk (SFD)</u> 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 Office of Student Affairs (OSA), Ground Floor, Admin Block) or sending WhatsApp text at 0335-7666887.
 - (1) <u>SFD Portal</u> The online SFD portal has been launched to cater the student complaints/queries on the go, to minimize the students' need to visit the SFD desk physically.



https://nims.odoo.com/helpdesk/

(2) General Queries of Students

(a) Registrar Office

- (i) Change of Mailing Address/ Correction of name in Academic Record.
- (ii) Provision and Attestation of Original Documents.
- (iii) Coursera Courses (Registration issues).
- (iv) Semester Freeze.
- (v) English Proficiency / Bonafide Certificates.
- (vi) Withdrawal Applications & Return of Security Fee.
- (vii) Degree Clearance.

(b) Admin Office

- (i) Hostel related issues.
- (ii) Transport related issues.
- (iii) Security.
- (iv) Medical Services.
- (v) Lost & found.
- (vi) Issues related to Café / Tuck Shop.
- (vii) Sports related queries.
- (viii) Students Card (Issue / Lost).

(c) <u>ICT Office</u>

- (i) Email login issues.
- (ii) Internet/ Wi-Fi connectivity.
- (iii) MS teams login issues.
- (iv) Oddoo related Issues.

(d) **Exam Office**

- (i) Information about Scholarships.
- (ii) Request for Transcript.
- (iii) Provisional / Hope Certificate.

(e) Treasurer Office

- (i) Issuance of Fee Voucher
- (ii) Fee Break Up Certificate

- 5. <u>Counselling Centre</u>. The Counseling Centre, operating under the Dean of Student Life, is a cornerstone of our commitment to the holistic well-being and success of our students. It provides **free of cost**, and **confidential** support services to all the members of NUTECH community (students, faculty and support staff).
- 6. We understand that navigating university life can present unique challenges, and we are committed to helping you develop effective strategies for resilience and growth. Counselling Centre offers a safe, supportive and **non-judgmental environment** to address your personal, emotional, and psychological concerns.
 - a. Counselling Centre extends the following services: -
 - (1) **Quick Care**. A single-session consultation with a counsellor for urgent concerns.
 - (2) <u>Psychological Assessment</u>. 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) <u>Student Wellness</u>. 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
 - (i) Anxiety and fearfulness
 - (k) Loneliness and sadness
 - (4) <u>Individual and Group Counseling</u>. Facilitate student/faculty/support staff in overcoming psychological discomfort, anxieties, stresses, etc., and reach effective ways of problem resolution.
 - (5) Workshops & Trainings. Conduct workshops for students grooming based on soft skills, stress management, building resilience, interpersonal effectiveness, mindfulness, and living a meaningful and balanced life. To educate NUTECH

- faculty regarding the early detection of psychological issues in students, for timely intervention and care.
- (6) <u>Crisis Service</u>. Providing immediate relief and counseling to emotionally burntout cases.
- (7) <u>Female Wellness Matters</u>. 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
- 2. <u>Confidentiality</u>. The Counselling Centre strictly follows professional ethics of confidentiality and non-judgement. The Counsellor 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) Director Student Affairs (DSA)
 - (4) Support Staff
 - (5) counsellor@nutech.edu.pk

3. Visit us at

- a. Counselling Centre, Office of Student Affairs (OSA), Ground Floor, Admin Block.
- b. Timings: Monday to Friday 9:00 AM 4:30 PM







THANK YOU

Phone call **051-5476809**



Email Address info@nutech.edu.pk



Website www.nutech.edu.pk



Address



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