



NUTECH STUDENTS' COUNCIL - NSC

NATIONAL UNIVERSITY OF TECHNOLOGY
(NUTECH), ISLAMABAD

NUTECH STUDENTS' COUNCIL - NSC

1. **General.** NSC, 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. NSC will be entrusted with the responsibility of assisting, organizing, and efficiently managing the entire spectrum of students' life, encompassing an array of academic and non-academic activities.
2. **Aim.** To represent and advocate for the interests, concerns, and well-being of the student body at NUTECH.
3. **Objectives.**
 - a. To create a sense of community and foster social connectivity among students.
 - b. To establish open lines of communication between students, faculty, and management.
 - c. To put across well deliberated student's, interests, opinions, desired welfare measures and academic concerns to the NUTECH management for discussion / decisions / clarifications.
 - d. To help eradicate any misconceptions in students' body about various administrative / academic decisions taken by the NUTECH management.
 - e. To suggest extra-curricular activities for the academic year.
 - f. To establish and maintain continuous and effective interaction with the NUTECH alumni to foster mutual benefits.
4. **NSC-Organogram.** Organogram is at **(Annex A&B).**
5. **Function of NSC**
 - a. Obtain feedback / suggestions from students regarding any improvements in academic support services affecting the overall academic environment.
 - b. Get students suggestions / concerns about matters like extra-curricular activities, sports, hostel matters, cafeteria / canteen issues or any other administrative inadequacies.

- c. Hold monthly NSC meetings to analyze and sift logical inputs for discussion with NSC Steering Committee.
- d. Due to effective ingress / outreach, assist NUTECH management in quick dissemination of urgent orders / instructions to student body.
- e. Remain on lookout for NUTECH representation at national / international forums and motivate students for active participation.
- f. In NO case, NSC will involve itself in any sort of political, ethnic or any other controversial issue.

6. **Main Responsibilities of Office Bearers**

a. **Chief Students Coordinator**

- (1) Provide leadership and direction to NSC and be accountable for the council's actions.
- (2) Set the agenda, facilitate meetings, and ensure that all council members are working towards the set objectives.
- (3) Formulate long-term and short-term goals for NSC and outline strategies to achieve them.
- (4) Present well deliberated student interests / concerns to NUTECH management.
- (5) Oversee and coordinate the work of various committees within the council, ensuring that they are aligned with the council's objectives.
- (6) Manage the budget allocated to the NSC, ensuring that funds are allocated wisely and transparently for various activities, events, and projects.

b. **Deputy Students Coordinator**

- (1) Assist Chief Coordinator in discharge of his duties, presiding over meetings in the absence of Chief Student Coordinator and take on special projects or responsibilities as assigned.
- (2) Addressing conflicts or issues that arise within the NSC.
- (3) Assessing the effectiveness of council initiatives and tracking progress towards objectives.
- (4) Keep Chief Student Coordinator posted about all the major achievements / activities of NSC including any impediments or irritants.
- (5) Maintain records of NSC meetings, including minutes, agendas,

and official documents. Handle correspondence and communication within the council and university management.

(6) Head Academic Committee.

c. **School Students Coordinator.** Overall, the school coordinator plays a crucial role in supporting the NSC objectives, fostering a positive and productive environment, and ensuring the council operates effectively within the university community.

(1) School coordinators help plan and execute events, workshops, seminars, and other activities initiated by the NSC. This includes coordinating logistics, budgeting, and ensuring everything runs smoothly.

(2) Manage the resources allocated to the respective schools such as budgets, office space, equipment, and materials.

(3) Moderate meetings, facilitate discussions, and ensure that everyone has a chance to express their ideas and opinions.

(4) Head the allocated committees and ensure optimum results.

d. **Department Students Reps**

(1) Attend council meetings regularly and report back to their departmental peers regarding relevant updates from the NSC activities / upcoming events.

(2) Foster a sense of community and encourage students to engage in various constructive activities.

(3) Mediate conflicts or issues that arise within their departments and promote a cohesive and inclusive environment.

(4) Assist in planning and execution of department-specific events, workshops or activities that enhance the academic and social experience of students.

(5) Address department-specific issues by working in close harmony with faculty to find viable solutions.

(6) Increase their reach in students for effective communication and passage of important orders / instructions from university administration.

7. **ROLES OF COMMITTEES**

a. **Academic Committee**

- (1) Collect the academic needs and concerns of students that are deemed essential for a supportive academic environment and conducive to learning and growth.
 - (2) Process student concerns and suggestions for discussion in NSC meetings.
- b. **Extra-Curricular / Event Organizer Committee**
- (1) Provide guidance and mentorship to club and society OBs to help them discharge their duties effectively.
 - (2) Assist in accessing resources i.e financial, logistical, or informational.
 - (3) Provide guidance on planning and executing events, ensuring that they are aligned with the university's values / regulations and NSC objectives.
- c. **Administration Committee**
- (1) Serve as a support system, ensuring effective communication and coordination between the NSC, university administration, and the student body.
 - (2) Address all the administrative matters related to messing, cafeterias, cleanliness, services functionality, transport, and security. Also highlight matters related to sports.
 - (3) Their efforts should contribute towards Improved campus life.
- d. **Hostel Committee**
- (1) Represent the interests and concerns of students residing in university hostels (Both Male & Female).
 - (2) Serve as a bridge between the residents and the administration, advocating for improvements in living conditions, safety measures, and addressing residents' grievances.
8. **Selection of OBs / Formation of NSC**
- a. **Basic Pre-Requisites - OBs**
- (1) Be from Senior or Junior Batches
 - (2) Min CGPA 2.7
 - (3) Not punished by CoD in any capacity
 - (4) No more than 1 warning in the last one year.
 - (5) Not a fee defaulter i.e., semester, hostel, transport or mess
- b. **Formation of NSC**

(1) **Departmental Responsibilities.** 1st NSC Students Representatives Body will be selected, and all subsequent student bodies will be elected. Departmental responsibilities in either case are as following: -

(a). **Selection.**

- i. Departments will ask students to propose names against all the NSC office bearers. Proposed students will be asked to submit their nomination papers to the respective HoDs as per the format at Anex C. Nomination papers to reach respective HoDs four clear weeks before the date of “Oath Taking Ceremony”.
- ii. HoDs will scrutinize the nomination papers so received as per the set criterion (Para 8a (1) – (5) ante), hold interview of the applicants, if deemed essential and shortlist at least three names against each slot and send them to NSC Steering Committee for final selection.
- iii. Selection / tasking and replacement of Class Representatives (if required) will be the sole domain of respective HoDs.

(b). **Election.**

- i. Announce election date to the students and ask for submission of nomination papers so as to reach respective HoDs at least five clear weeks in advance from the date of election for carrying out necessary scrutiny.
- ii. Short list at least three names (could be more) to contest the elections and send them to NUTECH Steering Committee for visibility / review.
- iii. All students will vote for the appointments of Chief Students Coordinator and Deputy Students Coordinator, Schools will vote for the appointments of respective School Students Coordinators. Departments will vote for department students reps.

iv. Elections will be held through electronic voting.

(2) **Responsibilities of NSC Steering Committees**. As covered in para 10 a-b below.

9. **Composition - NSC Steering Committee**

- a. DoU
- b. Director Admin
- c. DSA
- d. All HoDs
- e. Deputy Registrar

10. **Functions of NSC Steering Committee**

a. **1st Students Representatives Body - Selection**

- (1) Hold interviews of applicant students for the NSC office bearers (OBs) as received from respective HoDs and make final selection. There will be a proportionate representation of day scholars and hostelites. At least 25 % OBs be female students. As regards, Committee Heads, at least one be female out of four committees.
- (2) Obtain formal approval of selected OBs from CA through Minute Sheet.
- (3) Intimate about the names of selected OBs to the Registrar office for notification.

b. **Subsequent Students Representatives Bodies - Elections**

- (1) Review the names as sent by the HoDs and finalize / announce the names of students finally contesting the elections to the students' body and election management cell, four clear weeks in advance from the date of election.
 - (2) On receipt of election results, process the case for information / perusal of CA and upon approval forward the names to Registrar office for issuance of notification.
- c. Meet with in seven days after the NSC monthly meeting and discuss the student concerns thread bare.
 - d. Address / satisfy NSC members. Points needing intervention by senior management will be processed through Minute Sheet for formal decisions by the CA.

11. **Oath Taking Ceremony**.

- a. NSC will be formed within 4 weeks of commencement of academic year.

- b. The Oath taking ceremony will be held within one week after the announcement of OBs.
 - c. In the same ceremony all OBs will be awarded position badges.
12. **Tenure of NSC.** NSC will remain in effect for one academic year.
13. **Conclusion.** NSC provides an opportunity for students to engage in a structured partnership with faculty, support staff and top management. NSC will help improve academic standards and create a sense of ownership amongst the students' population. The roles and responsibilities within a Student Council are diverse and crucial for promoting student welfare and enhancing the educational experience and bondage. The effectiveness of NSC relies on strong leadership, communication, and a commitment to fostering a positive and inclusive campus community. The sole purpose of constituting NSC at NUTECH is to give a sense of value and inclusion to the students.

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STUDENT NOMINATION FORM

1. NUTECH ID & Name. _____
2. Department. _____
3. Father/ Guardian Name. _____
4. Position Contesting For _____
5. CGPA _____
6. Member of any Club / Society: -
 - a. _____
 - b. _____
 - c. _____
7. Describe Following at the attached sheets.
 - a. Gist of notable activities performed under any Club / Society
 - b. Any other significant service / performance at NUTECH
 - c. Why You Feel Appropriate Candidature for the Applied Position
8. I _____ certify that: -
 - a. Information as given above is correct.
 - b. Have not received more than 1 warning in the last year or a single punishment by CoD on any account.
 - c. Not a fee defaulter i.e., semester, hostel, transport, or mess.
 - d. Any wrong information given above will not only render me ineligible to contest for position applied but a disciplinary could also be initiated against me.



Student Signature _____

Counter Signed

Information as given in the above Nomination Form of _____
for the position of _____ is found correct / in correct and _____
is permitted / not permitted to contest for the applied position.

Signature & Stamp of HoD

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