

2026



STUDENT HANDBOOK



National University of Technology



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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 of University (DoU), the Office of Student Affairs (OSA) 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.
- d. **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.

- e. **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 OSA 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.	Office of Student Affairs (OSA).
c.	In case of continuous absence from University in the second week or subsequent week.	Contact OSA and issue warning letter after each week under information to Registrar and OSA.	Student Advisor/ Department Coordinator
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.	Office of Student Affairs (OSA).
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
h.	On receipt of minute sheet with approval of withdrawal.	Issuance of notification for withdrawal on 49 th or 50 th day of absence.	Registrar office

Key Academic, Examination & Financial Aid Guidelines

Academic Standards

Grading, Academic Deficiencies, Probation, Suspension, Withdrawal, Improvement & Freezing

1. **Grading Systems**

- a. NUTECH follows a **Relative Grading System** for undergraduate programmes, in line with national and international university practices.
- b. Relative grading is recommended where class size is above 10 students.
- c. Absolute grading is recommended where class size is below 10 students.
- d. Final letter grade is determined by the concerned faculty/Departmental Board of Studies (DBS), based on the approved assessment components and class performance.

2. Grading System

The policy defines the following letter grades and grade points:

Letter Grade	Grade Point	Meaning
A	4.0	Exceptionally good performance
B+	3.5	Good performance
B	3.0	Good performance
C+	2.5	Adequate performance
C	2.0	Adequate performance
D+	1.5	Minimally acceptable performance
D	1.0	Minimally acceptable performance
F	0.0	Failed; subject must be repeated
XF	0.0	Less than 75% attendance; subject must be repeated
I / ID	0.0	Incomplete / Incomplete Drop
W	0.0	Course dropped

3. Academic Standards

- Letter grades are awarded on a relative grading basis according to the distribution-gap method and class performance, subject to approval by DBS.
- The overall subject percentage is rounded off by faculty up to two decimal points before grading.
- SGPA is calculated from grade points earned in all subjects taken in a semester divided by the total credits taken in that semester.
- CGPA is the cumulative grade point average of all completed semesters.
- Grades D and above are considered passed; all grades are reflected on the transcript and used for SGPA/CGPA computation.**
- XF grade** signifies attendance below **75%** and requires repetition of the subject.
- “I” grade** may be awarded where required work is incomplete for reasons acceptable to the Departmental Board of Studies.
- “W” grade** is awarded when a course is dropped.

4. Academic Deficiencies

- A student is academically deficient if student obtains an **XF or F grade** in any subject.
- A student is academically deficient if SGPA/CGPA is less than 2.00.

- c. **CGPA below 2.00 in two consecutive semesters constitutes an academic deficiency.**
- d. **An I (Incomplete) grade or W (course drop) may also constitute an academic deficiency.**
- e. Failure to register a required course because of previous deficiencies or credit-hour limits may be treated as an academic deficiency.
- f. A grade **below C in Final Year Project work** constitutes an academic deficiency.

5. **Disposal of Academically Deficient Students**

- a. Advisory Note / Academic Warning
- b. Probation
- c. Suspension
- d. Withdrawal

6. **Academic Warning**

- a. Academic warning may be awarded when a student **earns XF/F in any subject.**
- b. **Academic warning may be awarded when SGPA/CGPA is below 2.00 in a semester and the student does not qualify for probation/withdrawal.**

7. **Probation**

- a. Probation means the student is deficient in academic/discipline standards and requires consistent monitoring.
- b. A student may be placed on academic/discipline probation when **CGPA is below 2.00 in any semester except the 1st semester.**
- c. A student may also be placed on disciplinary probation when recommended by the Committee on Discipline.
- d. While on second consecutive academic probation, student cannot register for new courses and must decide courses for repetition in consultation with academic advisor.

8. **Suspension**

- a. Suspension means student is not allowed to continue regular academic activities for a semester.
- b. Suspension may be recommended on disciplinary grounds.
- c. Suspension may apply where absence exceeds **25% in a semester on medical grounds or reasons beyond the student's control.**
- d. Suspension may apply where absence exceeds 25% in all subjects in a semester.
- e. **Absence for more than 30 but less than 45 consecutive days without valid reason may lead to suspension.**

- f. If semester fee is not deposited by the end of the 2nd week, the student may be suspended for that semester and must pay 25% tuition fee to maintain registration.

9. **Suspension of Registration**

- a. Absence for 45 or more consecutive days may result in suspension of admission/registration for up to one year.
- b. Grounds include prolonged absence without valid reason, disciplinary grounds, or medical reasons.
- c. Re-admission is subject to policy conditions, including completion of at least one year, minimum CGPA of 2.00 and recommendation of the respective HoD.
- d. Suspension of registration on prolonged-absence grounds is granted only once during the programme.

10. **Withdrawal**

- a. Withdrawal means the student is considered unsuitable for further studies at NUTECH and is withdrawn from the programme.
- b. Withdrawal may occur after five F/XF grades in the first semester.
- c. Withdrawal may occur after accumulation of ten or more F/XF grades.
- d. Three consecutive academic probations up to and including the sixth semester may lead to withdrawal.
- e. Two consecutive disciplinary probations or three disciplinary probations overall may lead to withdrawal when recommended by the relevant Discipline Committee.
- f. Failure to complete degree requirements within the maximum stipulated period of seven years may lead to withdrawal.
- g. Absence of more than 45 consecutive days without valid reason may also lead to withdrawal where the student does not qualify for suspension of registration.

11. **Warning Distribution**

- a. One copy to student.
- b. One copy to parent/guardian.
- c. One copy to HoD.
- d. One copy retained in Student Dossier.
- e. One copy to Student Advisor.

12. **Improvement of Grades**

- a. Students may improve grades/GPA through repetition of subjects during the degree programme.

- b. A particular subject may normally be repeated only once; the maximum number of courses allowed for repetition is less than six.
- c. A failed subject may be repeated any number of times.
- d. Both old and new grades appear on the transcript; the better grade is used in CGPA computation.
- e. A student repeating a subject for improvement is not eligible for top academic honour/award on the basis of the newly earned grade.
- f. Students may repeat courses with C and lower grades to improve CGPA.
- g. A student who repeats a course to clear W/F is not eligible for academic honours.
- h. **No retake examination is allowed except in extreme emergency cases, subject to policy.**

13. **Deferment / Freezing of Semester(s)**

- a. Deferment/freezing is generally requested before the start of a semester; in exceptional cases it may be requested by the 2nd week.
- b. During deferment, previously studied courses may be repeated on payment of prescribed fee; new courses cannot be studied.
- c. The student pays 25% tuition fee to maintain registration.
- d. **Freezing of the first two semesters is generally not allowed; special hardship cases may be considered by the competent forum.**
- e. Special hardship circumstances include Iddat, maternity/delivery, death in the immediate family, and other cases accepted on justified rationale.
- f. Duration of freezing is one year, with readmission in the next year.
- g. Deferment/freezing is approved by the Committee on Academic Performance (CAP).

Unfair Means

Use of Unfair Means in Examination - Student Key Points

1. **Committee on Redress of Grievances and Use of Unfair Means in Exam**

- a. Committee is chaired by the Controller of Examination.
- b. **Members**
 - (1) Representatives from Office of Student Affairs
 - (2) Registrar Office
 - (3) Respective Examination Superintendent/Faculty/HoDs.
- c. Committee handles complaints relating to use of **unfair means in examinations**.

- d. The Committee evaluates reported cases and disposes of them in accordance with policy.
- e. Cases requiring decision by the NUTECH Committee on Discipline (NCoD) are referred accordingly.
- f. After processing, approval is sought from Pro-Rector/Rector.

2. **Levels of Penalties**

Level	Examples of Penalty.
Level I	Verbal Warning; Change of Seat.
Level II	Withdrawal/collection of Answer Booklet; case may be referred to Committee.
Level III	Written Warning; zero/reduced marks; cancellation of paper with F; F in all subjects; referral to Committee on Discipline; disciplinary probation in specified repeat-warning cases.

a. **Level I Offences**

- (1) Whispering, talking, glancing/looking/staring during examination.
- (2) Responding to whispers or assisting another candidate in seeing one's answer sheet.
- (3) Talking to another candidate to receive help.
- (4) Talking outside the examination hall while permitted to leave, such as for a washroom visit.
- (5) Giving/receiving assistance through exchange of personal items such as calculators.

b. **Level II Offences**

- (1) Misbehaving with invigilator/supervisory staff or refusing to follow University rules.
- (2) Intentionally sitting contrary to the seating plan.
- (3) Writing on the desk before commencement of the examination.
- (4) Carrying helpful material written on hands, arms, calculator, etc.
- (5) Exchanging question papers.
- (6) Repeat offences of Level I.
- (7) Other offences of similar nature and intensity.

c. **Level III Offences**

- (1) Carrying a mobile phone, programmable calculator or other electronic device helpful in the examination.
- (2) Possession of or access to books, papers or other helping/cheating material.
- (3) Exchanging answer sheets or writing another candidate's Roll No. on one's own answer sheet.
- (4) Proxy sitting / impersonation.
- (5) Communication or attempted communication with faculty, examiners or University officers to influence marks.
- (6) Leaking information about question papers.
- (7) Addition to answer booklets after examination.
- (8) Helping candidates to use unfair means in or outside the examination centre.
- (9) Replacing answer sheets with other answer sheets not distributed for the examination.
- (10) Repeat offences of Level II and other offences of similar nature and intensity.
- (11) Possession of weapons in or around an examination hall is also listed as a Level III offence.

3. **Examination Process for Unfair Means Cases**

- a. All complaints are forwarded to the Exam Office.
- b. For online examinations, the concerned faculty may assess copying/cheating using indicators such as percentage of similarity, irrelevant similarities, conceptual similarity, Google probability, opening-line/paragraph similarity, and sequence of attempts, submission time and other observations.
- c. Examination Office compiles complaints for processing.
- d. Committee meetings are called by Examination Office as required.
- e. Committee decisions are notified to all concerned.
- f. Examination Office maintains records of complaints, meetings, decisions and notifications.

4. **Appeal**

- a. A student may appeal to the Pro-Rector for review of a Committee decision.
- b. The review application is submitted through Registrar Office.
- c. The Pro-Rector may refer the case back to the same Committee or constitute a new Committee.
- d. Reviewed decisions are endorsed by the Rector and are final.

- e. Registrar Office notifies concerned parties and maintains the record.

Scholarships

Need-Based / Merit-Based Financial Aid

1. General

- a. Need/Merit-based scholarships aim to reduce financial burden and motivate high-performing students.
- b. Scholarships may be supported through NUTECH resources and external funding.
- c. Confidentiality is to be observed to preserve the esteem of students.
- d. Scholarship availability is subject to funds and quota conditions; the policy states that 5 - 10% of students in a particular programme may be given scholarships.

2. Selection Committee

- a. **Chair:** Controller of Examination.
- b. **Members:**
 - (1) Representative from DoU Office.
 - (2) Representative from Registrar Office.
 - (3) Representative from Treasurer Office.
 - (4) Representative from Admission Office.
 - (5) Representative from Office of Students' Affairs (OSA).
- c. Final approval is accorded by Rector on recommendation of Scholarship Committee.

3. Need-Based Scholarship

- a. **Types**
 - (1) **Full Scholarship.** 100% Tuition Fee Waiver.
 - (2) **Partial Scholarship.** 25% and above Tuition Fee Waiver.
- b. **Eligibility & Review**
 - (1) Eligibility is evaluated by the Committee based on the financial background of the student's family.
 - (2) Scholarship is awarded for the complete duration of studies (4 years), subject to yearly review.
 - (3) New-entry students are primarily eligible; special cases from other entries may be considered where financial circumstances change drastically due to unforeseen events such as unplanned retirement, death or job lay-off.

c. **Continuation Criteria**

- (1) **CGPA > 2.00 for 1st semester.**
- (2) **CGPA $\geq$ 2.50/4.00 from 2nd semester onwards, with no more than one F.**
- (3) **Attendance > 75%.**
- (4) Good conduct.
- (5) Scholarship is restricted to tuition fee.
- (6) Scholarship applies to the on-campus duration of the programme.
- (7) A student can have one scholarship at a time.
- (8) Any other scholarship must be declared immediately.
- (9) On-ground verification may be conducted where required.
- (10) False information/documentation may result in recovery, penalty, disqualification from future financial support, and/or cancellation of admission.

4. **Procedure to Apply**

- a. Departments and OSA collect/compile applications and forward them to Exam Office.
- b. Committee evaluates applications/data and conducts interviews if deemed necessary.
- c. Committee recommendation is submitted to Rector for finalization.
- d. Students apply on the prescribed form available through the NUTECH website/Exam Office page.

5. **Financial Aid for Differently-Abled Students**

- a. Differently-abled students demonstrating financial need are eligible under the Need-Based Scholarship framework.
- b. Applications are submitted to Exam Office through DSA.
- c. DSA refers cases with initial scrutiny and remarks to Exam Office by end of the 2nd week of the 1st semester.
- d. Needs are assessed according to the nature of disability after interview by the Need-Based Scholarship Committee.
- e. A disability certificate confirming physical or mental disorder is required.
- f. The policy states that a minimum CGPA of 2.00 is mandatory for continuation for differently-abled students.
- g. Existing Need-Based Scholarship Committee evaluates these cases.

6. **Merit Based Scholarship Criteria for UG Students**

- a. Limited Merit Scholarships are awarded to bright and talented students securing top positions.

- b. **Scholarships are reserved for the Top 3 position holders of Undergraduate students (all sections) who achieve a minimum SGPA of 3.75.**

Position / Criterion	Award / Requirement
1st Position	Rs. 25,000/-
2nd Position	Rs. 15,000/-
3rd Position	Rs. 10,000/-
SGPA 4.00 - 1st Semester	100% Tuition Fee
SGPA 4.00 & CGPA > 3.90 - 2nd Semester onwards	75% Tuition Fee
Minimum Semester GPA	3.75
Normal Academic Load	At least 14 credit hours
Deficiency	No deficient case

7. **Key Student Reminders**

- a. Scholarship continuation is subject to academic performance, attendance and good conduct.
- b. Need-Based Scholarship and Merit-Based Scholarship have separate eligibility criteria.
- c. Students must declare any other scholarship immediately.
- d. **Providing false information/documents can have financial, disciplinary and admission consequences.**
- e. Scholarship decisions are subject to available funds, applicable quota conditions and approval by the competent authority.

8. **Functions and Services of the Exam Office**

- a. Conduct of Examinations
- b. Result Management
- c. Issuance of Transcripts and Degrees
- d. Issuance of Provisional, Hope and Percentage Certificates
- e. Verification of Academic Documents
- f. Merit-Based and Need-Based Scholarships
- g. Unfair Means Cases (UMCs)

Administration Aspects

1. Administration Directorate

- 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.
- l. 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 - 275 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 66,000.00** for complete semester (1st six months non-refundable).
- (2) Hostel Rent / Mess Security **Rs 18,500.00** (refundable on completion of degree).
- (3) Messing Charges **Rs 8,500.00** per month for 2 x meals.
- (4) Laundry Charges on cash payment.

Note: All charges are subject to revision/ change.

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

- (1) Capacity - 87 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 18,500.00** (refundable on completion of degree).
- (3) Messing Charges **Rs 8,500.00** 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. **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 - 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**

Students	Short Distance (1 to 10 Kms)	Rs. 5,900/- pm
	Middle Distance (11 to 25 Kms)	Rs. 7,500/- pm
	Far Distance (26 and above Kms)	Rs. 9,000/- pm
Staff (Scale wise)	MG-4 & above	Rs. 8,600/- pm
	OG-3 & above	Rs. 7,600/- pm
	H-4 & above	Rs. 6,000/- pm
Note: All charges are subject to revision/ change.		

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**

- 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 (Ground Floor) - 1
 - (3) Reception Academic Block - 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.
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	0321-5546759	Extn: 183
d.	Security Supervisor	0346-8675079	
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.

- a. 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. **Clubs & Societies**. 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 10 Clubs and 3 Societies, all functioning under the guidance of the Office of Student Affairs (OSA). Students are strongly encouraged to become active members of Club or Society and actively participate, as this not only supports personal growth but also enriches the overall campus experience.

- a. NUTECH Media Club
- 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
- i. NUTECH Drama Club
- j. NUTECH Sports Club
- k. NUTECH Mental Health & Wellbeing Society
- l. NUTECH Accessibility and Inclusion Society
- m. Character Building Society

3. **Benefits of Joining Student Clubs & Societies**

- a. Gain insight
- 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. Practical utilization of skills learned in class
- h. Engage with diverse people
- i. Gain leadership skills
- j. Break from studying; have fun
- k. Expand your resume
- l. Become a beneficial member of your community

4. **Extra-Curricular Activities.** To maintain a healthy balance between study and recreation, a variety of extracurricular activities are organized throughout the year to keep students engaged, refreshed, and connected with the campus community. These activities provide opportunities to unwind, build friendships, develop teamwork and leadership skills, and create lasting memories. Students can look forward to activities such as educational and recreational trips, Spring Fest, campus cleaning drives, Iftaar Dastarkhwaan, and other social, cultural, and community-building initiatives. We encourage every student to participate actively and make the most of these opportunities while maintaining a healthy balance between academic responsibilities and personal well-being.

5. **Student Affairs**

a. **Services Offered**

- (1) **Scholarships.** 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.
- (2) **Lost/Found.** Misplaced something on campus? Visit our Student Facilitation Desk to report or recover lost items. We do our best to recover the lost items as quickly as possible.
- (3) **Attestation of Documents.** We offer Attestation of Documents for students who need official verification of their academic records, transcripts, or other

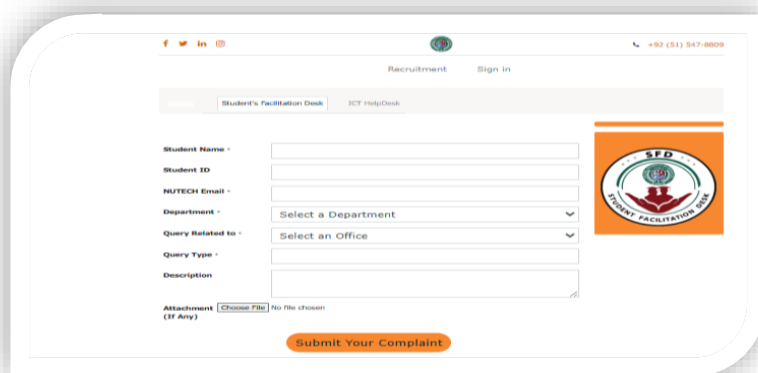
important documents. Our team ensures that your documents are authenticated promptly and accurately.

- (4) **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 Student Council** NUTECH Student Council is an elected 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. **Student's Facilitation Desk (SFD)** It is a one window operation for students, where they can register any of their complaints, suggestions or queries 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 OSA, Ground Floor, Admin Block) or sending WhatsApp text at **0335-7666887**.

- (1) **SFD Portal** The online SFD portal caters the student complaints/queries on the go, to minimize the students' need to visit the SFD desk physically.



<https://nims.nutech.edu.pk/helpdesk/>

- (2) **General Queries of Students**

a. **Registrar Office**

- (i). Provision of English Proficiency / Bonafide certificates.
- (ii). Provision and attestation of original documents.
- (iii). Change of mailing address/correction of name in academic record.

- (iv). Withdrawal Applications & Return of security fee.
- b. **Admin Office**
 - (i). Miscellaneous Maintenance issues.
 - (ii). Hostel/Mess issues.
 - (iii). Requests for Transport
- c. **ICT Office**
 - (i). Email login issues
 - (ii). Internet/ Wifi connectivity
 - (iii). MS teams login issues
 - (iv). Oddoo related Issues
- d. **Exam Office**
 - (i). Information about Scholarships
 - (ii). Request for Transcript

6. **Counselling Centre** The Counseling Centre, operating under the Office of Student Affairs (OSA), 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).

7. 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) **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) **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) **Crisis Service.** Providing immediate relief and counseling to emotionally burnt-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

8. **Confidentiality.** 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 via email (counsellor@nutech.edu.pk).

9. **Visit us at**

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

10. **NUTECH Dress Studio.** A dedicated dress studio is established under OSA to provide students with access to appropriate attire for academic, formal, and official engagements for short-term utilization of clothing items.

11. **Dress Code**

a. **For Boys**

(1) Your dress should be presentable & neat



(2) Please don't wear

- (a) Sleeveless
- (b) Shorts
- (c) Slippers
- (d) Inappropriate dress



b. **For Girls**

(1) Be gracefully dressed



(2) Please don't wear

- (a) Sleeveless
- (b) Tight Jeans
- (c) Immodest / Inappropriate dress





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

