Campus Management Policies
SOP Handbook

NUCES Peshawar

Table of Contents

1 This Document....4
Part A. Academics....4
2 General....4
3 Accreditation....5
4 Add/Drop....5
5 Attendance....6
6 Campus Calendar....6
7 Class Rooms....7
8 Classes (Online)....8
9 Classes (Lecture Recordings)....9
10 Convocations....9
11 Course Assessments....12
12 Course Feedback....13
13 Course File....13
14 Course Grade Change....14
15 Course Outlines....15
16 Course Registration....15
17 Course Registration (Final Year Project)....16
18 Course Registration (Summer)....16
19 Course Replacement....18
20 Course Withdrawal....19
21 Clearance....19
22 Closure of Admission....19
23 Credit Transfer....19
24 Degree Issuance & Verification....20
25 Examination (Administration)....21
26 Examinations (Continuation Sheets)....22
27 Examinations (Paper Setting)....23
28 Examinations (Invigilation)....24
29 Examinations (Lab)....27
30 Examinations (Online)....27
31 Examinations (Retake)....28
32 Examination (Students)....30
33 Extension in Duration of Studies....30
34 Freeze....31
35 Internship....31
36 Quality....32
37 Orientation....33
38 Student Advise (Academic Advisors)....33
39 Teacher Assistants....34
40 Thesis Defence (MS/PhD)....35
41 Timetable....37
Part B. Accounts....39
42 General....39
43 Asset Auction & Disposal....40
44 Asset Handover....41
45 Budget Formulation....41
46 Gas Bill....41
47 Procurement....41
48 Vendor List & Vendor Pre-Qualification....42
49 Vendor Appraisal and Audit....43
Part C. Administration....43
50 General Guidelines....43
51 Air Conditioning....43
52 Attendants....44
53 Attendant Uniform....45
54 Car Park....45
55 Campus Premises Closure....46
56 Campus Premises Reservations....47
57 Cleanliness & Hygiene....48
58 Electricity & Electrical Works....49
59 Entertainment / Tea....50
60 Fire Drill, Extinguishers, and Alarms....50
61 Furniture....51
62 Generator....51
63 Lost and Found....52
64 Memorandum of Understandings (MoU's)....52
65 Offices....53
66 Paper Shredder....57
67 Photocopy....57
68 Post (Internal/External)....58
69 Printing....58
70 Recycling....59
71 Security (General)....59
72 Security (CCTV)....62
73 Security (Vehicles)....63
74 First Aid....64

75 Stores....64
76 Telephony / Intercom....64
77 Transport & Vehicle Fleet....65
78 Transport Rates....66
Part D. Admissions....67
79 General....67
80 Admissions Office....68
81 Campaigns....69
82 Boot Camps....69
83 Registration....69
84 Student Personal File....70
85 Post Admission Matters....71
Part E. University/Campus/Department Committees....71
86 General Rules....71
87 Campus Academic Committee....74
88 Campus Accessibility Committee....75
89 Campus Admissions Committee....75
90 Campus Anti Drug & Tobacco Committee....76
91 Campus Condemnation Committee....77
92 Campus Disciplinary Committee....77
93 Campus Disposal Committee....78
94 Campus Environment, Health and Safety Committee....78
95 Campus Exit Interview Committee....79
96 Campus Financial Aid Committee....80
97 Campus Food Committee....81
98 Campus Grievance Redressal Committee....81
99 Campus Hostel Committee....82
100 Campus Inquiry Committee....82
101 Campus Library Committee....83
102 Campus Management Committee....83
103 Campus Proctorial Board....84
104 Campus Purchase Committee....85
105 Campus Selection Committee....86
106 Campus Sub-Editorial Board....86
107 Campus Transport Advisory Committee....87
108 Gender Equity, Inclusion, and Anti-Harassment (GEIAH) Committee....88
109 Graduate Studies Committee....89
110 Plagiarism Standing Committee....91
111 Relevance Assessment Committee....91
112 Research Ethics Committee....92
113 Standing Promotion Commitee (SPC)...92
114 University Board of Studies....93
115 University Board of Faculty....93
116 University Finance and Planning Committee....94
117 University Board of Advanced Studies and Research....94
118 University Academic Council....94
119 University Selection Board....94
120 Board of Governors (NUCES)....94
121 Board of Trustees (NUCES)....94
122 Board of Trustees (FAST)....94
Part F. Departmental Committees....94
123 Continued Professional Development Committee....94
124 Departmental Industrial Advisory Board....95
125 Colab....97
126 FYP Coordination....98
127 Ignite Coordination Committee....98
Part G. Hostel....98
128 Definitions & Governance....98
129 Administration....99
130 Boarding & Discipline Rules....99
Part H. HR....102
131 General Rules....102
132 Annual Performance Report (APR)....102
133 Harassment....103
134 Honorarium/Remuneration....104
135 Insurance....104
136 Job Descriptions....106
137 Leaves....108
138 Leaves due to Covid....110
139 Overtime....110
140 Promotion....111
141 Probation....112
142 Resignations....112
143 Retirement....113
144 Selection Processes (Advertisement)...113
145 Selection Processes (Shortlisting)....114
146 Selection Processes (Test)....114
147 Selection Processes (Interview Campus Selection Committee)....115
148 Selection Processes (Interview University Selection Board)....116
149 Selection Processes (Case Processing) 116
150 Trainings....117
151 Transfers....118
152 Warnings & Advisories....118
153 Working Hours and Attendance....118
154 Workload (General)....119
155 Workload (Research)....120
156 Workload (Teaching)....120

Part I. IT....121
157 General....121
158 Domains....123
159 Bandwidth....123
160 Computing....123
161 Email....124
162 Laptop Loan....127
163 Video Conference....127
164 Website....128
Part J. Library....128
165 Library (General Rules)....128
166 Library (Archiving)....130
167 Library (Book Issuance)....130
168 Library (Vetting/Purchasing)....132
Part K. Research, Innovation, Commercialization 133
169 General....133
170 HEC Approved Supervisor Applications 133
171 PhD Supervision....134
Part L. Other Matters....135
172 Alumni....135
173 Cafeteria....135
174 Covid....136
175 Discipline....137
176 Financial Aid....140
177 Guest Room....143
178 Media Office....144
179 National Days....144
180 One-Stop Student Services Window. . .144
181 Official Correspondence (Email)....145
182 Official Correspondence (IOM)....146
183 Photographs....152
184 Plagiarism....152
185 Promotional Campaigns....152
186 Reference Letters....152
187 Research Reward....153
188 Scholarship (PEEF)....154
189 Smoking....155
190 Turnitin....155
191 University ID Cards....155
192 Visiting Faculty....156
Part M. Quality (Institutional Quality Assessment & Effectiveness IQAE)....157
193 General Rules....157
Part N. Research Innovation Commercialization (ORIC)....157
194 General Rules....157
195 Faculty Research Support Grant....157
196 FAST PhD Fellowship....159
197 FAST PhD Faculty Support....160
198 FAST PhD External Support....161
Part O. Student Societies....161
199 General Rules....161
200 Society Organizational Structure....162
201 Society Working (ACM Society)....169
202 Society Working (Book Club)....171
203 Society Working (Chess)....171
204 Society Working (Community Building) 171
205 Society Working (Debating Club)....171
206 Society Working (E-Gaming Society). 171
207 Society Working (FAST Box Office). .171
208 Society Working (Green Environment) 172
209 Society Working (Google Developer Club)....172
210 Society Working (IEEE Student Chapter 172
211 Society Working (Media Club)....172
212 Society Working (Metal)....172
213 Society Working (Microsoft Student Professionals)....172
214 Society Working (Quran Society)....174
215 Society Working (Sports)....174
216 Society Working (Trekking Club)....175
217 Society Working (Web Development Society)....175
218 Events (External Participation)....176
219 Events (Welcome and Farewell Party) 176
Part P. Annexure 1 (Forms)....177
220 Academic Forms....177
221 Administrative Forms....201
222 Student Services Forms....210
223 HR Forms....222
224 Library Forms....230
225 IQAE Forms....231
226 Repair & Maintenance Forms....235
227 Procurement Forms....237
Part Q. Annexure 2 (Form Templates)....247
228 Administrative Form....247
229 Judicial Agreements....247
Part R. Annexure 3 (Processes)....254
230 Admission Process....254
231 Workload Assignment Process....254
232 Course Registration Process....254
233 Procurement Process....254
234 Proctorial Board Working....254
235 Registration of Final Year Project....254
236 Registration Suspension....254

237 Restoration of Suspended Registration 254
238 Semester Freeze.....254
239 Semester Freeze Resuming.....254
240 Admission Closure.....254
241 Re-admission.....254
242 Transfer to Another Campus.....255
243 Transfer to Another University.....255
244 Adding Courses.....255
245 Dropping Courses.....255
246 Withdrawal from Course.....255
247 Repeating a Course.....255
248 Issuance of Duplicate Card.....255
249 Timetable Setting.....255
250 Resolving Clashes.....255
251 Date Sheet setting.....255
252 Exam Location.....255
253 Invigilation Plan.....255
254 Paper Showing Process.....255
255 Grade Finalizing.....255
256 Degree Issuance Request.....255
257 Clearance Process.....255
258 Disciplinary Committee Working.....255
259 Preparation of Roll Number Slips.....255
260 Packaging of Question Papers.....255
261 Answer Sheet Arrangement.....255
262 Printing of Question Paper.....255
263 Question Paper Collection.....255
264 Campus Editorial Board Working.....255
265 Exam Assessment Process.....255

1 This Document

1.1 This handbook will be referred to as the Campus SOP Handbook, and will be follow a rolling release. The objective is to collect all operational workings of the campus not only for convenience, but to facilitate incoming office bearers, committees/advisors in carrying out their duties, as well as serve as a tool for retention of institutional memory.

1.2 Revisions to the document will comply with a versioning based convention of campus-sop-pwr-X.Y.Z.docx, where: (a) X is a major version associated with year of issue and will be updated in December/January of every year by CMC, (b) Y represents a minor version whose updates are carried out by appellate campus committees, reporting officers, or HO IoM's, and (c) Z is patches/corrections carried out by any stake-holder of the campus, including regular faculty or any staff member, after informing their reporting officer.

1.3 Any addendum to this handbook would need to have a reference to meeting number / date marked in footnotes, wherever possible.

1.4 SOP's in this document will be considered null and void if any contrary guidelines are available in manuals, handbooks, statutes, charter, or other policy guidelines issued from NUCES-HQ.

1.5 All Section headings in the document will be by alphabetical or numerical order only.

Part A. Academics

2 General

2.1 Naming and abbreviation convention of degree programs will be kept consistent across all documentation, website, transcripts, prospectus, and HEC

Pakistan Qualification Register. Campus relevant program naming conventions are[1]:

Bachelor of Business Administration	Master of Business Administration
Bachelor of Science (Artificial Intelligence)	Master of Science (Artificial Intelligence)
Bachelor of Science (Computer Science)	Master of Science (Computer Science)
Bachelor of Science (Computer Engineering)	Master of Science (Data Science)
Bachelor of Science (Electrical Engineering)	Master of Science (Electrical Engineering)
Bachelor of Science (Software Engineering)	Doctor of Philosophy (Electrical Engineering)
Bachelor of Science (Business Analytics)	Doctor of Philosophy (Computer Science)
Bachelor of Science (Data Science)	Doctor of Philosophy (Mathematics)
Bachelor of Science (Financial Technology)	Doctor of Philosophy (Software Engineering)
Bachelor of Science (Cyber Security)	

2.2 Naming and abbreviation convention of department names will be kept consistent across all documentation, website, transcripts, prospectus, and HEC Pakistan Qualification Register. Campus relevant department name conventions are: (a) Department of Artificial Intelligence and Data Science, (b) Department of Computer Science, (c) Department of Computer Engineering, (d) Department of Software Engineering, (e) Department of Electrical Engineering, (f) Department of Management Sciences, (g) Department of Sciences and Humanities, (h) Department of Cyber Security.[2]

2.3 For starting a new degree program, the "Guidelines for Proposing New Program" policy of the university. For the same, the New Program Application Form will be filled and processed.[3]

2.4 Focal persons for Pakistan Qualification Register (PQR) will submit application via email on pqr@hec.gov.pk and CC: registrar along with program details: (a) Approval from university statutory body in form of minutes and notification, (b) Advertisement of the first batch of the program, (c) Program registration proforma[4] and checklist duly signed and stamped by relevant officers, (d) Accreditation letter from the relevant council for Level 6 programs; if applicable, and NOC for Level 7/8 programs; if applicable.

3 Accreditation

3.1 Computing department will submit SAR by cut-off date of 31 October every year, for the accreditation of graduating batch in the succeeding year. In case of non-compliance, late fee charges of Rs 100,000 for each month after October, upto a maximum of Rs 500,000 till March of graduating year will be charged. After March, NCEAC will not entertain the requests.[5]

4 Add/Drop

1 IoM No. 21-5-R/24; 3-5/NU-R/02, "Nomenclature & Titles of FAST-NUCES degree(s)", dated 21 May 2024, superseding IoM 9-5-R/23 dated 9 May 2023, & 17-5-R/23 dated 17 May 2023.
2 IoM No. 21-5-R/24; 3-5/NU-R/02, "Nomenclature & Titles of FAST-NUCES degree(s)", dated 21 May 2024.
3 IOM No. 22-10-R/24 dated October 22, 2024, Ref #: 1-10/NU-R/03
4 Available Online: https://www.hec.gov.pk/english/services/faculty/Plagiarism/Pages/Criteria-M-Phil-Ms-PhD.aspx
5 NCEAC Letter No. NCEAC/HEC/SAR/CoD/3-24/01, dated 7 March 2024.

4.1 A reminder email before the start of Semester would be dispatched by Academic Office to all students specifically mentioning that registration needs to be performed before start of Semester. First week of classes is for Add / Drop and not for registration. Students will be marked absent after the end of Add / Drop date.[6]

4.2 All Faculty Advisors would ensure their presence during registration process to facilitate students.[7]

5 Attendance

5.1 Students missing class will be marked as Absent. Students who are late to class may be marked as L. The contents covered in each exam will be entered in flex along-with attendance.

5.2 For reference, Flex attendance percentage is calculated as (P + L + M)/(SH – NR), where P = Number of Presents, L = Number of Lates, M = Number of Missing classes, SH = Scheduled Hours / (3 or 1.5; whichever applicable), NR = Number of not registered classes. The unit of the equation would be ‘count’.

5.3 Faculty are expected to complete 3 credits, i.e. two 90 minutes classes / week for 16 weeks. For this, 30 attendances of 90 minutes duration (30*1.5) and 2 attendances of 60 minutes (2*1) to a total of 32 classes and 47 hours will be marked in Flex. Attendance is not marked for final exam.

5.4 Students are expected to have 100% attendance. However, 20% missed attendance can be tolerated for emergencies. Teachers must remind to every class, whether junior or senior, that 20% missed attendance is not equal to 6 absentees. For reference, 20% of 32 classes = 6.4, i.e. 6 allowed absentees, 20% of 31 classes = 6.2, i.e. 6 allowed absentees, 20% of 30 classes = 6.0, i.e. 6 allowed absentees, 20% of 29 classes = 5.8, i.e. 5 allowed absentees.

5.5 Students who have attendance shortage would submit their applications along with genuine reason to the teacher / department / student affairs / academics well before last day of classes. The reason(s) must cover all the absentees of the student. All applications will be presented to Campus Academic Committee for consideration. This meeting will be called on last day of classes.

5.6 Teachers are expected to be wary of proxy attendance and refer repeat offenders to disciplinary committee.

5.7 Teachers are not allowed to convert absent mark of students to present, even if there are genuine grounds. Flex maintains logs of attendance conversion so reason for attendance change is recommended to be documented. If a student is insisting on marking of attendance, teachers should take an application from students as per clause 5.5 and pass it on to HoD with their comments.

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6 Meeting # 17/19

7 Meeting # 17/19

5.8 When faculty arrange missed classes, or cancel any classes, HoD/PS and Academics should be kept in CC of emails. Formal notification will be made through academics. Faculty may on their own update google classroom for notification along with email based notification.

6 Campus Calendar

6.1 To increase visibility of campus calendar, it will be circulated through emails, displayed on campus website, and plugged into google calendars. Man (Academics) & Man (IT) will maintain google calendars for the campus (departments, employees, students, etc.)[8] Example calendars to be maintained are (1) Campus Academic Calendar (2) Campus Administrative Calendar (3) CS Department Timtetable (4) EE Department Timetable (5) Event Calendar, etc.[9]

6.2 All campus calendars on google will be created from a designation wise account (e.g. pwr.dir@nu.edu.pk) and edit rights shared with relevant offices such as Man (Academics), HODs, etc.[10]

6.3 Academics will allocate a one week training slot within the academic calendar for newly hired employees of the university.[11]

7 Class Rooms

7.1 For teaching activities, each classroom will have (a) a rostrum, (b) small table of 3.5’ x 2.5’ for placement of laptops, (c) one faculty chair, (d) one suitable sized TV/LED or Projector along with remote, (e) 1 Computer System with mouse and keyboard, (f) CCTV camera focussed on white-board, (g) 1 network point for computer system, (h) 1 spare network point for faculty laptop, (j) 1 VGA cable connecting computer system and TV, (k) 1 spare VGA cable for connecting TV with faculty laptop, and (m) 1 spare HDMI cable connecting TV with faculty laptop.

7.2 Preference will be given towards LED screens in class-rooms. However, at least one projector based setup will be made available on each floor.

7.3 All classroom infrastructure for teaching will be fixed, and should not be moved around. There should be no loose cables in classrooms. All cables will be neatly placed in duct puttys along side of walls. Where open cables are required, they will be tied up together using ties.

7.4 Viper system cables such as LAN, HDMI, VGA, Mouse, or Keyboard will not be removed from Classroom Computer Systems by faculty. Spare VGA, HDMI, and LAN cables will be provided separately to faculty for connecting laptops.

7.5 Each class will contain 50 chairs, with at at least 2 chairs specifically designed

8 CMC Meeting # 53
9 CMC Meeting # 53
10 CMC Meeting # 53
11 IOM No. 3-10-R/23 Dated 3 October 2023

for left handed students. Left handed chairs will have orange/reddish color, while right handed chairs will have signature blue color of the university.

7.6 Female students are required to occupy front rows of the class, immediately before teacher podium. Male students are not allowed to sit in same rows if there are already female students occupying the row.

7.7 In case of mixed senior/junior classes, male seniors will sit behind junior students.

7.8 Students are expected to switch off their phones or turn them to silent.

7.9 Smoking, eating, and drinking are not allowed in class.

7.10 Writing on tables, chairs, walls, and projector/tv screens is strictly prohibited.

7.11 Saturday classes will be conducted upon approval of HoD only. Approved cases will be intimated to Academics and Admin Office. [12]

7.12 Class would be re-scheduled only on exceptional occasions with prior approval of the concerned HoD. No faculty member would give directives to Academic Office directly if HoD is not in loop. In case of an emergency, when a faculty member cannot take class, permission would be obtained from the HoD on phone. Academic office would then inform the students and arrange re-scheduling of missed class at appropriate day/time. [13]

8 Classes (Online)

8.1 All online lectures will be conducted as per Time Table.[14] Academics shall create a "Google Classroom" for every offered course. Only students registered in a course will be able to access the "Google Classroom".

8.2 Teachers will use Google Meet for delivering online lectures.[15] All students and faculty will join through NU designated email ID's. Platforms like Whatsapp will not be used. [16] Google Meet link will be timely shared with students through email / slate.[17]

8.3 Students will be specifically instructed to switch off their Microphones and video to avoid any bandwidth issues.[18] Any Question / Suggestion will be asked by student via text / chat facility.[19]

8.4 Every lecture will include interactive session with students where every student

12 Meeting # 20/09
13 Meeting # 17/18
14 Meeting # 6/2020
15 Meeting # 6/2020
16 Meeting # 7/2020
17 Meeting # 6/2020
18 Meeting # 6/2020
19 Meeting # 6/2020

must submit at least one line feedback at the end of the lecture. This feedback is enforced to ensure engagement of students.[20]

8.5 All Lab Engineers/Lab Instructors are to share their recommendations with concerned HoDs' urgently, so that a separate SOP for conduction of on-line Labs may also be issued immediately.[21]

8.6 Official channel for communication with students shall be used, i.e. NU email and slate.[22]

9 Classes (Lecture Recordings)

9.1 Teachers may record a video of the lecture and share with students a day before the scheduled class. Students can watch offline and then attend live session with teacher of scheduled class. The live session will be of full duration of class.[23]

9.2 If teacher can find out quality recorded lecture of someone else related to his course content, then he can share it with students instead of own lecture, and engage in full duration of class in Q&A, live discussion.[24] However, materials from other sources are to be used sparingly and for such material spanning multiple lectures, permission of concerned HoD is required.

9.3 Recording of offline lectures is not necessary for all courses. Faculty members are encouraged to choose, prepare and share material that enhances the course delivery.[25]

10 Convocations

10.1 Convocation guest list will be maintained on google sheets and maintained by PS director. The same guest list will be used for other important events such as NUTEC, university souvenir distribution, etc.[26]

10.2 Program Schedule will be disseminated through these means: (a) Mark on invitation card and dispatch by TCS to student's home address by PS director, (b) Communicated through email by academics, (c) Placed on social media by Media Office/Media coordinator, (d) Phone calls by Student Affairs to ensure they have received / aware of program schedule.[27]

10.3 Student registration for convocation should be facilitated through online means. Late student registration may be facilitated by establishing registration desk at suitable location near campus entrance. The following information of late registrants will be marked: (a) Roll #, (b) Name, (c) Degree being Awarded, (d) # of Guests, (e)

20 Meeting # 6/2020
21 Meeting # 6/2020
22 Meeting # 6/2020
23 Meeting # 6/2020
24 Meeting # 6/2020
25 Meeting # 6/2020
26 Campus Post Event Convocation Meeting dated 19 December 2022
27 Campus Post Event Convocation Meeting dated 19 December 2022

Payment Amount Received. Payment of late registrants will be deposited with accounts.

10.4 Late registered students will be seated separately from the regular registered students.[28]

10.5 If the late registrant is a medal holder, and the medal award has passed, the late student will not be called on stage separately again, but may receive the degree only. Medal may be collected later from academics office. If situation permits, the medal award photo can be taken with chief guest immediately post-convocation in director office.

10.6 Final list of students registered for convocation will be shared with security team located near suitable location of campus entrance. Any late registrants will be added to the list and shared with / passed on to stage secretary / stage faculty advisor / compere before the initiation of degree awards.[29]

10.7 Students/families in need of accommodation may be facilitated in campus hostel, if space is available. If required, existing students may be relocated to Hall A for a night.[30]

10.8 For degree distribution, the standing position for photographs (Left to Right, from perspective of audience side) will be: (a) Rector, (b) Student, (c) Director, and (d) HoD. In case two HoD's are on stage, one HoD will stand with rector to balance symmetry.

10.9 Degree / Medal award table will be kept close to the side (closest to rector).

10.10 Students will stand at the edge of the audience first row of seating and will climb to stage when their name is called. One staff / faculty will coordinate activity with stage. [31]

10.11 For prominent view of the stage, SMD displays may be arranged for the audience. The location, view, and SOP for SMD display may be prepared separately.

10.12 Any change in proceeding will be versioned and communicated immediately to stage secretary / faculty advisor.[32]

10.13 In case where convocation needs to be winded quickly (e.g. chief guest urgency), a quick format of proceedings will be prepared in addition to regular format. Upon approval of top most management, the stage secretary will transition to the fast format of proceedings. [33]

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28 Campus Post Event Convocation Meeting dated 19 December 2022
29 Campus Post Event Convocation Meeting dated 19 December 2022
30 Campus Post Event Convocation Meeting dated 19 December 2022
31 Campus Post Event Convocation Meeting dated 19 December 2022
32 Campus Post Event Convocation Meeting dated 19 December 2022
33 Campus Post Event Convocation Meeting dated 19 December 2022

10.14 Media office/coordinator will arrange for preparation of rehearsal (tutorial) video to be recorded. This video will address issues of: (a) How to wear gown, (b) How to wear cap, (c) How procession will be organized, (d) How to receive medals, (e) How to receive degrees, (f) How to manage for batch photographs, (g) How to request photographs, and (h) other Do's and Don'ts. [34]

10.15 Arrangements / directions for drinking water and / or bathrooms will be placed in welcome kit to be shared at reception desk. Movement inside convocation hall is to be kept restricted and drinking water arrangements may be made outside if needed. [35]

10.16 Toilets / Washrooms need to be cleaned day long, and soap / toilet rolls to be refilled throughout the day. [36]

10.17 Procession walk-way / entrance décor needs to be considered in addition to the stage décor. No loose cables / wires should be present in the walk-way. [37]

10.18 All faculty members would be available for lunch with parents and graduating students for meet & greet purposes. For faculty/staff, a separate table, or separate time for lunch may be designated. Faculty advisor for catering will report on quality and quantity of food immediately after the convocation. [38]

10.19 VIP Gowns would follow the protocol as below[39]:

	Base	Embroidery	Logos	Arm Stripes	Sq. Cap	Cap Tassel
Chief Guest	Blue	Double Golden	Top	3	Blue	Golden
Chancellor	Blue	Single Golden	Top	3	Blue	Golden
Rector	Maroon	Double Golden	Top	3 Golden	Maroon	Golden
Pro-Rector/BoG	Blue	Single Silver	Top	3	Blue	Silver
Dean	Blue	Single Silver	Top	2	Blue	Golden
Director	Blue	Single Golden	Top	2	Blue	Golden
Spare (Emergency)	Blue	Single Silver	Top	3	Blue	Silver

10.20 For convocation photographs, the following row composition and strength will be maintained:

Row #	Mode	Row Strength	Seating / Standing Composition Order
0	Sitting	14	Center → Outwards: Chief Guest, Rector, Member BoG, Director, HoD, Professors, Associate Professors, Assistant Professors.
1	Standing	16	Center → Outwards: Professors, Associate Professors,

34 Campus Post Event Convocation Meeting dated 19 December 2022
35 Campus Post Event Convocation Meeting dated 19 December 2022
36 Campus Post Event Convocation Meeting dated 19 December 2022
37 Campus Post Event Convocation Meeting dated 19 December 2022
38 Campus Post Event Convocation Meeting dated 19 December 2022
39 VIP Gowns Protocol Notification From Rector Office, Dated 20 December 2022

			Assistant Professors, Lecturers, Lab Engineers / Instructors
2	Standing	18	Center → Outwards: PhD, MS Batches (Alphabetically)
3	Standing	20	Left → Right: BS Students (Roll Number Wise Preferred)
4	Standing	20	Left → Right: BS Students (Roll Number Wise Preferred)
5	Standing	20	Left → Right: BS Students (Roll Number Wise Preferred)

10.21 If cross-mixing of seating / standing composition is required, it will be only among immediate row compositions and per row priority sequence only. Extra rows may be created if composition is greater then the row strength.

10.22 For convocation photographs, any hand railings blocking rows will be removed temporarily to facilitate quick movement for positioning.

10.23 Two steps separation will be maintained between convocation photographs.

11 Course Assessments

11.1 Assessment weights assigned at the beginning of the semester are fixed. Recommended weights for assessment items: (a) 5x Quizzes; 8-15%, (b) 5x take-home assignments; 5-15%, (c) 2x sessionals; 20-30%, (d) 1x project; 5-15%, (e) 1x final exam; 40-50%.

11.2 Assignments may be given individually/group of students.

11.3 New assignments will not be announced in the last week of semester.

11.4 Quizzes should be scheduled uniformly over the semester.

11.5 Semester projects evaluation can be done in the classroom, but not at the expense of teaching hours. If course contents are already delivered, maximum of two classes can be utilized for semester project evaluation.

11.6 Missed Quizzes, Assignments: As a general policy, there shall be no make-up for missed quizzes, assignments, however under special circumstances, the decision regarding make-up for quizzes, assignments or projects can be made by the concerned instructor in consultation with the concerned HoD. The selection decision about the average, all or highest of the quizzes and assignments (if more than 4 in each category) is to be made by the course instructor.

11.7 Guidelines for checking assessments are: (a) teachers to use red pen only, (b) any cross-over or write-over of marks should be counter-signed, (c) Any portion/paragraph of text written by a student must be marked with a cross, tick, vertical line, circle, or any other mark, but should not be left unmarked, (d) wherever possible, comments and feedback[40] should be marked on assessment sheets denoting why a significant portion of marks are deducted. If this is not possible, then a model

40 Intended for both teacher for recall purpose, student, and 3rd party cross-checking of papers.

solution / rubric should be provided, (e) Blank pages at start of answer book should be crossed out, (f) Blank pages at end of answer book may be crossed out, or alternatively a mark may be placed to identify the last page assessed by the faculty.

11.8 To avoid misuse of red pen marking after handing back assessments to students, faculty may carry out practice for negative marks marking. E.g., if a student has earned 3 marks out of 5 in an assessment, a mark of -2 may be made instead of +3. Final can be determined after subtracting sum of all negative marks from total.

11.9 All assessments other than Final Examination will be returned back to the students. Final Examination will be deposited to academics for paper showing.

11.10 Faculty will arrange for retaining or making copy of the best, average, and worst assessments of quizzes, sessional examinations, and final examinations for course logging purpose. These will be placed in the course file.

11.11 If a student has identified an anomaly in marking, the steps would be to: (a) Approach the teacher for correction, (b) If unsatisfied, approach the HoD.

11.12 HoD may form a 2-3 member committee to re-assess any assessment if a dispute is highlighted by a student.

12 Course Feedback

12.1 Feedback (Course + Teacher) will be collected online through Flex. It is a merger of two HEC feedback forms; Course Evaluation and Teacher Evaluation

12.2 Feedback will be collected twice per semester (before Sessional II and final exam) for every course offered in the semester. Academics will link issuance of admit card to filling of feedback form.

12.3 The full feedback will be shared with concerned faculty after announcement of grades in a semester, and placed on personal file. Once the grades are declared, a system-generated score report becomes available on the faculty interface for faculty members to review. If there is any adverse aspect before grades, the concerned head of department needs to discuss the issue with the faculty verbally.

12.4 In case of low score, the following measures may be taken: (a) Verbal Counselling and Advisory, (b) Verbal Advisory, (c) Written Warning.

12.5 In case of verbal counselling/advisory, the steps would be: (a) HoD calls the faculty member concerned and discusses the low score and lack of student satisfaction, (b) HoD provides counselling to the faculty member, (c) Refer the faculty to Faculty Mentoring Program where senior faculty may guide the faculty member.

12.6 In case of persistent low score, the HoD would issue a verbal advisory and place note on personal file.

12.7 In case of persistent low score even after verbal advisory, the HoD issues a written warning and places warning on file. Persistent written warnings may lead other intervention leading to disciplinary action.

13 Course File

13.1 Course folders must be created and updated for all courses and labs taught by faculty; regular and visiting, including repeat courses, MS program courses, PhD program courses, and reading courses, and corresponding their lab counterparts.

13.2 The FYP, MS Thesis, and PhD Coordinators must also create course folders and include relevant materials (e.g., Group Slides, Evaluations, Grade Reports).

13.3 At the end of the semester, these will be submitted with the department HoD of the respective degree program.

13.4 The contents of the course file would be: (a) Course outline, including week wise breakdown, course learning outcomes CLO's and their mapping to graduate outcomes, (b) Attendance record, (c) Copy of assignments, quizzes, sessional I, sessional II, and final examination papers, (d) Model solutions, (e) Three sample gradings of minimum, average, and maximum marks of each assessment type, (f) Final grade report, (g) Student feedback.

13.5 The lab file would contain: (a) Lab outline, including week wise breakdown, lab learning outcomes LLO's and their mapping to graduate outcomes, (b) Attendance record, (c) Copy of all lab sheets, mid, and final examination, (d) Three sample gradings of minimum, average, and maximum marks of mid and final examination, (e) Final grade report, and (f) Student feedback.

14 Course Grade Change

14.1 The following guidelines are designed to assist instructors in the fair and consistent evaluation of change grade requests submited by students through the Flex Portal. These guidelines aim to provide clarity and transparency in the decision-making process while upholding academic standards and ensuring equitable treatment.

14.2 Students should submit grade change requests within 5 days of grade posting on Flex. The grade change should be submitted through flex only. Email based requests will not be entertained.

14.3 Acceptable reasons for grade change are: (a) calculation and data entry/clerical errors, (b) Incomplete grading due to missing marks, (c) Misapplication of grading criteria, or (d) Rounding errors.

14.4 Unacceptable reasons for grade change are: (a) Late submission of grade change request, (b) Disagreement with evaluation method, (c) Appeal for extra marks/grade on account of warning/degree completion, (d) Lack of provision of any

reason for grade change, and (e) Habitual requests for grade change requests.

14.5 If the reason for grade change are acceptable, faculty should conduct a thorough review of the information received from the student. Cases of missing marks should be updated from the inline form itself. When in doubt, HoD/Academics/Director should be consulted.

14.6 All grade change requests should be processed with approval/rejection within 1 day of receipt on Flex.

14.7 These guidelines are intended to assist instructors in navigating the grade change request process on the Flex Portal. By adhering to these standards, instructors contribute to a fair and transparent system that upholds academic integrity and student equity.

15 Course Outlines

15.1 In the first lecture, teachers must appropriately discuss the course outline as available in standardized template, covering the topics planned for the semester.

15.2 Provide a list of recommended reference books for the course.

15.3 Provide weights of each assessment items that may not be changed at a later stage without agreement of the corresponding HoD.

15.4 Outline a tentative plan for lectures, indicating the topics to be covered each week.

15.5 If an instructor is not able to completely cover the contents as planned in the course outline, the instructors should provide the reasons of non-completion in the Course Review Report, which is available in the instructor portal.

16 Course Registration

16.1 Normal course load / semester for BS studies is 15-18 credit hours, [41] i.e. 5 courses with 3 labs.[42]

16.2 Six courses (including FYP) are only allowed in the last year (7th and 8th semester) of BS degree semester. Students requiring six courses of registration must seek permission from the HoD through Flex.[43] Students can take greater load in final

41 HEC/FAD/SG/2021/1077 dated 7 April 2021
42 Academic Rules Revised March 2019
43 30th Academic Council 7 June 2023 → 40th BoG meeting dated 25 July 2023

year of their studies.[44],[45],[46],[47],[48]

16.3 Students registration for one more course beyond 18 credits can be allowed by institution/HoD if CGPA > 3.5 and student needs to graduate on time.[49] However, the maximum credits registrable is 21.[50]

16.4 A student cannot register ahead of their batch and study plan.[51]

16.5 PhD thesis IV registration will be carried out through approved proforma available from nu.edu.pk/downloads and submitted in hard to Controller Examiner, and in soft to coe@nu.edu.pk and CC to yasir.nazir@nu.edu.pk.[52] The form filling sequence would be: (a) Scholar, (b) Supervisor, (c) GSC Coordinator, (d) HoD.

17 Course Registration (Final Year Project)

17.1 FYP must be registered in Final Year of studies, with students having completed 6 semesters of degree with at least 92 earned credits [53],[54] and at most 100 credit hours.[55] Generally, FYP-1 will be registered in 7th semester, and FYP-2 will be registered in 8th semester [56],[57].

17.2 In case earned credits are less than 100, the HoD can issue waiver of up-to 3 credits (1 course) or 4 credits (1 course with lab), i.e. 96-97. Students will write application along with valid reason for taking FYP earlier than schedule.[58]

17.3 In case earned credits are less than 96-97, additional waiver can be given by Director of up-to 3 credits (1 course). Students will write application along with valid reason for taking FYP earlier than schedule.[59]

17.4 Students wishing to register will not be able to register unless they register for FYP as well [60]. Registration of FYP on flex does not mean that FYP is allowed to be

44 Sample acceptable scenarios of work load are: (a) 5 Courses with 0 Labs, and (b) 5 Courses with 3 Labs.
45 Sample acceptable scenarios of work load subject to HoD approval are: (a) 6 Courses with 0 Labs, provided student is in final year, and student CGPA does not risk possibility of award of warning. (Recommended CGPA check 2.40)
46 Sample acceptable scenarios of work load subject to HoD+Director approval are: (a) 6 Courses with 3 Labs, and (b) 7 Courses with 0 labs, both with HoD+Director approval, provided student is in final semester, and student CGPA does not risk possibility of award of warning, (Recommended CGPA check 2.75)
47 Sample NOT acceptable scenarios of work load are: 22 credits for any combination of course/lab.
48 Example exceptions can be awarded on the basis of: (a) University is not offering a course in next semester, (b) A student is on final year of university loan scheme, who needs to cover ground to avoid living expenses once loan scheme expires, (c) Degree timebar case is near, (d) Student needs to graduate on time. Exceptions will be made keeping in view the students earned CGPA.
49 HEC Uniform Semester System Guidelines
50 HEC Undergraduate Education Policy July 2023.
51 Academic Rules Revised March 2019
52 IOM No. 29-10-R/24, Letter No. 3-8/NU-R/02 dated 29 October 2024
53 40th BoG dated 25 July 2023
54 HEC Uniform Semester System Guidelines
55 FYP Handbook 2022
56 FYP Handbook 2022
57 Academic Rules Revised January 2019
58 FYP Handbook 2022
59 FYP Handbook 2022
60 HEC Uniform Semester System Guidelines

registered, it needs to be approved by FYP coordinator.[61]

17.5 Individual FYP's and groups greater than 3 are not allowed. Recommended group size is 3.[62]

17.6 R&D based FYP can be taken with PhD faculty only. [63],[64]

17.7 For registering FYP, a student must have a CGPA greater than or equal to the minimum CGPA required for graduation (i.e. 2.00).[65] This means FYP-I/II cannot be registered on any warning.[66]

18 Course Registration (Summer)

18.1 Offering SOP's: (a) Academic Office/Department would send an e-mail to all students to know the names of students interested in taking courses in summer, (b) Requests will be communicated to HoD's for consideration. (c) ~~Offered courses list will be communicated to students, placed on website, and communicated to Academic offices of other campuses.~~ Offering courses list for each campus will be visible on Flex, where a student will be able to view only those for which he/she is eligible.

18.2 Research courses, Reading courses, or projects will not be offered.[67]

18.3 Calendar SOP's are: (a) Summer semester will be offered as an optional semester of 8 weeks duration[68], (b) The contact hours per week during the Summer Semester will be doubled to ensure that the course is completely taught in summer; with half the duration as compared to a regular semester.[69]

18.4 Students can register in summer semester for courses which they have previously taken and were awarded a letter grade, i.e. they cannot register for a new course.[70] Exception to this rule is granted when an elective course is being offered by a distinguished scholar or professional who is only available during summer, or the student is graduating by registering in a summer course.[71]

18.5 Applicable from Summer 2024: Students who have been awarded a W grade are not allowed to register in the course(s).[72]

18.6 If a warning student is taking summer course, the academic office must ensure that the required grades to clear warning are clearly mentioned in the registration

61 FYP Handbook 2022
62 FYP Handbook 2022
63 Students in R&D FYP group are recommended to have CGPA of 2.75 or more.
64 FYP Handbook 2022
65 30th Academic Council 7 June 2023 → 40th BoG meeting dated 25 July 2023
66 Academic Rules Revised January 2019
67 Controller Examiner Email dated 5 May. 2023.
68 Controller Examiner Email dated 5 May. 2023.
69 Controller Examiner Email dated 5 May. 2023.
70 Controller Examiner Email dated 5 May. 2023.
71 Controller Examiner Email dated 5 May. 2023.
72 90th OAC meeting

form.[73] The form should be processed through academic advisor, HoD, and academic office.

18.7 A student will be allowed to repeat a maximum of 2 courses (with associated labs if any).[74]

18.8 Warning Count is incremented/decremented in summer semester.[75]

18.9 ~~Summer courses cannot be dropped; hence, fee is neither refunded nor carried forward to next semester(s)~~.[76] Summer course cannot be dropped after 1st week of classes.[77]

18.10 For a course to be offered a minimum of ten (10) students should register for a summer course.[78],[79]

18.11 A student can study summer semester in another campus, provided that the parent campus is not offering that course. Student must obtain, in writing, prior permission from Director of the parent campus.[80] Exceptions of home-town only may be considered by head of department[81].

18.12 For taking a summer course in another campus, the academic office of the students campus will scan all approved forms of students and send it to the desired campus for registration.

18.13 Financial assistance, scholarship or fee concession is not available in summer semester.[82]

18.14 The teacher assigned to teach a summer course must be a permanent faculty and have taught the same course in the last one year. Visiting teachers are not allowed to teach summer courses unless they have taught the same course in previous two semesters. [83]

18.15 A permanent faculty member can only teach a single summer course or max. two sections of the same course.[84]

18.16 Assessment SOP's would be: (a) There shall be a single sessional exam of two-hour duration, (d) Minimum of 5 Assignments/Quizzes shall be given to the students for each summer course, (e) Applicable from Summer 2024: The grading of the summer course shall be tied to the same course offered in the last regular

73 Controller Examiner Email dated 12 Jun. 2025.
74 Controller Examiner Email dated 5 May. 2023.
75 Controller Examiner Email dated 5 May. 2023.
76 Controller Examiner Email dated 5 May. 2023.
77 Controller Examiner Email dated 12 Jun. 2025.
78 Controller Examiner Email dated 5 May. 2023.
79 Email Registrar Titled "Summer 2024 Registration" dated: 11 June 2024.
80 Controller Examiner Email dated 5 May. 2023.
81 Email Registrar Titled "Summer 2024 Registration" dated: 11 June 2024.
82 Controller Examiner Email dated 5 May. 2023.
83 For example, for offering in summer 2024, consideration of fall 2023 and spring 2024 will be made.
84 Controller Examiner Email dated 5 May. 2023.

semester. In case the average marks of the Summer course are higher than the regular course, the average marks of the summer course must be scaled down to the same level as the regular course and then graded.[85]

19 Course Replacement

19.1 For BBA/BS students, conditions for course replacement are: (a) Student has earned credit-hours required for award of degree, (b) CGPA requirement for award of degree has been met or will be met after course replacement, (c) Replacement course was not offered in any subsequent semester, till meeting the credit hours requirement for graduation, (d) Course to be replaced is not a core course. [86]

19.2 For MBA / MS students, conditions for course replacement are: (a) Student has either earned credit hours required for award of degree OR has received third academic warning, (b) CGPA requirement for award of degree has been met or will be met after course replacement[87], (c) Replacing course was not offered in any subsequent semester, (d) Core course can be replaced by another core course, similarly, an elective course can be replaced by another elective course or an extra core course [88]. [89]

20 Course Withdrawal

20.1 In cases of shortage of attendance, students receive double penalty of loss of fee, along with FA grade. To avoid double penalty, all campuses are to notify that course withdrawal shall be allowed till the last day of classes. This will enable students having shortage of attendance to withdraw from the course(s). Thus their CGPA would not be adversely affected.[90]

20.2 A student can withdraw from a summer course on or before the last day of classes.[91]

20.3 A penalty of Rs 2,000/- will be imposed for all course withdrawal requests submitted after the specified deadline. Exceptions will be only circumstances that prevented the student from meeting the course withdrawal deadline. Exception request must be cndorsed by HoD.[92]

20.4 In person meeting with parents/guardians recommended for course withdrawals. This will be used to identify fake document submissions as well as mentoring students.[93]

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85 Controller Examiner Email dated 5 May. 2023.
86 IOM No. 1-10/NU-R/02 dated 2nd February 2023
87 If the student is on third academic warning, then course replacement will be allowed if the student will get out of warning.
88 Extra core course is one which was taken in addition to the minimum core course requirements.
89 IOM No. 1-10/NU-R/02 dated 2nd February 2023
90 IOM No. 330/14 dated 5 Dec. 2014
91 Controller Examiner Email dated 5 May. 2023.
92 IoM No. 10-1-R/24 Dated 10 January 2024
93 31st BoF (Computing), held 25/Nov/2025

21 Clearance

21.1 Students requiring clearance for issuance of degree can send their request from university email address to Student Affairs. Before making request, students must have (a) completed required credit hours for degree, (b) submitted their FYP and related reports to concerned department, (c) returned books, items, sports items, to the concerned department, (d) cleared all dues with accounts, administration, and cafeteria. [94]

22 Closure of Admission

22.1 Non-active students should be compelled to either: (a) continue studies and register courses, (b) apply for freeze, (c) close admission. These three circumstances are mandatory, and mere contact with faculty and/or administration is not sufficient.

22.2 At the end of each semester, a warning letter on semester absentee without reason will be despatched on home address and email of students who fall into this criteria. If this warning letter is sent in two consecutive semesters without any response, the process for admission closure will be initiated.

23 Credit Transfer

23.1 Students who are already enrolled at any NU campus, appeared in the NU Admission Test, and secured a merit score qualifying them for their desired campus may submit a transfer request through their parent campus.[95]

23.2 For transfer into same program, the parent campus shall verify the merit score and forward IoM for Rector's approval. Upon approval, the student will be transferred to the desired campus. The student's roll number will remain unchanged, and their academic credits will be transferred accordingly.[96]

23.3 For transfer into different program, the parent campus will assess the merit score and forward the request to NU Headquarters for necessary approval. Upon approval, the students' previous admission shall be closed. Credits earned with a grade of C or above will be transferred, and a new roll number will be assigned.[97]

23.4 The IoM for transfers will contain signature entries for (a) Prepared by Academics, (b) Verified by, (c) HoD/Director Campus, (d) Registrar, and (e) Rector.

23.5 For transfer from other universities, only credits earned within the 5 years of their current academic program shall be transferable for both undergraduate and graduate students. Students would be required to fill form A10 (Clause 223.10).[98]

23.6 No credit hour of a course will be transferred if the grade is less than C for

94 Meeting # 36/2020
95 IoM No. 28-07-R/25, Letter No. 1-10/NU-R/03, dated 28 July 2025
96 IoM No. 28-07-R/25, Letter No. 1-10/NU-R/03, dated 28 July 2025
97 IoM No. 28-07-R/25, Letter No. 1-10/NU-R/03, dated 28 July 2025
98 90th OAC meeting

undegraduate and B for graduate students.[99]

24 Degree Issuance & Verification

24.1 Degree issuance requests SOP will be: (a) prepared by Manager Academics, (b) endorsed by HoD/Incharge, (c) endorsed by HoS[100], (d) recommended by campus director, (e) approved by controller of examination.[101]

24.2 For duplicate degree issuance, the following will be provided by the student to academics: (a) signed application by student citing reason for duplicate issuance, (b) police FIR/roznamcha, (c) bayan halfi / oath declaration for lost item on judicial stamp paper, (d) CNIC copy, and (e) Duplicate document fee receipt deposit (Rs 2000/- or current) with campus accounts; Account Number: PK41FAYS0169007900159092, Account Title: BCCI-FAST NUCES (PHR OPER), Bank Al-Faisal.

24.3 For correction of date / name / father name on degree / transcript, the following will be provided by the student to academics: (a) signed application by student bearing the wrong information and correction to be made, (b) CNIC copy bearing correct name, (c) attested B-Form/Family Registration Certificate, (d) correct copy of all educational documents before degree issuance of FAST-NUCES, (e) fee deposit with campus accounts; Account Number: PK41FAYS0169007900159092, Account Title: BCCI-FAST NUCES (PHR OPER), Bank Al-Faisal.

24.4 For name / father name change on degree / transcript, the following will be provided by the student to academics: (a) signed application by student bearing the previous information and new information, (b) CNIC copy bearing old name, (c) CNIC copy bearing new name, (c) Newspaper clipping announcing name change, (d) B-Form/Family Registration Certificate bearing revised name, (e) bayan halfi / oath declaration duly attested from class-1 magistrate, (f) corrected copy of all educational documents before degree of FAST-NUCES, (g) Name change fee deposit with campus accounts; Account Number: PK41FAYS0169007900159092, Account Title: BCCI-FAST NUCES (PHR OPER), Bank Al-Faisal.

24.5 The information above needs to be sent to academics.pwr@nu.edu.pk with CC to faheem.khan@nu.edu.pk, hod.pwr@nu.edu.pk, pwr.dir@nu.edu.pk.

24.6 For document collection, student can visit himself/herself, or nominate somebody for collection. For this, power of attorney needs to be given.

24.7 Degree/Transcript verification can be carried out through: (a) Online service[102], (b) Formal verification through stamp/signature, (c) Formal verification through Email. Wherever possible, method (a) would be recommended.

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99 90th OAC meeting
100 Computing Programs Only
101 IOM No. 1-18(R)/NU-R/24 dated 15 Apr. 2024
102 https://nu.edu.pk/Student/dvp

24.8 Process for 24.7 -b for organizations/employer/student would be to: (a) Prepare cheque/pay order of Rs 1,000/case in favour of "National University of Computer and Emerging Sciences", (b) Send verification document photocopy + pay order/cheque by post with envelope marked to "Academics, National University of Computer and Emerging Sciences, 160 Industrial Estate, Peshawar".

24.9 Process for 24.7 -c for organizations/employer would be to: (a) Send request for verification along with scanned copy of degree/transcript to academics.pwr@nu.edu.pk with CC: pwr.dir@nu.edu.pk.

24.10 Campus academics response to 24.7 -b would be: (a) Refer pay order / cheque to accounts department, (b) Determine if verification required involves embassy / visa usage, and if so, refer the documents to registrar for verification, (c) Determine if verification required for any other reason, and if so, then process verification locally by affixing "Verified" stamp in blue color, or "Not Verified" stamp in red color, along with authorized officer sign + stamp on the photocopy of the document, (c) Send the verified document back by post.

25 Examination (Administration)

25.1 Exams will be scheduled as per university admission calendar.[103]

25.2 Academics will prepare examination packet containing: (a) Question papers (b) Answer sheets (c) Extra Sheets (d) Student Attendance sheets (e) Examination Report Form, (f) exam assessment proforma.

25.3 The examination report form will contain entrance of every invigilator in the examination hall.

25.4 Examination assessment proforma will be filled for each examination as per form C02 and process P01.[104]

25.5 Student will be issued Admit Card containing: (a) paper name, (b) timing, (c) location, (d) seat number of the student. The information should be readily printed so that students do not have to gather in front of notice boards for checking their seat numbers.[105]

25.6 Issuance of Admit Card will begin 11 days prior to the commencing date of exams to avoid rush in front of the Academics window.[106]

25.7 Seating plans will be displayed over examination hall door sill, as well notice-boards adjacent to exam rooms.

25.8 Academic office will keep 1.5 or 2 line spacing in attendance sheet to allow appropriate space for student signatures.

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103 Notification: Policy on Examination and Invigilation, IOM No. 3-5/NU-R/02, dated May 21, 2024.
104 CMC Meeting # 50
105 Meeting # 36/2020
106 Meeting # 36/2020

25.9 A separate attendance sheet of extra sheet or continuation sheets should be maintained in addition to the initial attendance sheets.

25.10 Provision of continuation sheets should be stopped ten minutes prior to end time of examination.

25.11 Suitable arrangements are to be made within the premises of hall for those wishing to offer prayers during final examinations comprising of three hours duration.

25.12 Portable stretcher may be procured for and made available permanently in the premises of halls

26 Examinations (Continuation Sheets)

26.1 Academics will prepare examination packet containing: (a) Question papers (b) Answer sheets (c) Extra Sheets (d) Student Attendance sheets (e) Examination Report Form, (f) exam assessment proforma, (g) Extra sheet code number. The extra sheet code number will be random for each exam hall.

26.2 Extra sheets should only be distributed to students when the answer booklet is close to completion (last 2-3 blank sheets). Extra sheets are not to be distributed for rough work. Rough work should be done on the answer booklet.

26.3 Invigilators should ensure that extra sheets are stapled together 10 minutes before the conclusion of the exam.

26.4 Head invigilators are allowed to stop provision of extra sheets 5 minutes prior to end time of examination. For this, a last call needs to be announced.

26.5 Specification for procurement of examination papers would be: (a) Mid-Term: 68 gm, A4, 8 pages via 2 sheets center pin, (b) Extra Sheet: 68 gm, A4, 4 pages via 1 page center fold, (c) Final Exam: 68 gm, A4, 16 pages via 4 sheets center pin.

26.6 When handing extra sheet to student, invigilators are required to Sign, date, and mark extra sheet code on the continuation sheet. Code will be provided by academics.

26.7 Pre-signing continuation sheets, or answer books is not allowed.

27 Examinations (Paper Setting)

27.1 No Answer Sheet option should be sparingly used by faculty. The option should only be exercised with explicit approval of HoD.[107]

27.2 Question papers will be prepared as per official NUCES exam format (word/latex).

27.3 The questions should have sufficient analytical and intellectual depth along

107 Meeting # 10/15

with distribution of depth as identifiable under Bloom's taxonomy.

27.4 The questions should not contain (a) True/False questions, (b) MCQ questions, or (c) any similar format which can be attempted in a very short period of time, or which can be reproduced by glancing across neighboring students in exam room.

27.5 Every faculty member (including visiting) would be responsible to get their question papers vetted from department HoD before printing and submission to the Academic Office. [108] Academic Office will not photocopy exams unless and until HoD sign is present on the original exam copy.

27.6 Question papers should be vetted and submitted to academics at least 1 day before the exam. In exceptional cases, a "ready packet" may be received 30 minutes prior to the exam, with a reason for the late submission.[109]

27.7 Sharing question papers by email/watsapp, even to academics, is strictly prohibited.[110]

27.8 Printing of question papers on public printers is strictly prohibited. All question papers must be printed/copied in the examination section.[111]

27.9 Exam supplementary material (e.g. log tables, formula sheets, etc.) shall be provided by concerned teachers as part of question paper. Students will not be allowed to bring material of their own.

27.10 Verbatim reproduction of past question papers as new ones is not allowed. Each exam must have sufficient degree of novelty over time. Faculty should know that there are third party social media sites that contain all past papers and assignments of each campus and each subject.

27.11 Exam coverage: (a) Sessional I exam should contain material from first day of classes uptil Sessional I exam, (b) Sessional II exam should contain material from classes held after Sessional I, until Sessional II exam, (c) Final exam should contain material from first day of classes uptil Final exam.

27.12 There will be no choice questions in the exam, neither should there by any choice in the curriculum being taught. Once a topic is taught, it will be examinable.

27.13 It is mandatory to have questions related to each CLO in the final exam.

28 Examinations (Invigilation)

28.1 Exam Rules Review Committee meetings shall be carried out at least once in a semester.

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108 Meeting # 10/18
109 CAC Meeting # 3/2025
110 CAC Meeting # 3/2025
111 CAC Meeting # 3/2025

28.2 Invigilating staff will report at least 15 minutes before the start of paper in order to ensure completion of preparatory arrangements.[112] No invigilator should arrive at examination center at the time of start of examination. [113]

28.3 Students are not to leave exam room unless half-time has passed.

28.4 Swapping of duties shall be sparingly done. If needed, it will be carried out with faculty of same level, i.e. assistant professor with assistant professor, lab instructor with lab instructor, and so on. Female faculty is allowed to swap duty with another female faculty member only.

28.5 For swapping of exam duties, an email needs to be sent to superintendent examination(s), with CC to: (a) academics.pwr@nu.edu.pk, (b) concerned HoD, (c) Director campus, and (d) concerned faculty with whom swap is being made with mutual agreement.

28.6 Head invigilators should not entertain washroom related requests during Sessional examinations unless in very exceptional circumstance.

28.7 Head invigilators are permitted to allow students to attend washrooms in Final examination (of 3 hours duration), provided there is not a bandwagon of washroom related requests. The general rule of thumb is that allowance should be made in first half of exam only.

28.8 Washroom protocol would be: (a) student will be asked to leave mobile, (b) Attendant will escort the student to washroom, (c) Attendant will escort the student back to examination hall. If washroom attendance period is greater than 8-10 minutes, a student may be searched.

28.9 While marking attendance, any empty rows should be crossed or marked NIL on examination reports by the invigilation staff.

28.10 Academic office shall try to ensure presence of at least one female faculty member on duty in Halls to cater the needs of any ailing female students.

28.11 Any student carrying a disease must inform the academic office regarding his or her condition so as to make possible alternate arrangements.

28.12 In the wake of any natural disaster or emergency the Head invigilators shall evacuate the candidates from the Halls and rooms while ensuring there is always one additional door kept open for emergency exit of candidates. Students should be evacuated in batches, with one faculty accompanying each batch. Students are not allowed to take their exam papers outside. In case there is excessive cross-talk between students, the examination may be cancelled.

28.13 Tea will be served to invigilation staff during final examinations of three

112 Meeting # 10/10
113 Meeting # 16/19

hours.

28.14 Invigilators are not to leave their designated examination room at any time during the exam. Invigilation has the highest priority. In case, the invigilator has to leave the examination room it should be ensured that the invigilation duty is handed over to a designated invigilation staff. The maximum amount of time a faculty can stay away from duty should be 20 minutes. Consumption of time than allotted quota of 20 minutes should be reported on the examination Proforma by Head invigilator.

28.15 Invigilation duties should not be handed over to the attendants.

28.16 Invigilation staff shall ensure to maintain discipline even outside the examination hall once the exams have concluded by directing students to leave the hall vicinity.

28.17 Stray / un-attempted answer books are to be counted and the balance be recorded on examination proforma.

28.18 In case you need something and there is no one else in the exam room except you, then you should not leave the room unattended, even for few minutes. Just call the attendant standing in the corridor, and tell him whatever you want, he will deliver your urgent message to the concerned people.

28.19 Students should not be allowed to enter the examination hall without the Admit Card issued from the Academic Office. The Admit Card bears the signatures of the academic officer along with the date and stamp. In case the student does not have the Admit Card he/she should be asked to report to the academic office. The Admit Card should be checked at the time of entrance in the exam hall.

28.20 Invigilators should ensure that all students are seated at least 5 minutes prior to the start of the exam.

28.21 Invigilators should ensure that students leave their bags/books etc. at the front of the class/hall, except for cases where the professor has allowed textbooks or notes to be used by the students during the exams. Professor/teacher shall instruct the Invigilators regarding the use of specific books and notes.

28.22 Students have also been instructed to turn off their mobile phones, and not bring any smart watch/digital device into the examination room.

28.23 Invigilators should confiscate: (a) any mobile phone if rung in the examination hall, (b) Any smart watch / digital device. Invigilators should also turn off their mobile phone during the exam.[114]

28.24 Students have been instructed to bring their own stationery items and calculators. NO student will be allowed to share any stationery item. The Invigilator

114 CAC Meeting # 3/2025

should confiscate a calculator if it is being shared. Mobile phone cannot be used for calculations in any case.

28.25 Students should use black/blue pen to write their answers. Pencils may only be used to draw diagrams or figures. Any student found using a pencil should be asked to use a pen.

28.26 The answer booklets should be distributed and the students be asked to write their roll numbers and other necessary information on the answer booklets. This should be done during the 10 minutes before the commencement of the exam. Before distributing the answer booklets, it should be ensured that answer booklets are required for that exam. (In some exams solution is to be made on the question booklet, an answer booklet is not required in such cases).

28.27 The question papers should be distributed face down. Students should be asked to commence once all the question papers have been distributed. The students should be asked not to write anything on the question paper except for the roll number and name.

28.28 Students have been instructed to bring along their University ID cards and Admit Cards. The attendance of the students should be marked soon after the commencement of the exam. During the marking of the attendance the identity of the students should be confirmed by crosschecking the student name, signature and the ID card/Admit Card. The invigilator should ensure that the total number of attendance on the attendance sheet is same as the number of students sitting in the exam room.

28.29 Invigilators should announce the time at appropriate intervals. Half-time, 15 minutes left, and last two minutes announcement are mandatory. The start and end time of the exam should be written on the black board (white board).

28.30 The professor/instructor shall not be requested to visit the examinations rooms for answering any of student queries. However, for invigilator queries, they may be asked.

28.31 Invigilators should ensure that the extra sheets are stapled together 10 minutes before the conclusion of the exam. The Invigilator may disallow a student to leave the examination room 5-10 minutes before the conclusion of the exam even if the student has finished her/his paper.

28.32 Students may be allowed to visit the washroom strictly one at a time. Mobile phone of the student going to washroom may be taken by the invigilator and returned to him/her after his/her return back to the exam hall. An attendant shall direct the student to the washroom.

28.33 Invigilators should not talk during exam unless it is required. They should not get clustered. They should keep their full attention towards students.

28.34 Invigilators should report to senior invigilator if there is any problem in the exam hall.

28.35 At the designated time the Invigilator should ask the students to stop writing and put down their pens. The Invigilator should ensure that the students remain seated whilst their answer sheets are collected. One Invigilator should stay at front of the class observing this paper collection process, while others should collect the answer sheets. The students shall be allowed to leave the examination room once all the answer sheets have been collected.

28.36 Invigilators are authorized to reprimand students found cheating or involved in the acts of indiscipline during the examinations. All incidents of cheating or indiscipline have to be immediately reported at the end of the exam by filling in the Post-Examination Report form. Any other issues/suggestions that help in the proper execution of the examinations should also be reported.

28.37 Strict Discipline needs to be maintained regarding cheating or indiscipline.

29 Examinations (Lab)

29.1 Lab exams will be held according to the schedule approved by the HoD in consultation with course coordinator. UPDATE TO DISCUSS (No lab exam should be conducted without the approval of HoD and availability of room green signal from Academics side. Anbody who is not able to find a slot will have to conduct their lab exam after final exams. Please note that this is the official univesity policy as well.)

29.2 Lab exams should not be conducted in regular 16 week duration of the semester.

30 Examinations (Online)

30.1 Online/remote examinations will be conducted on explicit permission of head office. For individual cases, HoD + Director approval would be required. SOP's of this section may be considered for approved cases.

30.2 Preference should be given to retake exam possibility before consideration of online exam. Online may be allowed and administered only for extenuating circumstances such as: (a) foreigner student having visa issues, and (b) medical condition with risk of disease spread. Online exam will only be held for final exam.

30.3 The duration of the final exam will be 3 hours. For greater duration permission from the HOD will be required.[115]

30.4 Remote final exam will be open book/notes. It will be designed in such a way that students will not be able to benefit from remote collaboration.[116]

115 Meeting # 16/2020
116 Meeting # 16/2020

30.5 The remote final exam will be attempted offline in student's own handwriting, except where permission has been taken from the HOD for any other forms of submission.[117]

30.6 Exam will be placed on LMS (SLATE, Google Classroom, etc.) right before the start time and will also be sent to students' NU email.[118] Questions may be released in parts and students may be required to attempt only within the stipulated time.

30.7 Students will use cam-scanner, MS lens or an equivalent application to scan and convert their hand-written answer sheets into a single PDF file, which they will submit on LMS, and also, email to teacher's email address. They will be given 15 minutes for this purpose. All students must use file name format as specified by their dept.[119]

30.8 For programming courses/labs, source files will also be uploaded/attached if required by the teacher.[120]

30.9 Exam start time should be staggered to avoid overloading the LMS. Central academic office of each campus will prepare the date sheet and share it on campus website.[121]

30.10 Teachers may take a viva of any student after all final exams of the student have concluded. The viva will be recorded.[122]

30.11 Students must ensure that they have necessary access to electricity and Internet required for downloading the paper. In case such provision is not available, they would be required to appear for exam physically.

31 Examinations (Retake)

31.1 Retake of missed exam applications (sessionals and finals only) would be submitted by a student via flex within the specified deadline, to be announced by central admission office of the campus.[123]

31.2 For retake exams, Academics will prepare timetable as follows: (a) Sessional I retake between Sessional I and II exams, (b) Sessional II retake between Sessional II and final exams, (c) Final retake within 2 weeks of Final exams.[124]

~~31.3 Students would upload the related documents for missed exam (e.g. medical reports) on google drive with viewable access for nu.edu.pk domain and submit the~~

117 Meeting # 16/2020
118 Meeting # 16/2020
119 Meeting # 16/2020
120 Meeting # 16/2020
121 Meeting # 16/2020
122 Meeting # 16/2020
123 Policy on Exam Retake; 30th Academic Council held on 7th June 2023
124 6th CMC dated 8/Oct/2025

~~link for them on flex.~~[125] —

~~31.4 Retake examination fee w.e.f spring 2023 is approved as (a) Rs 2,000 for a single exam paper, and (b) Rs 1,000 / paper for multiple exam papers.~~

31.5 Retake examination fee w.e.f fall 2023 will be Rs 2,000 / course / exam. Out of this, Rs 1,000 /- will be charged as application fee (non-refundable). The remaining Rs 1,000 will be charged on applications, which have been approved. All the fees should be paid through the flex fee system.[126]

31.6 50% of exam fee, i.e. Rs 1,000 / exam / student will be paid to the faculty member concerned. [127]

31.7 The Campus Academic Committee will be responsible for reviewing and deciding the applications. Decisions of the committee, feedback, and comments would be stored on Flex.[128] Flex will hold the count and history of retake applications against each student. Decisions of the committee are final. Exceptions may be handled by the campus director. [129]

31.8 The committee will note the following guidelines for reviewing applications: (a) Habitual students are discouraged, (b) Applications of students with serious issues such as medical, emergency, hospitalization, death of immediate family memers, and marriage of siblings may be approved, provided they are supported by proper documentation, (c) Missed exam due to religious activities with fixed dates are allowed, however, religious activities with flexible dates are not allowed, (d) Retake of retake exam is not allowed, with exceptions in extreme cases approved by campus director, (e) If a student has missed a mid-exam, then the student may not be allowed to apply for final exam of the course, with exceptions in extreme cases approved by campus academic committee. [130]

31.9 Retake of attempted exam is not allowed. If a student is unwell and falls within category of retake allowed guidelines, he/she should not appear for the exam under any consideration. If emergency/extenuating circumstances get applied during exam, e.g. fainting/vomitting/dysmenorrhea during exam, then retake application will not be entertained without: (a) Invigilator cross-verification of medical condition during exam, (b) copy of attempted paper, and (c) confirmation from female employee in case of female related issues. (To be discussed at some forum)

31.10 Once the committee decides on each application, a schedule of examintion will be notified by central academic office. The process of missed exam applications, review of applications, conduct of exam, and checking should be

125 Policy on Exam Retake; 30th Academic Council held on 7th June 2023
126 Policy on Exam Retake; 30th Academic Council held on 7th June 2023
127 Policy on Exam Retake; 30th Academic Council held on 7th June 2023
128 Committee Guidelines in Policy on Exam Retake; 30th Academic Council held on 7th June 2023
129 Policy on Exam Retake; 30th Academic Council held on 7th June 2023
130 Policy on Exam Retake; 30th Academic Council held on 7th June 2023

completed within 3 weeks after the original exam. [131]

31.11 All sessional retakes should be scheduled on the same day, with maximum utilization on Wednesdays 11:00-14:00 slot, and (if needed) the Wednesday 17:00 to 18:30 slot with HoD/Director permission.[132]

31.12 In case additional slots are needed that are not covered from these arrangements, the exams will be conducted by teachers under their own supervision in their offices as part of their 3 hour / week / course student-teacher consultation times.[133]

31.13 The exam will be in writing, and exactly same duration and should have the same syllabus as the original exam. In compliance of OBE, it should have same number of questions along with same mapping to CLO's. Format of questions may be set different by faculty members provided OBE compliance is present. [134]

32 Examination (Students)

32.1 It is responsibility of students to familiarize themselves with the examination schedule, venue, and regulations provided by the university.[135]

32.2 Students must arrive at the examination venue on time and present a valid admit card.[136]

32.3 Answer sheets must be submitted within the stipulated timeframe. Failure to do so may result in penalties or disqualification.[137]

32.4 Students are not to leave exam room unless half-time has passed.[138]

32.5 Students will leave all bags, notes, books, etc. on the stage in front of the exam room.[139]

32.6 Electronic gadgets (mobile phones, smart watches, etc.) must be switched off and put into bags placed on the stage in front of the exam room. If any device is found in possession of examinees in switch on or off mode, this will be considered as cheating. If written material is found in possession of examinees on piece of paper, cloth, hand, arm, leg, etc., whether related/not related to exam, then this will also be considered as cheating.[140]

32.7 If a student finds anything except answer book on his/her seat, it is his/her duty to inform the examiner/invigilator. In case of failure to do so, he/she will be deemed

131 Policy on Exam Retake; 30th Academic Council held on 7th June 2023
132 6th CMC dated 8/Oct/2025
133 6th CMC dated 8/Oct/2025
134 Policy on Exam Retake; 30th Academic Council held on 7th June 2023
135 Notification: Policy on Examination and Invigilation, IOM No. 3-5/NU-R/02, dated May 21, 2024.
136 Notification: Policy on Examination and Invigilation, IOM No. 3-5/NU-R/02, dated May 21, 2024.
137 Notification: Policy on Examination and Invigilation, IOM No. 3-5/NU-R/02, dated May 21, 2024.
138 Notification: Policy on Examination and Invigilation, IOM No. 3-5/NU-R/02, dated May 21, 2024.
139 Notification: Policy on Examination and Invigilation, IOM No. 3-5/NU-R/02, dated May 21, 2024.
140 Notification: Policy on Examination and Invigilation, IOM No. 3-5/NU-R/02, dated May 21, 2024.

responsible.

33 Extension in Duration of Studies

33.1 The HEC maximum duration for an MS degree is 4 years, and BS degree is 6 years. If eceptional circumstances beyond the control of the student are determined to be the reason for delay, then an extension can be granted equal in duration to the time missed.[141] ~~Further extendable for one year with the approval of statutory bodies.~~ Examples of scenarios can be idat, maternity, death in the close family, or serious medical conditions.[142]

33.2 A PhD scholar requiring extension in duration of studies beyond approved period needs follow this process: (a) Student is to fill form A13 (Section 223.13) and submit to his supervisor, (b) Supervisor to present request along with progress report to GSC, (c) Recommendations of GSC to be forwarded to head office for inclusion in BASR agenda, (d) On receiving recommendation of BASR, rector may approve extension.[143],[144]

33.3 In case of BS/MS students, the request for extension in duration of degree must contain these supporting documents: (a) Signed student application mentioning the exceptional circumstances which prevented the completeion of degree, (b) minutes of two member committee [comprising HoD and supervisor/senior faculty member][145] to investigate the exceptional circumstances/application, (c) copy of any previous extensions, if already granted, (d) any other supporting document.[146] The complete application is to be submitted to Controller Examination.[147]

33.4 Extension approval cases will be kept on student personal file.

34 Freeze

34.1 Freezing of the first two semesters for BS degree and first semester of MS degree is not allowed. Semester freezing of first semester is allowed for extreme hardship cases by the competent authority.[148]

34.2 Students who are doing job and unable to commence PhD classes in Fall/Spring semester due to official protocol/delay in the approving process (e.g. due to leaves) can take their classes in the next semester. Campuses may send such requests along with the details to rector office for freezing of their first semester.[149]

35 Internship

141 IOM No. 21-08-R/24, dated 21 Aug. 2024
142 OAC Meeting # 90
143 IOM No. 13-HR/21, dated 18 May 2021
144 52nd BASR meeting dated 26th Septmmber 2024, circulated via IoM 3-8/NU-R/02, 21 October 2024.
145 52nd BASR meeting dated 26th Septmmber 2024, circulated via IoM 3-8/NU-R/02, 21 October 2024.
146 IOM No. 21-08-R/24, dated 21 Aug. 2024
147 52nd BASR meeting dated 26th Septmmber 2024, circulated via IoM 3-8/NU-R/02, 21 October 2024.
148 OAC Meeting # 90
149 52nd BASR Meeting held on 26 Sept. 2024, notified IOM No. 3-8/NU-R/02, 21 October 2024

35.1 Internship will appear as a 1 credit hour compulsory course on transcript and offered in Flex. Letter grading scheme will be followed, and will be calculated as follows: (a) 1-2 page internship proposal describing goals of internship and weekly plan at target organization: 10%, (b) 1-2 page weekly report with details of tasks completed: 20%, (c) Weekly task feedback with performance submitted by internship supervisor at target organization: 30%, (d) Final Viva, Report, and Presentation: 40%.[150]

35.2 Internship should cover: (a) 10 hours / week if offered in Fall and Spring semesters, i.e. 160 hours in 16 weeks, (b) 20 hours / week if offered in summer semester, i.e. 160 hours in 8 weeks.[151]

35.3 Mode of internship would be on-site. Remote mode of work is not acceptable.[152]

35.4 Students can get enrolled in internship any time after completing the first two semesters of their degree program.[153]

35.5 Students registering for internship must not be in academic warning.[154]

35.6 Registration will be done via flex and would be approved by the department as per prescribed form.[155]

35.7 Scope of internship may include areas such as: (a) Blockchain, (b) Frontend/Backend Development, (c) Mobile App Dev., (d) Software Automation/Testing, (e) Secure Software Design, (f) Ethical hacking/penetration testing, (g) ML algorithms, (h) AI software dev., (j) SDLC, (k) Game development & testing, (m) Website development, (n) Network administration and implementation, etc.[156]

35.8 Scope of internship may not include areas such as: (a) IT Support/help desk, (b) drafting and content writing, (c) Data entry, (d) MS office based desk work, etc.[157]

35.9 A faculty member will be assigned as a coordinator who will review progress of a group of students and assign grades. Expected section size is 30 to 40 students.[158]

35.10 An internship supervisor will be concerned supervisor at the organization where the internship is offered.[159]

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150 31st Academic Council held on 28th December 2023.
151 31st Academic Council held on 28th December 2023.
152 31st Academic Council held on 28th December 2023.
153 31st Academic Council held on 28th December 2023.
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155 31st Academic Council held on 28th December 2023.
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157 31st Academic Council held on 28th December 2023.
158 31st Academic Council held on 28th December 2023.
159 31st Academic Council held on 28th December 2023.

35.11 To facilitate internship, the industrial liaison office shall remain active and keep record of all employers offering internship for the relevant degree program and collecting feedback from the employers at the end of internship.[160]

35.12 The liaison office will keep record of all employers offering internships.[161]

36 Quality

36.1 To ensure quality and uniformity of BS courses, quality assessment of at least one course taught in a regular semester shall be implemented. For this, a committee comprising of the Dean and HoD shall carry out the quality assessment. The committee shall use the QA form for recording of various quality assessment parameters. Quality assessment shall be done after the courses have been graded and the result has been announced at the end fo each regular semester. HoDs will share all the relevant data, course files, course evaluations, student feedback, attendance sheets of the course offered by their department. The committee shall submit its report having recommendations, observations, and assessments to the controller of examination and Director IQAE. Assessment report shall be a part of the CQI process and will be shared with program/OBE coordinators for implementation.

36.2 The approved mechanism for updating CLO's would be: (a) Campus would send the request to the respective dean, (b) The respective dean will share it with other campuses, (c) The changes when finalized by dean will be presented in BoS for information.[162]

37 Orientation

37.1 Format of orientation would be: (a) Reception of new students (b) Stage secretary welcome (c) Recitation from Quran (d) Welcome address by director (e) Briefing by Manager Admin (f) Briefing by chief proctor (g) Refreshments (h) departmental briefing (i) distribution of material (j) Round of campus (k) purchase of recommended books. [163]

37.2 10-15 minute recorded videos will be made available on campus website for (a) Overview of Campus and Welcome by Director campus, (b) Library Tools & Services by Library staff, (c) How to use google classroom, slate, and flex by Manager Academics, (d) Feedback mechanism of courses by Manager IQAE, (e) Dealing with harassment, bullying, and complying with disciplinary rules by Chief Proctor / Disciplinary committee head, (f) Department of CS briefing by HoD-CS, (g) Department of EE briefing by HoD-EE, (h) MS Programs overview by GPC Coordinators, (j) PhD Programs overview by GSC Coordinator, (k) Student societies

160 31st Academic Council held on 28th December 2023.
161 31st Academic Council held on 28th December 2023.
162 31st Meeting of BoF (Computing) held on 25 November 2025
163 Meeting # 18/14

by each faculty head, (m) and Living in Peshawar by any FDO of admissions office.[164]

38 Student Advise (Academic Advisors)

38.1 Each department will assign suitable faculty members as academic advisors to a given batch.

38.2 The advisor will provide advise to the batch for their 4 years of study. Laggard students beyond their 4 years will all be grouped together and assigned to a senior faculty advisor.

38.3 Depending on type of cases, the academic advising chain will be Student → Advisor/Coordinator → HoD → Director/Dean → Registrar → Rector. This chain should ideally be moving up only. A typical response to students is that if HoD/Director/CoE allows it, then I will approve it. Likewise, some generic comments like "recommended" are given and applications are moved up without context, only to be returned. Both examples are against the principle of advising hierarchy due to looping.

38.4 The first point of contact will be the batch advisor. Where a matter needs to be addressed by a senior official in advising chain, a written case would need to be processed forward.

38.5 The advising chain may stop at a particular position depending on the authority vested to that particular official. Any request beyond the authority of the official will need to be passed up the chain. If an application moves up, it must contain sufficient background information to enable the higher official to make a decision. Cases beyond Director will need to be prepared as Inter-Office-Memo (IOM) as per template along with full case working. Simple signatures are acceptable for normal cases, but case history must be compiled by junior official before processing forward.

38.6 Students must not be couriers of applications, especially if there is need of junior official to write confidential comments to senior official. The applications should be collected and an attendant should be doing rounds of various offices for collating posts on a daily basis, 2/3 times a day. If for some reason any official in advising hierarchy is not available, the applications should be given to dept. secretaries (where available) for onward processing.

38.7 At the end of the advising process, the application copy along with the decision would be shared with students through email / soft copy. The original application MUST be placed in the personal file of the student for record.

39 Teacher Assistants

39.1 HoD will decide which teacher deserves a TA based on his/her seniority and

164 CMC Meeting # 51

workload.[165]

39.2 TAs should be hired from current NUCES students (graduate/undergraduate) with good academic standing and good character. Appointment of TAs who are not our current students will require approval from campus director.[166]

39.3 When a course has associated lab, the full time lab instructor may also be given the additional task of marking quizzes and assignments of the course. S/he will not be paid extra for this additional responsibility. Instead, HoD will ensure that s/he is fairly loaded. Use of lab instructors as full time TAs should be avoided.[167]

39.4 The concerned academic department will initiate TA fund request at the end of each semester on the basis of form D03.

39.5 S&H courses in English, Pak Studies, Islamic Studies and Psychology are not eligible for TAs.[168]

39.6 Teachers will be encouraged to give at least 8 assessments (quizzes + assignments) in a semester. However, HoD may approve TA for courses with 6 or 7 assessments. Fewer than 6 assessments will require approval from campus director. A course project is equivalent to 2 assessments. Any courses becoming ineligible under this category, must be reported separately, so the matter could be taken up with the concerned HoD.[169]

39.7 Students who withdrew in the last couple of weeks are to be counted. Students whose registration was cancelled due to zero payment or who left the university during the semester or who froze their semester are not to be counted.[170]

39.8 TAs will be paid once, after the conclusion of a semester, as follows: (a) Rs 250 for CS courses with programming assignments, (b) Rs 190 for CS courses without programming assignments, (c) Rs 250 for Engineering courses where TAs are involved in OBE support, (d) Rs 190 for Engineering courses where TAs are not involved in OBE support, (e) Rs 190 for MG courses, (f) Rs 150 for S&H courses (Math, Physics, Statistics), (g) Rs 190 where S&H courses are OBE based and TAs are involved in OBE support, (h) TAs for programming courses in all depts are eligible for Rs 250[171]

39.9 For structured tutorial, conducted by junior faculty/lab engineer/graduate student, an amount of Rs 500 / hour will be paid.[172]

39.10 No help will be sought from a TA in marking exams (midterms & final).

165 IOM 16-08/NU-R/19 (R1) dated 16 August 2019
166 IOM 16-08/NU-R/19 (R1) dated 16 August 2019
167 IOM 16-08/NU-R/19 (R1) dated 16 August 2019
168 Email Registrar Clarification titled “guidelines for billing TA payments” dated 2 January 2020
169 Email Registrar Clarification titled “guidelines for billing TA payments” dated 2 January 2020
170 Email Registrar Clarification titled “guidelines for billing TA payments” dated 2 January 2020
171 Email Registrar Clarification titled “guidelines for billing TA payments” dated 2 January 2020
172 IOM 16-08/NU-R/19 (R1) dated 16 August 2019

It is the sole responsibility of the teacher.[173]

39.11 A TA is not an RA (research assistant) or a PA (personal assistant). His/her services should be utilized for legitimate support in teaching.[174]

40 Thesis Defence (MS/PhD)

40.1 The process of MS thesis defence will be governed by NUCES MS Faculty/Student Handbook and coordination will be carried out by department GPC coordinator.

40.2 The academic process of PhD thesis defence will be governed by NUCES PhD Handbook section on “Final Thesis Defence” and coordination will be carried out by campus GSC Coordinator.

40.3 Coordinator will informally seek availability dates from examiners and make formal request for conducting thesis defence on agreed date to (a) rector through proper channel in case of PhD, (b) Director/HoD in case of MS.

40.4 On thesis defence approval, coordinator will circulate public call to all faculty/students via (a) email, (b) notice board, (c) electronic notice board. In case of PhD defence, the public call will additionally be circulated via (d) social media, and (e) letter to nearby universities.

40.5 Coordinator through academics office will ensure that (a) defence date approval and (b) Public call proof is placed on student file.

40.6 On thesis defence approval, coordinator will circulate internall call to: (a) Accounts section for preparation of cheques, (b) HR for information, (c) Admin for reservation of defence venue, (d) Admin for refreshment arrangement, (e) PS Director for arrangement of photographs, (f) and IT for systems / online participant readiness.

40.7 One day before thesis defence, coordinator will make courtesy call to examiner in case they need facilitation in visiting campus, or in case online participation is needed.

40.8 Coordinator through admin office will ensure: (a) Reservation of room, (b) Making available whiteboard, and Rostrum, (c) Group and event photography, (d) Food arrangements.

40.9 Coordinator through IT will ensure: (a) Working computer, (b) Media Projection/TV LED, (c) Slide changer remote, (d) Suitable connectivity for external participation, if any, attending through online video conference.

40.10 Coordinator through accounts will ensure: (a) preparation of external examiner cheques before the defence date, including compensation for travel reimbursement.

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173 IOM 16-08/NU-R/19 (R1) dated 16 August 2019
174 IOM 16-08/NU-R/19 (R1) dated 16 August 2019

40.11 Coordinator through HR will ensure: (a) preparation of supervisor honorarium through monthly salary release after the defence.

40.12 Coordinator will provide the following as congratulatory note via press release to coordinator media for circulation on print/electronic media: (a) Names of Students, (b) Thesis Title, (c) Department, (d) Supervisor, (e) Brief description of work, (f) Defence date, (g) any achievements such as funding/papers, and (h) relevant photographs.

40.13 Thesis defence will be conducted physically. In case any participant needs to participate online, prior approval needs to be made.

40.14 Coordinator will ensure that attendance list is circulated on day of defence, and is duly placed on record and student personal file. In case of online attendance, for sign will be marked, along with screenshot / photograph of participation screen.

40.15 Coordinator may delegate work to supervisor(s) of graduating student(s), but not responsibility. Supervisor will assist coordinator in case of excess workload on coordinator.

40.16 For PhD, Coordinator will maintain conduct, with sequence: (a) Deliver welcome note and tilawat, (b) introducing scholar, thesis title, and supervisor, (c) inviting scholar for delivering presentation, (d) Viva by external examiners, (e) Viva by internal examiner, (f) questions by other panel members, (g) questions by students, (h) Asking non-panelists to leave the room, (j) Seek input from panelists on decision as per university decision format, (k) Invite scholar/non-panelists to enter room and announce decision.

40.17 Coordinator will ensure to get signed all certificates from external examiner immediately after the defence. For PhD, the list of documents are (a) Certificate of Approval [175], (b) PhD Thesis Defence Evaluation Form[176] For remote participants, obtain signatures via post using protective hard cover files. If postal delivery is unfeasible (e.g., international), exchange digital signatures via email, ensuring both the dispatched and returned forms are scanned at 600 dpi.

40.18 Students will deliver the presentation on rostrum with media aids issued by IT. All presentations will be delivered on university issued system and must be copied before hand.

40.19 There will be no time limit enforced on duration of public defence.

40.20 In case of PhD defence, coordinator will guide scholars to apply for PCD Pakistan Country Directory on http://eservices.hec.gov.pk. Applications in hard form will not being entertaind by HEC. [177]

175 Part of Thesis Template
176 IOM No. 28-10-R/24, dated 28 Oct. 2024, Subject: Revised PhD Thesis Defence Evaluation Proforma
177 HEC No. 2(01)/DG/HEDR/HEC/2023/01 dated 18 May 2023, Yasir Email: dated 19 May 2023

40.21 Upon graduation of PhD student, the completed forms [178] need to be ensured by GSC Coordinator to be present and placed in personal file.

41 Timetable

41.1 Separate timetable will be prepared for each department, teacher wise, subject wise and classroom wise.[179]

41.2 Each timetable will be issued with version number and effective from date, and released to students, faculty, and staff via (a) email, (b) display on campus website, (c) Placed on noticeboards.

41.3 When setting timetable, priority would be given to student preferences rather than faculty preferences.[180] Student preference means a uniform spread of courses where each batch can complete their classes in 3-4 days.

41.4 Regular students/courses, pertaining to one batch, would be placed in normal working hours of the campus.[181]

41.5 Minor adjustment e.g. Repeater students/courses would be made without disturbing the main time table.[182]

41.6 Morning slots would be fully utilized unless compelled by students' courses clashes. [183]

41.7 BS classes will not be scheduled consecutively (i.e. no 3hour class).

41.8 Rescheduled and conduct of classes in late hours would be done with prior coordination of the Academic Office only.[184]

41.9 Wednesday two slots (3 hours) will be reserved as free time for student seminars, meetings (availability of all), and FYP activities.

41.10 HoD/Director/Program Coordinator will be kept free on every monday from 09:30 to 12:30 in case CMC or Rector meetings as needed.[185]

41.11 In case a faculty member misses class (or expects a class to be missed) and needs to reschedule, the protocol is to inform academics on academics.pwr@nu.edu.pk with CC to HoD. The information to be provided in the email is: (a) The class code/title of the course, (b) The date/slot on which class is missed, (c) Reason of missed class, (d) Alternate date /slot desired for reschedule class. The rescheduled class will only be conducted after green signal from

178 IoM No. 29-10-R/24, dated 29 October 2024 (Letter No. 3-8/NU-R/16)
179 Meeting # 20/15
180 Meeting # 17/19
181 Meeting # 17/19
182 Meeting # 17/19
183 Meeting # 17/19
184 Meeting # 14/09
185 CMC Meeting # 2, Dated 7 Feb 2022

academics. Academics will make announcement of (a), (b), (d; if available) only.

41.12 In normal days, zuhr prayers times will be set within 10 minutes gap between classes. E.g., if break is from 01:50 PM to 02:00 PM, then Zuhr prayer time will be 01:55 PM. The class immediately after can start 5 minutes late (i.e., 02:05 PM), and end 5 minutes late (i.e., 03:25 PM).

41.13 The following scheduled slots will be maintained in normal days and Ramazan:

	Normal Timings				Ramazan Timings			
Slot #	Start	End	Duration	Break	Start	End	Duration	Break
1	08:00	09:20	01:20	00:10	08:00	09:05	01:05	00:05
2	09:30	10:50	01:20	00:10	09:10	10:15	01:05	00:05
3	11:00	12:20	01:20	00:10	10:20	11:25	01:05	00:05
4	12:30	13:50	01:20	00:05	11:30	12:35	01:05	00:05
5	14:05*	15:25*	01:20	00:05	12:40	13:45	01:05	00:15
6	15:30	16:50	01:20	00:10	14:00*	15:05*	01:05	00:05
7	17:00	18:20	01:20	00:10	15:10	16:15	01:05	00:05

* Prayer Break Adjustment

Part B. Accounts

42 General

42.1 Rules will be governed by the university Financial Manual. Where there is a gap, the SOP's mentioned in this section will be used as guidance. If there is any conflicting rule, the university Financial Manual will supercede any other rule.

42.2 Bills must be ideally computer based receipts instead of receipts filled by hand. Hand filled receipts should be exceptions, not a norm.[186]

42.3 When submitting bills, it will be assured that: (a) bulk bills will be arranged chronologically and numbered, and (b) each bill will be signed by employee[187] directly engaged in the payment activity. Accounts office will not accept bills if required signatures are missing.

42.4 Bill entry narration in journal voucher will bear: (a) quantity, (b) unit rate, (c) reason for expense, and (d) bill/invoice date.

42.5 Journal voucher segregation of responsibilities would be: (a) Entered by accounts office official, (b) Checked by Accounts Incharge, (c) Verified by person deputed by Director, (d) Approved by Director campus.

186 CMC Meeting # 52

187 In case a bill payment is handled by student; e.g. for society activity, then concerned department incharge or society faculty advisor will counter-sign the bill.

42.6 Fee for various services effective from Fall 2024 semester would be: (a) Additional Transcript: Rs 300, (b) Campus Transfer: Rs 5000, (c) Temporary Campus Transfer: Rs 2000, (d) Degree correction: Rs 2000, (e) Semester Freeze Fee within two seeks of start of classes: Rs 2000, (f) Late registration/freeze/withdrawal after second week of classes: Rs 5000, (g) Retake Sessional Exam Fee per course: Rs 2000, (h) Retake Final Exam Fee per course/lab: Rs 2000, (j) Paper Rechecking fee: Rs 500, (k) Issuance of letters/certificates: Rs 300, (m) Applicant Admission Fee: Rs 3000.[188]

42.7 Mobile reimbursement to HoD/Director/Support Staff will be payable only on provision of statement/bills/receipts/vouchers onfirming correct utilization.

42.8 For petty amounts, no direct payment is to be made without bills. In case bills are not available, receiving signature of direct recipient is to be kept on file.

42.9 Petty amount payments/reconciliations/adjustment should ideally be carried out within the same month, but not more than 2 months, and not across fiscal year closing.

42.10 Defaulter list will not be shared publicly with all/selected students. Instead, student will just be informed individually that they are placed on defaulter list and should refer to flex for details. All such students can be kept in BCC.

42.11 In case any cheque needs to be stopped or not honored, a formal request to bank should be made from Authorized Signatories containing: (a) Cheque Number, (b) Amount, (c) Date of Cheque, (d) Issued in favor of, (e) Account Title of cheque issuing authority, (f) Account Number of cheque issuing authority, and (g) acknowledgement for deduction of applicable charges from account.

43 Asset Auction & Disposal

43.1 Bidders interested in participation in an auction or disposal need to complete Bidder Qualification Criteria Form.

43.2 Joint Venture, sub-contact or sub-let by bidders is not allowed. If any such activity is found at any stage, bid / contract may be cancelled and earnest money will be forfeited.

43.3 Bidders will submit proposals through open competitive bidding in two stage envelope system, where financial proposal will be placed in separate sealed envelope marked to convener disposal committee only. Financial proposal will be declared null and void if the sealed envelope is found to be tampered with by the disposal committee.

43.4 All items for disposal will be available for public display.

43.5 Bids will be evaluated on the basis of comparative statement.

188 IOM No. 10-01-R/24 dated 16 May 2024, Ref. No. 4-10/NU-R/06

43.6 Reserve price of bid will be announced publicly at the time of opening of bids only. Successful bidders would need to meet reserve price.

43.7 Successfull parties winning bid would be required to submit 10% earnest money with campus accounts section within one week.

43.8 Successful parties winning bid and who have submitted earnest money will be required to pay remaining amount in three weeks (inclusive of one week earnest period).

43.9 In case of non-payment of earnest money, the campus reserves the right to cancel the bid, and offer the contract to next party.

43.10 In case of non-payment of remaining amount, the campus reserves the right to cancel the bid, offer the contract to next party, and forfeit 10% earnest money.

43.11 Transportation of the goods will be responsibility of party winning bid.

43.12 Lifting of goods will be authorized on receipt of full payment only.

43.13 No contact will be made on any matter from the time of opening of bid, to the final decision of awarding committee. If the bidder wishes to bring new information to the notice of committee, it shall do so in writing.

43.14 Any influence effort by the bidder on matters of bid evaluation, bid comparison or contract award may result in rejection of bidder's bid.

43.15 Bidder is not allowed to contact any other employee of NUCES-FAST on matters related to the bid. Only authorized persons mentioned on first page are to be conductacted for information as mentioned.

44 Asset Handover

44.1 Employees working in EE and Computer Labs (Technician, Lab Assts, Lab Engineers and System Officer) would carry out proper handing /taking over while proceeding on long leave or leaving the service. Handing/taking over certificate, duly countersigned by the HoD, will be kept on record and one copy deposited with Account Office.[189]

44.2 Principal Investigators of research projects will handover capital equipment to the campus charge at the time of severing services with the institution. Accounts office will not issue clearance if this handover is not received.[190]

45 Bank Accounts

45.1 Bank accounts, including Letters of Credit (LCS) of the university and each of its campuses be opened and operated by the university in one or more scheduled banks, as deemed covenant.

189 Meeting # 4/10
190 IoM No. 11-18/NU-R/12, Letter No. 1-ORIC/25, dated 19 February 2025

45.2 The banks concerned are empowered to honor cheques, bill of exchanges, and promissary notes drawn, signed, accepted, or made on behalf of the university by two of authorized signatories[191] and to act on any instruction given by the persons so authorized with regard to any account(s), whether in credit, overdrawn, or any transaction of the university. They are also authorized to open/close bank accounts and appoint/delete any person(s) to operate jointly the accounts of campuses.

46 Budget Formulation

46.1 Annual budget will be estimated and prepared by Finance and Planning Committee of the university, which will then be proposed to board with advise.[192]

47 Gas Bill

47.1 Gas bill (SNGPL) between hostel and cafeteria will be divided as per usage distribution ratio (including all taxes). Usage distribution (D) will be determined between reading differences of main SNGPL meter (A), and reading differences of sum of all hostel sub-meters (B) through the formula $D = \sum B / A$. The university will pay Total Bill * D/100, whrereas remaining will be bore by cafeteria service provider.

48 Procurement

48.1 To reduce costs, shields/frames/similar items would be purchased in bulk.[193]

48.2 Vendors presenting invoices involving tax deductions will present "Tax Invoice" which must contain: (a) invoice serial number, (b) date, (c) name, address, and tax registration number of service provider, (d) name, address, and tax registration number of service recipient, (e) description of service, (f) value exclusive of tax, (g) applicable rate of tax, (h) amount of tax, and (j) value inclusive of tax.

48.3 University services falling within ambit of KPRA tax include: (a) paid guest-house letting @15%, (b) food catering @15%, (c) Shamianas @ 15%, (d) Digital/IT/Software services @2%, (e) Professional consultancy @5%, (f) Photography/Cinematography services @2%, (g) Event management companies @8%, (h) Scientific laboratories @5%, (j) Testing/Valuation services @5%, (k) Data services @15%, and (m) Concerts @5%.[194]

48.4 Service level agreement will be followed for the following services: (a) Canteen Services, (b) Photocopy Service, (c) Laundry Service, (d) Solar Panel Maintenance, (e) Generator Repairs.

48.5 In case of request for non-deduction of Income/WHT Tax U/S 153(1) of income tax ordinance 2001, or for non-deduction of Sales Tax, the additional documents required would be: (a) Undertaking from vendor, (b) Supporting policy

191 Dr. Aftab Ahmad; Rector, Dr. Waseem Ikram; Registrar, Mr. Abdur Rehman; Director (Finance)
192 University Charter, Schedule II, clause 15.1.(a)
193 Meeting # 21/19
194 As per KPRA Working Tariff Second Schedule. Figures may vary on basis of latest tariff.

evidence / grounds for non-deduction, (c) Supporting documentary evidence for non-deduction, e.g. Import/Custom clearance document mentioning relevant taxes/duties charged.

48.6 Specification for procurement of examination papers would be: (a) Mid-Term: 68 gm, A4, 8 pages via 2 sheets center pin, (b) Extra Sheet: 68 gm, A4, 4 pages via 1 page center fold, (c) Final Exam: 68 gm, A4, 16 pages via 4 sheets center pin.

48.7 Specification for procurement of stationary material would be: (a) Brown envelopes F/S Legal on craft paper, Single Color, (b) White A4 envelopes with tape, printing on 100 gm paper, 4 color print, (c) White 9x4 envelopes with tape, printing on 100 gm paper, 4 color print, (d) Letter head 100 gm paper, 5 color print, (e) Color file on 150 gm ivory card, single color print.

49 Vendor List & Vendor Pre-Qualification

49.1 Call for Suppliers and Vendors of known services required by the campus are to be circulated (if needed) every December and June from firms willing to do business with the campus. Interested firms to provide the following information: (a) Company Name, Address, City, CNIC/NTN #, Sales Tax #, (b) Focal Person Name, Rank, Email, Telephone Number, and (c) Quotations (valid for 6 months with tolerable percentage to account for fluctuations) for services and/or product items.[195]

49.2 Suppliers can be nominated during routine procurement activities as well, on good feedback.[196]

49.3 Supplier received information will be vetted by the purchase committee on the basis of factors and criteria (e.g. rates, timeliness, reputation, etc.) established by the purchase committee itself. If vetted, the vendor will be included in the approved vendor list.[197]

49.4 Once pre-qualified, any change in rates beyond tolerable percentage of 10%, will be vetted through the purchase committee. In that case, the new quoted price should be verified from the market by the case initiator. If more prices are found then it will be re-vetted by the CPC.[198]

49.5 No security will be kept from approved vendors for duration of service.[199]

49.6 There should not be more than 3 suppliers providing similar services in the list.[200]

50 Vendor Appraisal and Audit

195 CPC Meeting Dated 2 December 2021
196 CPC Meeting Dated 2 December 2021
197 CPC Meeting Dated 2 December 2021
198 CPC Meeting Dated 2 December 2021
199 CPC Meeting Dated 2 December 2021
200 CPC Meeting Dated 2 December 2021

50.1 At end of service contract, a supplier appraisal will be carried out on the basis of following score breakdown: (a) On Campus Delivery 30%, (b) After Sale Services 20%, (c) Timeliness of Service 30%, (d) Pricing (20%).[201]

50.2 Complaints accrued during the retention period will contribute to scores above. If complaints are of critical nature, supplier appraisal may be carried out before service contract.[202]

50.3 For retention for next 6 months or exclusion from list, the following total score will be used as benchmark: (a) Total is less than 20%, place on black list, (b) Total is between 20% and 70%, place on grey list and issue call for new suppliers (Supplier Pre-Qualification steps), (c) Total is greater than 70%, place on white list and extend contract.[203]

50.4 Appraisals (as defined in Financial Manual) would be a consultative process, and can be performed by requisitioning department, purchase committee, and/or officers in procurement pipeline.[204]

50.5 Appraisal will be carried out through appraisal form P01.[205]

50.6 Filling of Appraisal/Complaint Form will be mandatory process after every purchase from vendor just as GRN for making payments. This form will help CPC to add/drop vendor from the cycle of next six months.[206]

Part C. Administration

51 General Guidelines

51.1 Support of administrative nature will always be requested by email to asg.pwr@nu.edu.pk.

51.2 Souvenirs stock inventory will be maintained by Stores office.

51.3 Souvenir distribution list will be shared by PS director office to all reporting officers of the campus for addition/deletion/correction and response to be received within 2 working days. After input, PS director office will dispatch through Pakistan Post.

52 Air Conditioning

52.1 For AC maintenance, refrigerants must not be leaked in closed spaces, in presence of many persons, in presence of combustible substances. If required, ventilation arrangements are to be made and the leak must be diverted opposite side

201 CPC Meeting Dated 2 December 2021
202 CPC Meeting Dated 2 December 2021
203 CPC Meeting Dated 2 December 2021
204 CPC Meeting Dated 2 December 2021
205 CPC Meeting Dated 2 December 2021
206 CPC Meeting Dated 2 December 2021

to maintenance. Safety gloves and safety visors must be worn at all times during refrigeration maintenance. To avoid flammability, nitrogen instead of air for leak testing can be considered.

52.2 To avoid pressure related refrigerant hazards, the service pressure must be determined first (printed on cylinder). The test pressure will be 2-2.5 times service pressure. Always check for signs of damage or excessive wear before filling recovery cylinders, picking up new refrigerant cylinders or attaching new parts to a system.

53 Attendants

53.1 Attendants on classroom duties would keep an eye on IT, electrical equipment, and fixed assets installed in classrooms.[207]

53.2 Intra-Office letters and forms will only be delivered by attendant. For this purpose, 1 attendant would be designated for campus post duty, and would require visit of the following offices 3 times a day (8:30, 11:30, 15:00): (a) PS Director (b) Accounts (c) HoD(CS), HoD(EE), HoD(S&H), (d) Administration, (e) HR, (f) Academics, (g) One-Stop Shop, (h) Library, (j) IT Department, (k) GSC Coordinator, (m) MS Program Coordinators CS & EE, (n) FYP Program Coordinators CS & EE, (o) IQAE Office, and (p) EE Lab Incharge.[208]

53.3 Attendants will be distributed into pools of Non-Office, Office, and contract cadres. All attendants of specific pool will only be rotated among their own pool category. Admin incharge would be authorized to issue rotations after frequency of at least 3 months. Change of any other type will be presented to CMC for approval.[209]

53.4 For attendant rotation, the following template will be used:

Name	Pool Type	Present Place of Duty	New Place of Duty	Duty Time

53.5 Duty location list for attendants in Academic Block is: (a) Basement Corridors + class rooms, (b) Ground Floor corridors and class room, (c) 1st Floor corridors and class room, (d) 2nd Floor in Full, (e) Faculty Offices, (f) Girls Common Room + Day/Care + Female Faculty Offices, (g) Library, and (h) IT Offices & Labs.

53.6 Duty location list for attendants in Admin Block is: (a) West Wing HoD(CS)/HoD(S&H)Accounts/Admin/IQAE/Media offices, and (b) East Wing: Director/HR/HoD(EE)/Faculty Offices/Conference Room.

53.7 Security Supervisor would apply for leave on NUMUN on behalf of security guards, whereas Ms. Kiran will apply for leave on behalf of gardeners, cooks, drivers, attendants, etc. No paper based leave applications will be processed.[210]

53.8 Drivers will be distributed into pools on the basis of their driving license

207 CMC Meeting # 52
208 CMC Meeting # 52
~~209 CMC Meeting # 52~~ CMC Meeting # 9, dated 14 Nov 2022
210 CMC Meeting # 52

(HTV/LTV). For driver rotation, the following template will be used:

Name	Pool Type	Present Vehicle of Duty	New Vehicle of Duty	Duty Time

53.9 New attendant hiring will be made in contract pool only. For regular university employment, attendants having good feedback in contract pool will be given preference towards regular employment. [211]

54 Attendant Uniform

54.1 All attendants must follow the dress code (uniform) for standardization, elegance, and comfort.[212] Dress code with color (single shade only) for staff category will be as per following specification[213]:

S. No	Staff Category	Trouser & Shirt	Shalwar Kameez	Shoes & Socks	Sweater	Cap	Belt	Raincoat
1	Security Staff		Navy Blue	Black	Navy Blue	Yes	Yes	Yes
2	Attendants		Sky Blue	Black	Navy Blue			
3	Gardeners		Sky Blue	Black	Navy Blue			
4	Drivers		Sky Blue	Black	Navy Blue			
5	Cleaners		Sky Blue	Black	Navy Blue			

54.2 The color shades of dress should not match the color shade of military uniforms.[214]

54.3 Each staff shall be entitled to get two pairs of dress and one pair of shoes & socks in each season. One sweater shall be for winter season only. Security guards are admissable to get new cap, belt, and rain coat after two years of first purchase. [215]

55 Car Park

55.1 Car Park allotment will be made to faculty on the basis of seniority. [216] Seniority will be determined on basis of points for rank (clause 55.2) and experience in years from date of joining (clause 55.3). In case of tie, date of birth would be considered as tie break.[217]

55.2 Rank scores would be: (a) 6 points for Professors/Senior Managers, (b) 5 points for Associate Professors/Managers, (c) 4 points for Assistant Professors/Deputy Managers, (d) 3 points for Lecturers/Assistant Managers, (e) 2 points of Lab Instructors/Lab Engineers/Officers, (f) 1 point for Everyone Else.[218]

211 CMC Meeting # 9, dated 14 Nov 2022
212 CMC Meeting # 23/2020
213 ~~NUCES-HQ Meeting No. 1-8/NU-R/18 dated 12 April 2018~~, ~~IoM No. 22-02-R/24, dated 22 February 2024~~, IoM PWR/Admin/401/1 dated 1 October 2025; Verbal approval received from Rector 22 October 2025
214 NUCES-HQ Meeting No. 1-8/NU-R/18 dated 12 April 2018
215 IoM No. 22-02-R/24, dated 22 February 2024
216 Meeting # 12/09
217 CMC Meeting # 1/2025 dated 23 Jan. 2025
218 CMC Meeting # 1/2025 dated 23 Jan. 2025

55.3 Years of service score will be: (a) 6 points for ≥ 15 years, (b) 5 points for 12-15 years, (c) 4 points for 8-12 years, (d) 3 points for 4-8 years, (e) 2 points for 2-4 years, and (f) 1 point for 1-2 years of service.[219]

55.4 Seniority list for slot assignment will be revised by admin according to employee outlook on 1st January of each year. Allotments will be made for one year commencing from 15th January. In case an employee in possession of a slot resigns, the slot will be offered to next employee on waiting list.[220]

55.5 Those employees who proceed on study leave, their rejoining date would be considered instead of date of joining.[221]

55.6 In case an employee finds another vehicle parked in their allotted slot, admin will be informed for removal of vehicle or imposition of fine, whichever applicable. Parking behind the vehicle is not allowed.[222]

55.7 In case an allottee proceeds on leave for more than three days, the space will be temporarily allotted to next employee on the waiting list.[223]

55.8 Three car park slots will be reserved as open car park space where any one who arrives first can park their car. The slots need to be together and clearly marked.[224]

55.9 For any major event, Admin office will be responsible for arranging suitable car park in nearby factories.

56 Campus Premises Closure

56.1 The campuses premises will generally be closed for extended breaks due to factors such as Eid.

56.2 HR will observe federal and provincial government directives, as well as liaison with head office, and propose closure dates to Director. Approved notification will be circulated to all faculty/staff at least two days before the start of closure period. The notification will include: (a) Reason of closing, (b) Approval body of closing, and (c) dates of closing.

56.3 Media office will place HR notification on campus social media pages for wider publicity.

56.4 Academics will (a) forward HR closing notification to all student body through email, and (b) Arrange for adjustment of missed classes due to closing period and circulate as part of academic calendar.

56.5 IT services will (a) Ensure CCTV is operational for cameras covering external

219 CMC Meeting # 1/2025 dated 23 Jan. 2025
220 CMC Meeting # 1/2025 dated 23 Jan. 2025
221 CMC Meeting # 1/2025 dated 23 Jan. 2025
222 CMC Meeting # 1/2025 dated 23 Jan. 2025
223 CMC Meeting # 1/2025 dated 23 Jan. 2025
224 CMC Meeting # 1/2025 dated 23 Jan. 2025

areas, and building lobbies and corridors, (b) Close all devices of internet services other than bare-minimum required for security, and (c) Intimate to faculty/staff of service stoppage 60-90 minutes before closing time of date preceding closure.

56.6 Admin section is to ensure: (a) generator auto-switch on is disabled, (b) Air conditioning and other energy consuming appliances are switched off, (c) Obtain security duty roster and share with Director, (d) Close electricity in general, however, keep it on for minimum applications such as CCTV, and (e) Intimate to faculty/staff of service stoppage 15-30 minutes before closing time of date preceding closure.

56.7 Hostel warden is to (a) intimate to residents to vacate hostel premises for Eid breaks, (b) Carry out inspection round of all rooms, to ensure appliances are switched off, (c) For students unable to vacate campus, make necessary arrangements in external hostel, and (d) Liaison with cafeteria services on service closing one day before campus closure, and service opening on day of campus opening.

56.8 Security supervisor is to prepare duty roster for the closing period and share with Admin Incharge and Director.

56.9 All faculty/staff looking after labs and their offices are to switch off AC's and other appliances.

56.10 Any faculty / staff requiring to visit campus during closing period is to intimate to their reporting officer on reason, date, and time of visit. Reporting officers are to communicate list along with consent to Director. If approved, Director is to share list with security supervisor through Admin.

56.11 In case prior approval of faculty / staff requiring visit campus during closing period is not possible due to emergency, they are to report reason, date, and time of visit at security gate as well as issue SMS / email to reporting officer.

57 Campus Premises Reservations

57.1 For reservation of any class room, lab, or hall, all concerned will get prior clearance from Incharge (Academics), whereas for reservation of conference room, prior clearance is to be obtained from Incharge (Admin). No society would plan any event in these places without obtaining prior clearance. [225]

57.2 External entities requiring reservation of any room or utility of the campus will put up formal request to director campus. PS to director will mark availability of room from Incharge (Academics), or Incharge (Admin).

57.3 External entities utilizing campus resources would pay operational cost, decided between external entity and internal resource person, that should be sufficient for electricity and attendant allocation, etc. Operational cost affixed would be subject to approval of director. Income accrued, would be deposited in University's account through account office. No payment to our staff involved would be made directly by

225 Meeting # 13/17

these organizations in any form.[226]

58 Cleanliness & Hygiene

58.1 Fountain cleaning roster will include: (a) Tile scrubbing once every semester, (b) Disinfecting once every month, for summers only, (c) turning fountain on once every two weeks for ensuring its running condition, (d) Water rotation cycle[227] once every month to avoid staleness, (e) Siffon up of debris/leaves/litter on need basis. Cleaning activity record (a-d) to be kept on file.

58.2 For mosquitoes: (a) Mosquito repellant plants may be planted in campus areas close to water bodies and building entrances, (b) Horticulture or Mineral based spray oils/dish soap/chlorine/Mosquito Dunks may be used in water bodies to suffocate/kill larvae, however, any chemical which may cause death/damage to animals/birds are to be avoided.

58.3 For flies: (a) Campus north-face nullah will be sprayed/disinfected with environmentally safe pesticides once every month in summer/warm seasons, and bi-monthly in peak seasons (b) Campus / Cafeteria waste is not to be disposed off openly in nullah side.

58.4 Waste Management roster will include: (a) Cleaning of dustbins in classrooms/lobbies on daily basis, (b) Cleaning of dustbins in gardens/employee offices on weekly basis.

58.5 Waste management in public areas will be categorized into: (a) Non-Paper Recyclable waste[228], (b) Organic waste[229]. Both categories will be color segregated, for which bins will be placed in prominent locations. The bins are not to be used for hazardous waste like chemicals, infectious waste, oils, batteries, paints, solvents, etc.

58.6 Waste management bins in offices/classrooms will be for non-paper recyclable waste only, and are not to be used for organic/hazardous waste. Paper based waste are not to be thrown in rubbish bins. Instead, paper recycling SOPs will be followed (See Section 71).

58.7 Relevant Waste bins will be placed in: (a) all offices and classrooms, (b) lobbies of each floor, (c) Gardens. Waste bins in public spaces should be reachable within 150 feet.

58.8 Waste disposal methods may be campus arrangement with incinerator services, disposal in bin-bags and pick-up by disposal companies. In either case, annual contract options will be used. North face nullah is not to be used for disposal of open waste.

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226 Meeting # 21/19
227 25% water out, 25% water in
228 E.g. domestic waste, packaging, construction, or any recyclable material, etc.
229 E.g. food waste,

58.9 The admin department will undertake water reservoir sample testing every 6 months from a recognized laboratory, and keep record in separate file ready for inspection. Each test will be signed with follow-up action mentioned in comments at back of report.

58.10 Water reservoir cleaning will be carried out once a year. However, if a water test is unsatisfactory, cleaning process would be engaged straightaway.

58.11 Water reservoir cleaning SOP would be: (a) Perform a water sample test and await results, (b) Drain tanks and connected pipes completely, (c) Use stiff brush and clean water to remove sludge from walls and floors, (c) If water test is unfavourable, disinfect tanks using chlorination[230] and keep chlorinated water in tank for 6-12 hours to kill all pathogens, else if water test is favourable, carry out a salt-based treatment for general sanitation, (d) flush the water tanks, and (f) refill with clean water, (g) If initial test was unfavourable, conduct a retest one week after refilling water reservoir.

58.12 When cleaning water reservoir using chlorination: (a) cleaners are to wear gloves, goggles, and boots, (b) chlorine fumes inhaling to be avoided, (c) proper ventilation / exhausts to be applied during disinfectant application.

59 Electricity & Electrical Works

59.1 Electrical works department will cover monitoring for fault/anomalies, and/or maintenance of: (a) Solar system, (b) Telephone exchange, (c) Gensets, (d) Electrical appliances, (e) Electronic appliances, (f) Air Conditioning systems, (e) all electrical wiring, (f) Bus/Mains/WAPDA lines and connectivity, (g) Water pumps, and (h) any other electrical works deputed by Director/Admin.

59.2 Where allied works (e.g. civil / IT) are required along with electrical works, support from relevant department heads dealing with those sectors will be sought through director.

59.3 To exercise economy in use of electricity particularly during summers when only few classes/labs would be needed, Incharge teaching departments would workout minimum requirement of labs and classes for summer semester. Other classes and labs not required would remain closed during the period.[231]

59.4 All Labs (EE, CS and CALL) would be closed in summer. Only one computing lab will be open. One EE Lab, to be decided by the Incharge EE Department, would be kept open where all Lab Engineers would sit during office working hours.

59.5 All AC's in campus need to be operated at 26 degrees. [232]

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230 Chlorine Required = Tank Volume (liters) * Desired Chlorination (mg/L) / Percentage Chlorine Mentioned on Product Label / 10. E.g. (1) 1000 L Tank, 70% Bleaching Posder, Chlorine Required = 1000 * 50 / 70 / 10 = 71.4 grams, (2) 1000 L Tank, 5% liquid bleach, Chlorine Required = 1000 * 50 / 5 / 10 = 1000 ml = 1 liter Chlorine

231 Meeting # 13/14

232 Meeting # 11/18

59.6 All AC's in campus need to be switched off for 20/25 minutes every 2 hours in order to reduce compressor load. [233]

59.7 All employees are expected to switch off ACs and lights when they leave their offices even for a short time. [234]

59.8 Campus heaters will be issued to faculty/staff of different offices upon onset of cold weather in winter (1 December) and then collected back when the weather turns warmer again (15 February). Incharge (Admin) will seek permission from director if collection and distribution needs to be carried out on different dates. [235]

59.9 For hired human resources for electrical works, the details and qualifications of the hired resource must be kept on file. In case new resource is engaged, then permission needs to be hand before-hand.

60 Entertainment / Tea

60.1 Tea timings would be from 9:00 AM to 3:30 PM.[236]

60.2 Monthly expense for tea must not exceed prescribed budget limits.[237]

60.3 Usage of double teabag for tea is not allowed.

60.4 Tea would be served to an employee for at most two times in a day.

60.5 Tearoom will not be used for socializing activities by any employee.

60.6 Reporting officers of all teaching/non-teaching departments may avail entertainment as (a) Tea+Biscuits for any routine meeting, (b) Tea + Samosa/Patty + Cake/Biscuit for meetings spanning 1-2 hours, (c) Lunch/Working Lunch only for meetings spanning 4-5 hours or more.

60.7 Entertainment items will be served only for meetings held under department/campus/university assigned committees chaired directly by reporting officers themselves. For such eligible meeting forums, reporting officers may fill form D02: Entertainment Request and request directly from campus admin.

60.8 Entertainment items would ideally be availed from university canteen on approved rates. In case of ordering from restaurants, the amount / person should not be more than the standard maximum canteen rates / person.

60.9 Entertainment items where amount is more than standard canteen rates / person will be with director approval.

61 Fire Drill, Extinguishers, and Alarms

233 Meeting # 11/18
234 Meeting # 11/18
235 Meeting No. 43/2021
236 Meeting # 20/18
237 CMC Meeting # 52

61.1 Fire drill will be carried out once a semester. The time and date will not be disclosed to the general student / faculty body. However, only internal management comprising of director, warden, security incharge, electrical health and safety officer, and admin incharge will coordinate on the matter. Firedrill record will be kept on file.

61.2 Fire drill primary objectives of the fire drill are that all persons in the university should be aware on: (a) how to raise an alarm, (b) call fire / emergency services, (c) make safe any work related equipment, (d) follow evacuation plan till assembly point.

62 Furniture

62.1 Shelf standard sizes will be: (a) 3'x3'x2' with two compartments, (b) 3'x6'x2' with five compartments, (c) 3'x7'x2' with seven compartments. In case of double sided rack, the sizes would be 3'x3'/6'/7'x2'.

62.2 For shelves in offices, wood/chipboard will be used. For library, wood will be used. Make and look of shelves in library will be consistent.

62.3 Table standard size will be: L50" x W30" x H52"

62.4 Individual study table standard size will be: L30" x W25" x H52".

62.5 Computer table standard size of labs will be: L60" x W25" x H30".

63 Generator

63.1 Recommended generator servicing (Lube Oil + Lube Oil Filter) will be carried out after 200 Hours of operation, or 1 year (whichever is earlier), Fuel filter will be carried out after 500 hours of operation, or 2 years (whichever is earlier), Air filter will be carried out after 1000 hours of operation. On an average, basic servicing may be carried out after 250 hours of operation, or 6 months (whichever is earlier).

63.2 Only genuine parts and recommended brand of lube oil will be used.

63.3 Generator servicing will be performed through Approved Service Provider.[238]

63.4 Generator management records will be maintained through google sheets for better monitoring.[239]

63.5 In case of emergencies, low-off timings such as Saturdays, or late classes, the secondary generator in front of admin office will provide back-up to classrooms, labs, and cafeteria/hostel only.[240]

63.6 Generator will only be switched on between 08:00 and 17:00. Switch on out of these hours will be only with permission of the director.

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238 CMC Meeting # 52
239 CMC Meeting # 52
240 CMC Meeting # 52

64 Lost and Found

64.1 Lost and Found will be operated at reception desk.

64.2 All items lost will be reported to campus reception. An email will be generated and sent to everybody with instructions to report to campus reception if the items are found. Care should be taken that items are handed back to rightful owners.

64.3 In case of items valued above Rs 10,000/- CCTV footage can be requested through reporting mechanism and payment of fee. [241] The mechanism would be: (a) Student takes relevant form from student services, (b) Fill the form and make payment in accounts, (c) Submit the form in student services, (d) Student services passes form to IT section and informs student on collection date, (e) IT service copies relevant portion of footage, and submits it to student services along with note/mark of confidentiality, (f) Student services will review footage and identify relevant persons, or refer matter to DC / proctorial board / HoD depending on nature of case. If no confidentiality mark is given, student services can show footage to the student.

64.4 In case of view request on account of lost items, Fee will be charged @ Rs 100 / 10 minutes / camera.[242]

65 Memorandum of Understandings (MoU's)

65.1 MoU's have to be signed between legal entities which can be sued and can sue. Since the MoU is between instutitions, not individuals, the signatories must represent their legal entities. Therefore, it must be signed by the Rector, or on his behalf by director, following due channel.[243]

65.2 MoU approval process would be: (a) Concerned faculty/staff prepares or is provided with preliminary draft as per template, (b) Draft is submitted to director campus through proper channel, (c) Draft is onward submitted to head office for approval or information, as determined by director, (d) Decision is communicated to faculty/staff initiating MoU signing, (e) If approved, faculty/staff liaisons with 2nd party suitable date.

65.3 MoU signing process to be followed by concerned faculty/staff initiating MoU activity would be: (a) Liaison with admin for food arrangements, (b) arrange for photography from university/external source, (c) Print two copies of approved draft on 80-100 gram paper, (d) Obtain 2 copies of red MoU folder + 2 black/blue felt tip pens + pakistan flag + NUCES flag from PS Director office, (c) coordinate signing ceremony, (d) Provide 1x signed original MoU to 2nd party in university folder / envelope, and (e) Provide 1x signed original MoU + director office material + press release + photographs to PS director office. Following this, PS director office will: (a)

241 CMC Meeting # 6, dated 19 Aug 2022
242 CMC Meeting # 6, dated 19 Aug 2022, Prices Updated
243 IoM No. 200/09, MoU's Protocol, dated 2 September 2009.

update MoU database[244], (b) Send press release + photographs to media team, (c) Send copy of MoU and cover note for information to head office.

65.4 MoU red folders stock will be maintained by campus stores. These folders will only be issued to director office in cases of loss or damage to existing issued folders.

66 Offices

66.1 Office allocations are mandate of reporting officers and will be assigned on basis of utility and need. No employee will make unnecessary and multiple requests for favourable allocation.[245]

66.2 Glass slits on all office doors of the campus must not be covered with paper or any other material.[246] Any employee requiring the need to cover glass on door needs to seek written consent of reporting officer. Written permission needs to mention reason and duration for covering glass. Female staff members will not be exempted from window covering. However, those having concerns may communicate in writing to their reporting officers.[247]

66.3 All faculty members are required to display visiting hours for the students on front of their offices and strictly observe these. Director and HoDs would observe open door policy for the students.[248]

66.4 On change or allocation of new office to an employee, furniture items would not be shifted to other offices. Employ would shift to new office carrying personal belonging only. [249]

66.5 Allocation of new offices will be made by Admin department in line with recommendations of HoD's. All office change requests will be brought to CMC for approval. Any change involving faculty of one department with faculty of same department can be directly approved by the department HoD without waiting for CMC.

66.6 From Spring 2026 semester: (a) Single offices will only be offered to faculty who are engaged in active research, or making efforts towards active research. If research output is less or non-existent, PhD faculty will be assigned shared offices, (b) Junior faculty will be grouped for seating in open hall offices with own desk space instead of shared offices.[250]

66.7 Each office would have the following inventory:

Office Type	Fixtures

244 Available Online: https://docs.google.com/spreadsheets/d/1jJhfEIi8FDelukCpS5XebCfV3S3UcdVU/edit?usp=sharing&ouid=114303771101196526384&rtpof=true&sd=true
245 CMC Meeting # 3, dated 1 July 2025
246 CMC Meeting # 8, dated 20 Oct 2022
247 CMC Meeting # 8, dated 20 Oct 2022
248 Meeting # 15/19
249 Meeting # 12/19
250 CMC Meeting # 3, dated 1 July 2025

Single Office	(a) one table with glass surface, (b) one faculty chair, (c) two visiting chairs, (d) one half sized shelf, (e) one suitable sized white-board
Double Office	(a) two tables with glass surfaces, (b) two faculty chairs, (c) three visiting chairs, (d) two half sized shelves, (e) one suitable sized white-board
Triple Office	(a) three tables, (b) three faculty chairs, (c) three visiting chairs, (d) two full sized shelves, (e) one suitable sized white-board.
HoD Office	(a) one table with glass surface, (b) one side table or half sized shelf, (c) one faculty chair, (d) four visiting chairs, (d) one serving table, (e) one full sized shelf, (f) one suitable sized white-board.
Director Office	(a) one table with glass surface, (b) 2-3 side table or half sized shelf, (c) one faculty chair, (d) two visiting chairs, (d) one sofa set, (e) two serving tables, (f) three-four full sized shelves/cabinets, (g) one presentation TV, (h) one suitable sized white-board.

66.8 Any other inventory item will be as per need, space and budget availability.

66.9 Unless provided by the university, employees are not allowed to use hazardous / high wattage appliances such as electric heaters, fridge, iron, lpg cylinders, microwaves, etc. in their personal office areas.

66.10 Office Allocation map of Academic Block (Basement) is as under:

<table>
<tr><td>OB1</td><td>OB2</td><td rowspan="2">LB1 PC Lab AB24</td><td rowspan="2">LB2 Graduate Lab AB22</td><td rowspan="2">Lobby</td><td rowspan="2">CB3 (III) Classroom AB12</td><td rowspan="2">CB4 (IV) Classroom AB14</td><td colspan="2">Toilets AB16</td></tr>
<tr><td>Stairs</td><td>OB3 AB26</td><td>OB4</td><td>Stairs</td></tr>
<tr><td colspan="9">Corridor</td></tr>
<tr><td colspan="5">SB1 Library AB00</td><td>CB1 (I) Classroom AB11</td><td>CB2 (II) Classroom AB13</td><td colspan="2">LB3 Machine Lab AB15</td></tr>
</table>

#	Type	Length	Width	Area	Occupancy
OB1	Office				Abdullah Ayub, Tufail Mustafa
OB2	Office	12.5’	10.0’	125 ft^2	Ghulam Ali Abid
OB3	Office	18.5’	9.5’	176 ft^2	IT Reception
OB4	Office				IT Stores
LB1	Lab	39.0’	32.0’	1248 ft^2	Mehboob-ul Haq PC Lab
LB2	Lab	32.0’	10.6’	339 ft^2	MS Graduate Lab
LB3	Lab	35.6’	23.0’	819 ft^2	Machine Lab, Tufail, Dilbar
SB1	Service	101.0’ 50.0’	30.0’ 30.0’	3030 ft^2 1500 ft^2	Library: Hamid Mansoor, Ikram Ullah
CB1	Class	35.5’	24.0’	852 ft^2	Classroom
CB2	Class	35.5’	24.0’	852 ft^2	Classroom
CB3	Class	35.5’	24.0’	852 ft^2	Classroom
CB4	Class	35.5’	24.0’	852 ft^2	Classroom

66.11 Office Allocation map of Academic Block (Ground Floor) is as under:

Toilet Stairs	Toilet	SG1 Girls Common Room AG24	SG2 Day Care AG22	Lobby	CG1 (VI) Classroom AG12	SG3 (VII) One Stop Center AG14	LG1 DSP Lab AG16

Corridor

Toilet	AG 25	O 25	O 31	AG 23	O 28	O 33	AG 21	O 32	Lobby	CG2 (V) Classroom AG11	LG3 Antenna Lab AG13	LG2 Electronic Lab AG15
O 22		O 24	O 30		O 27							
O21		O 23	O 29		O 26	O35	O34					

#	Type	Length	Width	Area	Occupancy
SG1	Service	31.9’	33.9’	1081 ft^2	Girls Common Room
SG2	Service	31.9’	10.6’	338 ft^2	Day Care
SG3	Service	35.5’	24.0’	852 ft^2	One Stop: Miraj Ahmad, Hashim, Shahab, Murad
LG1	Lab	35.5’	24.0’	852 ft^2	DSP Lab: Kashif, Vacant, Vacant
LG2	Lab	35.5’	24.0’	852 ft^2	Electronic Lab: Qasim, Hassaan
LG3	Lab	35.5’	24.0’	852 ft^2	Antenna lab: Muneeb Sohail, Waseem Ullah
CG1	Class	35.5’	24.0’	852 ft^2	Classroom
CG2	Class	35.5’	24.0’	852 ft^2	Classroom
O21	Service	17.0’	10.0’	170 ft^2	Tea Room
O22	Office	13.9’	10.1’	140 ft^2	Noreen Shah, Maryam Ali Khan, Anum
O23	Office	9.1’	8.2’	75 ft^2	New PhD (CS) Dr. Bilal Jan
O24	Office	9.1’	8.2’	75 ft^2	Dr. Muhammad Amin
O25	Office	10.5’	8.3’	87 ft^2	Dr. Bilal Khan
O26	Office	10.4’	9.9’	103 ft^2	Dr. Nouman Azam
O27	Office	10.4’	9.9’	103 ft^2	New Faculty PhD (CS) Dr. Tahir
O28	Office	10.4’	9.9’	103 ft^2	Dr. Suleman Mir
O29	Office	10.4’	8.8’	92 ft^2	Dr. Hafeez Anwar
O30	Office	10.4’	8.8’	92 ft^2	Dr. Ali Sayyed
O31	Office	10.4’	8.8’	92 ft^2	Dr. Maqsood Khan
O32	Office	15.5’	10.0’	155 ft^2	Usman Malik, Osama Musharaf, Umer Haroon
O33	Office	15.0’	12.0’	180 ft^2	Sara Rehmat, Sana Jeehan, Rabia Zia
O34	Office	15.5’	10.0’	155 ft^2	Shoaib Khan, Shahzeb, Ammar
O35	Office	15.0’	12.0’	180 ft^2	Zulqarnain, New Lecturer (S&H), Asif Khan

66.12 Office Allocation map of Academic Block (First Floor) is as under:

Toilet	L11 Khyber Lab A124	L12 A1 22	Lobby	C11 (X) Classroom A112	C12 (XI) Classroom A114	C13 (XII) Classroom A116	

Corridor

	O18A	L13 Hassan Abedi Lab	O19 C	A 1 2 1	O19 D		C13 (VIII) Classroom A111	C14 (IX) Classroom A113	L15 Digital Lab A115
	O18B								
	O18C				O19				

A125	A123	O19A	B				

#	Type	Length	Width	Area	Occupancy
L11	Lab	35.6’	23.0’	819 ft²	Khyber Lab I
L12	Lab	31.6’	14.4’	455 ft²	Khyber Lab II, Sohaib, Saad, Zikria, Saood
L13	Lab	35.6’	23.0’	819 ft²	Hassan Abedi Lab: Suleman, Mazhar Iqbal, Saad Khan
O18A	Office	11.0’	8.6’	95 ft²	Dr. Shams-ul Arifeen
O18B	Office	11.0’	8.6’	95 ft²	Dr. Najam
O18C	Office	11.0’	8.6’	95 ft²	Dr. Hafeez-ur Rehman
O19A	Office	15.0’	10.0’	150 ft²	Dr. Askar Ali
O19B	Office	10.0’	15.0’	150 ft²	Vacant, Vacant, Vacant
O19C	Office	10.0’	20.0’	200 ft²	New Instructor (CS), Hafsa, Iqra, Arshi
O19D	Office	10.0’	15.0’	150 ft²	Shahzad, Sami, New Lecturer (S&H)
L15	Lab	35.5’	23.0’	819 ft²	Digital Lab, Vacant
C11	Class	35.5’	24.0’	852 ft²	Classroom
C12	Class	35.5’	24.0’	852 ft²	Classroom
C13	Class	35.5’	24.0’	852 ft²	Classroom
C14	Class	35.5’	24.0’	852 ft²	Classroom
C15	Class	35.5’	24.0’	852 ft²	Classroom

66.13 Office Allocation map of Academic Block (Second Floor) is as under:

Toilet	L21 Colab A224	L22 Computer Engineering Lab A222	Lobby	L23 Electronics Lab A212	L24 CALL Lab A214	L25 FYP Engr. Lab A216

Corridor

S21 A221	L26 A200	L27 FYP(CS) A211	L27e A213	L28 A215

#	Type	Length	Width	Area	Occupancy
L21	Lab	25.5’	31.6’	806 ft²	Colab
L22	Lab	31.9’	33.9’	1081 ft²	CE Lab, Vacant
L23	Lab	35.6’	23.0’	819 ft²	Electronics Lab, Vacant
L24	Lab	35.6’	23.0’	819 ft²	Call Lab, Imtiaz
L25	Lab	35.6’	23.0’	819 ft²	FYP (Engr.) Lab, Irshad
L26	Lab	35.6’	23.0’	819 ft²	Syed Rafaqat Lab, Vacant, Saad Rashid
L27	Lab	56.3’	35.0’	1971 ft²	FYP (CS) Lab
L27e	Lab				FYP (CS) Lab Extension; Riaz Nawab
L28	Lab	35.0’	17.0’	592 ft²	PhD Lab
S21	Service	71.3’	31.6’	2253 ft²	Examination Hall

66.14 Office Allocation map of Admin Block is as under:

D27d		D26	D24	D22	D28
D27c					

D19	D12	D14	D16	T T T Toilet D18	D17 Conf. Room

D27b		D25	D23	D21		D11	D13	T	
D27a								T	

Room #	Type	Length	Width	Area	Occupancy
O1	Office	20’	14.5’	290 ft^2	Dr. Omar Usman Khan
O2	Office	13.6’	14.5’		Mujadid Shah, Vacant
O3	Office	11’	14.5’	160 ft^2	Fazl-e Basit, Abdul Basit
O4	Office	11’	14.5’	160 ft^2	Dr. Usman Abbassi
O5	Office				Sajjad Iqbal, Midrar-ul Haq
O6	Office	15.1’	14.5’	219 ft^2	New CS Faculty Dr. Usman, Samin Ahmad, Vacant
O7	Office	11.2’	14.5’	162 ft^2	Sect. CS (A. Rahman), Vacant
O8	Office	10.1’	14.5’	146 ft^2	Dr. Qasim Jan
O9	Office				Ms. Maria Ibrar
O10	Office				Islam Gul
O11	Office				Yasir, New CS Instructor
O12	Office				Haris, Mubashir
O13	Office				Zahoor
O14	Office	26’	14.5’	377 ft^2	Zahoor, Sohaib Shah, Miftah
O15	Office	16.1’	14.5’	234 ft^2	Jawad Khan, Vacant
O16	Office	8.5’	14.5’	124 ft^2	Faheem Khan, Haroon Khan

67 Paper Shredder

67.1 Campus shredder is to be used primarily for the disposal of confidential and/or personal documents. Usage for shredding general documents, general waste paper, student log books, answer sheets, etc. should be avoided.

67.2 Confidential document comprises of (a) documents so designated by statute, or marked through statutory authority, (b) Personal employee information such as insurance records, salary, tax & benefit records, family records, (c) Question papers before an exam is actually conducted.

67.3 Shredded documents will not be disposed of as waste, but would need to be kept in store in gunny bags / cardboard boxes for later disposal through recycling.

67.4 Documents under file are strictly not to be shredded without approval of Director.

68 Photocopy

68.1 Campus photocopy service to students will be outsourced to external party on open bid to lowest price by the campus purchase committee. The bid will be evaluated on the basis of (a) price / a4 single side, (b) price / a4 double side, (c) hard thesis binding, (d) cnic type card, and (e) a4 color single side. Rate list will be displayed publicly to students. Vendor is permitted to sell sell other stationary items at the photocopy kiosk. Rent / month to be charged at Rs 2,000 / month.

69 Post (Internal/External)

69.1 Faculty/Staff can use the campus postal service (TCS) for in-country personal mail on already agreed reduced university rates, subject to the following conditions; (a) The offer is valid only if the "From" section of the post item is a confirmed employee of the campus. Sending post items on behalf of relatives, friends, etc. or as care/of will not be allowed, (b) Campus will not be responsible for ensuring delivery deadlines or any liability arising out of the delivery process, (c) All such personal post item entries will be placed on campus dispatch system record, (d) Accounts office will liaison with PS Director to differentiate and reconcile all personal post items from official posts for each bill.[251]

69.2 HR/PS Director will coordinate on postal matters for documentation purpose, whereas PS Director/Accounts will coordinate on postal matters for account purposes. Record of mail processed through university will be diaried electronically through google sheet by PS Director. The sheet will be shared with view rights to all reporting officers.

69.3 University envelopes will not be used for personal post.

70 Printing

70.1 All faculty/staff would perform double-side printing wherever possible in order to save paper. [252] IT Support would set settings (wherever possible) to ensure double printing is set as default printing option.[253]

70.2 An amount of Rs 500 / semester will be allocated to each student society for printing purposes. Print requests will be done through request of faculty advisor. [254]

70.3 In case of print quota, monthly print audit will be performed.

70.4 Booklet printing in campus will have specification of (a) A5 size, (b) 4 color printing on 200-250 gm art card (with matte finish), (c) 1 color printing on 80-120 gm art/normal paper.

70.5 Paper in research reward applications should be sparingly used. When printing research papers, option of booklet printing can help reduce paper usage by 4 times. This is available in Booklet Printing option of Adobe Acrobat, or tools like pdfbook / pdfbook2 utility in texlive-extra-utils, boomaga, or pdfjam.

70.6 It is not allowed to print/photostat dark tone documents. The general rules is that documents should be printed after a scan (not by taking its photograph), and photographs should be printed as a photograph. Several scanning apps are available on mobile phones. These should be utilized instead of using phone camera.

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251 CMC Meeting # 53
252 CMC Meeting # 53
253 CMC Meeting # 53
254 Meeting # 5/09

71 Recycling

71.1 All waste paper and/or shredded paper generated in the campus is mandatory to be recycled. Waste paper should not be thrown away into office rubbishbins. Instead, it should be handed to cleaner for placing in stores,and later sent for recycling at regular intervals. Recycling certificate / certificate of destruction will be kept on file with Admin office.

71.2 Employees are requested to segregate recyclable pages/envelopes/cardboards from other similar material and store them in their office in some shelf. When call is circulated, cleaners will visit your office to collect papers. If there are any confidential documents to discard, shred them through admin office.

72 Security (General)

72.1 Campus Security will be governed under Security Policy IOM No. 82/17. Additional measures at campus level can be adopted.[255]

72.2 All outsiders, including Alumni, will be required to wear Visiting Card upon entering campus. [256]

72.3 A list of emergency phone numbers will be displayed at different locations on campus, including class rooms, labs, corridors, lobbies, admin block, reception area, entrance doors, conference room, cafeteria etc. In case of any mishap or unforeseen event, these numbers can be dialed for immediate response by the law enforcement agencies and rescue authorities.

72.4 Faculty and staff members can bring their personal licensed weapon to campus [257] duly declared and registered with the admin office.

72.5 No student is allowed to bring any kind of weapon or prohibited/banned item inside the campus premises.[258] Those who are found carrying such items will be severely dealt with and reported to the local police. At the same time, their weapons/prohibited items will be confiscated along with disciplinary action which may lead to possible expulsion from university.

72.6 It is prerogative of a security guard, to not allow any person to the campus upon suspicion, even if the person is known to an employee / student. Rude behavior and reasoning with security guard will not be acceptable.

72.7 In case of law and order situation or emergency, the Rector / Director may ban entry of a student / employee into the university pending reference/decision by the competent authority.

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255 Bulk of SOP's for Security were graciously documented and provided to campus administration by Security Supervisor SM (R) Abdur Rashid.
256 Meeting # 3/10
257 Meeting # 01/16
258 Meeting # 01/16

72.8 In case of emergency, security guards need to hold guard without risk of their lives, until arrival of law enforcement personnel / quick response force to university premises.

72.9 Security guards must be vigiliant and be willing to address any such circumstance without putting at risk their, or somebody else's lives.

72.10 Security incharge to immediately inform reporting officer hierarchy about any untoward incident.

72.11 In case of critical incidents, police and/or quick response units need to be informed immediately on priority. Security staff / incharge should practice communicating the campus / university location in easiest and minimum possible words. Police should be informed prior to other law enforcement personnel / quick response units.

72.12 All weapons and ammunition should be readily available, in working condition, and quickly reachable in case of untoward incidents.

72.13 Duty roster of security guards should be fair to all guards. Likes / dislikes should not influence duty roster.

72.14 Duty roster should be changed on regular basis. No guard should perform duty on one location for more than two days.

72.15 Security incharge to perform random checks at random times in day / night on duty locations.

72.16 Guards on pedestrian entrance should check University ID card of all employees and students. They must keep eye out for prohibited and suspicious items (e.g. weapons, drugs, etc.) entry into campus.

72.17 The checking of students must be carried out politely and with compassionate language as if they are our own children.

72.18 In case security staff observe usage / dealing of drugs in campus, the said persons must be restricted and reported to immediate officers. The campus follows a zero tolerance policy on drugs.

72.19 In case there is ample suspicion on a person entering campus to be a drug supplier, the said person must be under close surveillance and the movements are to be observed and documented. If the suspicion is found to be true through direct observance of act, the police should be informed and person held and handed over.

72.20 The entrance gate is the first image of the campus. Walk-ways, and waiting areas must be clean and presentable. So must be the dress of security personnel.

72.21 Hostel emergency doors will be linked with alarm system, if not already

done.

72.22 Alarm system of university should be checked once every 15 days. If the system is non-functioning due to any reason, it must be immediately reported for repair.

72.23 Security guards must be briefed and/or trained on the on/off switch of alarm systems.

72.24 SOS system is installed at university. The system must be kept on charge and kept ready at all times. The SOS system must not be used for any personal usage, including telephone calls, messages, internet, watsapp, or facebook. It should contain only a single SOS app. It must be available with security office at all times.

72.25 The north wall of the campus (nullah side) is particularly vulnerable compared to the south side (main entrance). Under no circumstances should the post # III (hostel backside) and post # IV (North East) be left vacant at any time of the day. At night time, one guard should perform patrol duty between both posts randomly.

72.26 In case of terrorism associated law and order incidence, the roof-tops of campus buildings are the natural places for shelter and defence. Young guards are to use the roof-tops as a front for defence along with available weapons, while older guards who are familiar with locations are to guide all to reach to top and take cover. Those who are closest to campus access points should attempt to reach out in order to get help quickly from outside.

72.27 Guards accompanying bus duty are to be changed every day and are not to leave without weapon. Good dress must be worn on bus duty.

72.28 In case of functions, Security Incharge is to meet Program incharge / faculty advisor to prepare security plan, including exit strategy, crowd control strategy, opening and closing time coordination, external intimation (e.g. DC, Police, Ambulance, etc.). To close the event on time, coordination with program incharge is mandatory.

72.29 In case of night programs / functions, female students must be escorted to campus bus and dropped to their homes. No female student would be allowed to go home in private vehicles unless the person collecting the student is able to show proof of immediate blood relative (i.e. brother and father only). Students must be dropped at their home doorstep and requests to drop along a route or alternative location is to be denied.

72.30 In case outsiders are invited to a program, they may be allowed entry upon production of invitation card only. If program incharge or campus administration has provided approved guest list (+ vehicle number), then the perosns may be allowed inside after verification of identity document. Guests must be

checked and care should be taken that prohibited items such as drugs, alcoholic beverages, etc. are not taken inside.

72.31 If a student vouches for an outsider guest, security staff should not entertain such requests directly and should only follow invitation card or guest list only.

72.32 For any such program involving chief guest, police should be informed so that necessary protocol coordination, security clearance, and bomb disposal checks can be timely carried out. Police coordination staff must be entertained with food and/or refreshments.

72.33 Regular suppliers and vendors providing service to the university should be under observation, but their entry should not be hindered unnecessarily. Daily suppliers (e.g. of cafe) should only be marked by card entry and allowed inside the campus.

73 Security (CCTV)

73.1 Technical aspect of CCTV cameras would be looked after by designated person appointed by Manager (IT). [259]

73.2 View access for CCTV cameras will be as follows [260]:

S. #	Officer	View Access
1	Security Supervisor	Open spaces, cafeteria, and hostel corridors at TV screens at the main gate reception.
2	Incharge (Admin)	Open spaces, cafeteria, and hostel corridors at TV screens in Admin office.
3	Hostel Reception	Cafeteria, and hostel corridors through display at Hostel Reception
4	IT Office, Director, and HoD's	Classrooms, Labs, Corridors

73.3 IT Manager to ensure recording time of ~~7 days for indoor cameras (rooms only), and 20 days for outdoor and corridor cameras.~~ 30 days for indoor and outdoor cameras. [261] (Update 2025/02/20: Current outdoor is 20, Labs + Corridors: 12, Rooms + Halls: 20 days)

73.4 In the interest of personal privacy, any individual associated in any form with the campus has the right to request a copy of CCTV footage held by the university, provided that: (a) The footage is of the concerned individual only, and (b) the footage is not to be used for any legal purpose.

73.5 If the requested CCTV footage contains other individuals, or concerns other individuals, or is used for legal purposes, then the footage release protocols will be

259 CMC Meeting # 6, dated 19 Aug 2022
260 CMC Meeting # 6, dated 19 Aug 2022
261 CMC Meeting # 6, dated 19 Aug 2022

followed. In case of legal purposes, the request must come through an appropriate representative of law. An application to director mentioning nature of case, along with supporting evidences would be required.

~~73.6 Requests to view CCTV footage by students will be routed through Chief Protocor for approval of the director. Requests to view CCTV footage by faculty/staff will be routed through through the respective HoD/Reporting Officer for approval of the Director. (See Form S01: CCTV Footage Request Form)~~

~~73.7 CCTV footage of certain cameras will be saved upon request initiated through proper channel. (See Form S02: CCTV Footage Save Request Form).~~

73.8 To streamline requests for CCTV form viewing, a single consolidated form would be utilized for the purpose. Existing two forms to be merged. Following additional information to be added into the form: (a) time factor duration, (b) item valuation and description in case of lost item, (c) Fee charge information if applicable, (d) Clauses of maximum reporting time, (e) Disclaimer wording to be added to the form. [262]

73.9 CCTV footage form to be integrated into one stop office operations. [263]

73.10 CCTV footage requested by student will be provided to proctor only. CCTV footage requested by an employee will be shown to reporting officer only. IT department will not show footage to applicants directly. In case of untoward incident (e.g. theft, harassment, damage, etc.), proctor (in case of students), and reporting officer (in case of employees) would perform evaluation of the footage in their own offices, and will make decision on a need / case to case basis with consultation. Consultation can be made with next reporting officer or with departmental committees.[264]

74 Security (Vehicles)

74.1 Entry of taxi is not permitted in campus. Taxi in which own faculty/staff member is traveling may be allowed inside after proper checking/search.[265]

74.2 Vehicle checking protocol would be: (a) Opening of bonnet, (b) Opening of trunk, (c) Checking vehicle underside using mirror.

74.3 Students who routinely bring drivers to the campus are to provide their valid CNIC copies to Admin office.

75 First Aid

75.1 First aid box will be maintained and operated at Admin, and warden / supervisor of each hostel.

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262 CMC Meeting # 6, dated 19 Aug 2022
263 CMC Meeting # 6, dated 19 Aug 2022
264 CMC Meeting # 6, dated 19 Aug 2022
265 Meeting # 15/09

75.2 Contents of first aid box will be (a) sterile gauze dressings, (b) crepe roll bandage, (c) safety pins, (d) disposal sterile gloves, (e) tweezers, (f) scissors, (g) alcohol-free cleaning wipes, (h) sticky tape, (j) thermometer, (k) Insect bite relieve, (l) anti-septic cream, (m) pain-killers such as paracetamol, panadol, ibuprofen, (n) anti-histamine and anti-septic cream, (o) anti-histamine tablet, (p) nausea suppressant, (q) eye wash, (r) plasters of variety sizes and shapes, (s) cotton, (t) pyodine, (u) hydrocortisone skin rash cream, (v) distilled water for wound cleaning.

75.3 Inventory for medicines in first-aid box should be kept on document / file, with date of expiry. All medicines near to expiry should be disposed of by supervisor of first aid box.

75.4 Emergency contact numbers and emergency response information should be contained inside the first aid box.

76 Stores

76.1 Stores will maintain bin/utilization report containing running balance of each item under its management.

76.2 All items issued from stores will be duly signed by department representative requesting the item.

77 Telephony / Intercom

77.1 For outgoing calls, intercom will be judiciously used to avoid busy tone. Telephone exchange will be configured to give beep after 5 minutes, and cut-off call after 8 minutes.

77.2 UAN Number 111 128 128 will be used for official correspondences, and will appear in all print material, along with city code (091).

77.3 The campus mobile numbers 0334 1128128, 0335 1128128, 0336 1128128, and telephone numbers 091 582 5594, 091 588 1651 etc. will only be used for mapping.

77.4 The UAN number is a brand and identity of the campus. Mapped numbers linked with this UAN would not be used directly in any correspondence / advertisement.

77.5 Campus will have multiple telephone numbers mapped to the exchange in order to avoid busy dialtone.

77.6 Telephony system will be operated in supervised environment. Supervisor will be Incharge (EE) Labs. One EE Assistant and one IT assistant will play supporting role. Technician rotation can be carried out on yearly basis.

77.7 Telephone exchange password will be shared amongst three people; Director, Incharge Telephones, and Manager (IT).

77.8 Faculty/Staff having outgoing-call access through 801 are: (a) Director, (b) PS Director, (c) Incharge Admin, (d) Incharge Accounts, (e) Incharge Academics, (f) HoD(CS), (g) HoD(EE), (h), HoD(S&H), (j) Incharge IT, (k) Librarian, (m) Hostel Warden, and (n) Incharge Student Affairs. Calls must be for delivering / receiving messages associated with official capacity work.

77.9 Any other employee requesting outgoing call through university would require to make request to receptionist.

77.10 Phone recording features in telephone exchange would not be enabled.

77.11 After every new hiring or office change, the campus reception will issue new list of numbers and send to all employees. All names and assigned numbers in exchange list will be arranged in alphabetical order by First name.

77.12 Effective from 1st May 2024, the following would be eligible for mobile reimbursement upto the specified limits: (a) Drivers / Dispatch Riders: Rs 700 /month, (b) Security Officer / Supervisor: Rs 700 / month, (c) Director: Rs 2,000 / month, and (d) HoDs: Rs 2,000 / month.[266]

77.13 Dedicated mobile configured with single push emergency buttons linked to security personnel will be in physically custody of Campus Security Supervisor.

77.14 All telephone cables in campus will be laid down through underground dedicated PVC pipe cable-ways. Random laying of cables using principle of shortest path will not be practiced as it leads to future maintenance issues. Telephone cables will not be passed through PVC cable-ways containing power cables.

78 Transport & Vehicle Fleet

78.1 When substantial numbers of employees are required to attend a private event/function outside the campus, University transport can be used on payment (actual expense of fuel) by the users. Attendance of the event/function would be subject to no disturbance of normal academic activities of the campus and availability of transport.[267]

78.2 In case transport is needed to attend funeral of an employee close relative, free transportation (whin urban/sub-urban limits of city only) will be provided upon request of employees. For out of city travel, employees would need to shoulder fuel cost. If the visit is on a working day, care should be taken that at least one person of each academic and non-academic department is available on campus for looking after day to day matters.

78.3 Students Bus timings will be fixed as per the normal academic timetable. Bus departure from the campus will not be delayed for the students who have taken repeat

266 Correspondence Yasir Nazir dated 19 April 2024, IoM 8-27/NU-R/16, No. 19-04-R/24
267 Meeting # 2/10

courses.[268]

78.4 Transport requisition form (Form D01 224.1) will be followed where data of In, Out and the purpose of each vehicle for each visit, etc. will be recorded.[269]

78.5 Use of official vehicle for personal use will be charged at Rs 10 / km for bus, and Rs 25 / km for car. Use of personal vehicle for official use will be remunerated at Rs 25 / km for car and Rs 12 / km for motorbike. [270]

78.6 Students can only avail Train (Economy Class Fare) for traveling across Pakistan to participate in research conferences, etc. Prior approval must be sought from the Head Office (Rector through ORIC) for the purpose.[271]

78.7 In case of vehicle accident, the driver will: (a) immediate inform admin incharge by phone about nature and location of accident, (b) take photographs of damaged university vehicle, surrounding environment, other vehicle with clearly visible registration number, and the damage to other vehicle, (c) Exchange name, address, phone number, driving license number, CNIC number of person of other vehicle, along with photograph / copy of CNIC & driving license, and (d) File incident report form on arrival to campus. In case of police involvement, copy of police report or challans should be taken.

78.8 In case of insured campus vehicles, driver should not admit fault or negotiate settlement without the knowledge of admin incharge.

78.9 In case of bank duty two staff members will visit bank, i.e. designated official along with driver. Both employees must be together at all times when handling cash.

78.10 In case of traffic violation fine imposed by traffic police, the fine will be paid by driver of the vehicle, and not charged to university.

79 Transport Rates

79.1 Rates will be calculated on the basis of FAST NUCES Route Cost Estimator excel sheet. Incharge Admin will have authority to use the calculator for preparing a fair estimate, subject to constraints mentioned in below clauses.[272]

79.2 Routes will be estimated on the basis of “Localities along Route”. Localities close to each other will be clustered together. Number and size of localities will be established on the basis of metric “Standard Deviation of Distance of Locality Centers” from similar point of previous locality. The acceptable st. dev. value should be ≥ 0.15.[273]

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268 Meeting # 8/10
269 Meeting No. 44/2021
270 Correspondence Yasir Nazir dated 4 July 2022, “Enhancement in Conveyance Charges”
271 ORIC Email through Aatif Saif dated 24 February 2023
272 CMC Meeting # 8 dated 20 Oct 2022
273 CMC Meeting # 8 dated 20 Oct 2022

79.3 For acceptable per month rates, the metric "Standard Deviation of Normalized & Weighted Transport Rates" would be used. Three models for weighted rate estimation may be considered (priority 1: per km based, priority 2: hybrid scheme, priority 3: lump sum). The rate against a given priority model will only be selected if it has a st. dev. Value ≤ 0.1. If not met, the next priority will be selected.[274]

79.4 Routes having run time of greater than 90 minutes (1 hour 30 minutes) will be charged Rs 200 / person / month extra to account for overhead maintenance.[275]

79.5 Distance estimation will be made on the basis of vehicle odometer count as reported by driver, not google maps. [276]

79.6 Employees will be charged rate for full calendar month irrespective of actual travel. All payments will be made in advance. If an employee chooses to withdraw from facility, full month will be charged.[277]

79.7 Upon addition or dropping of passengers, rates will be revised for the next month, without affecting the current month rates.[278]

79.8 Routes will be made operational for full month subject to availability of vehicle and driver. Upon demand, external pick/drop services may be hired, for which employees would need to pay for full 6 months in advance on laid down rate criteria + external services premium / profit. [279]

Part D. Admissions

80 General

80.1 The NU Admission Test is valid for 1 year.[280]

80.2 The admission activity will comprise of the phases of: (a) Pre-admission activity, (b) Dealing with applicant queries, (c) Conducting admission tests, (d) Compilation of merit lists, and (e) Registration.

80.3 Pre-admission activities would be: (a) degree offering, (b) determination of eligibility and selection criteria, (c) Admission portal, (d) Admission portal and dashboard.

80.4 Eligibility, and Selection Criteria responsibilities will be carried out by controller examination. Admission team/committee would be appointed in December, and team will prepare visit schedule of colleges during February and March, and

274 CMC Meeting # 8 dated 20 Oct 2022
275 CMC Meeting # 8 dated 20 Oct 2022
276 CMC Meeting # 8 dated 20 Oct 2022
277 CMC Meeting # 8 dated 20 Oct 2022
278 CMC Meeting # 8 dated 20 Oct 2022
279 CMC Meeting # 8 dated 20 Oct 2022
280 52nd BASR meeting dated 26th Septmmber 2024, circulated via IoM 3-8/NU-R/02, 21 October 2024.

prepare admission leaflets.[281]

80.5 Incharge admissions would select admissions team comprising of a reasonable representation of faculty, staff, and students (as front desk officers). HoD's will approve required faculty from departments when needed.[282]

80.6 Incharge admissions would brief selected staff immediately upon selection with admission SOP's.[283]

80.7 Admissions incharge will arrange for quotations and liaison with external support services (for advertisements, SMS campaigns, admission material, etc.)[284]

80.8 All admission queries will be answered from a standard FAQ.[285]

80.9 Both Media Officer and Incharge Admissions Committee will perform daily briefings with Director and/or HoD's.[286]

81 Admissions Office

81.1 The admissions office will operate as a one-window setup.[287]

81.2 Professional Environment should be maintained in admission office. All extra staff and attendants, if not momentarily needed should wait in adjacent room. Waiting sofas should be a place where guests should be able to think and focus on the campus, rather than being distracted by idle gupshup.[288]

81.3 Parents will report to reception where they will be referred to admission office if there is no crowd. If there is a crowd, they will be put on waiting list and refreshment will be provided.

81.4 Category A admission queries are: (a) Change/Add domicile, (b) Correction in name of self/father/mother, (c) Change/correct address. For these queries, candidate is to be informed that these corrections will be made only if the applicant clears admission test and admission formalities are being processed.[289]

81.5 Category B admission queries are: (a) Changes in choice of degree/degrees, (b) Changes in choice of campus/campuses, (c) Changes in admission test type, (d) Changes in SSC/HSSC/IBCC marks. These can be changed by Academic Managers and will only be entertained if the candidate has paid application fees of Rs. 2000/-.[290]

81.6 Category C admission queries are: (a) Change in admission test

281 Meeting # 1/2020
282 CMC Meeting # 48
283 CMC Meeting # 48
284 CMC Meeting # 48
285 CMC Meeting # 48
286 CMC Meeting # 48
287 CMC Meeting # 48
288 Meeting # 23/2020
289 IOM No. 20-06-R/25, Letter No. 1-10/NU-R/03 dated June 20, 2025.
290 IOM No. 20-06-R/25, Letter No. 1-10/NU-R/03 dated June 20, 2025.

date/session/center, (b) Change in CNIC/email/cell phone. These changes can be made by the Academic Managers of each campus.[291]

82 Campaigns

82.1 Faculty / Staff visiting colleges must prepare proforma as per following format and submit it to Convener of Campus Admissions Committee:ov

Date of Visit	College Name	Name of Faculty Head for Visit	# of Students Engaged	Souvenirs Distributed			
				Keychains	Pens	Notebooks	Other

82.2 Any college student data collection exercise during course of visit should contain the following heads:

College Name					
Date of Visit					
Student Name	Pre-Eng Pre-Med ICT	Student Domicile	Student Email	Father Name	Father Phone Number

83 Boot Camps

83.1 Each HoD will nominate one focal person to design schedule, curriculum, and format of bootcamps. At least one bootcamp in each department needs to be completed in a semester. [292]

84 Registration

84.1 For registration, verify the merit of applicant from Merit List by visiting the admission portal (http://admissions.nu.edu.pk/admin).

84.2 A student personal file will be created after verification of Merit List. The personal file is to contain items mentioned in checklist of Section 85 . A copy of the checklist needs to be printed from Profile Section of Admission Portal. The print-out should be placed on first page /flap of personal file.

84.3 Next, login to flex and search for ‘edit student profile’. Profile student ARN # and check/update entire profile. It should be taken care that: (a) Name should be in camel case and as per last education document/certificate, (b) Date of Birth to be confirmed from previous education document/certificate and CNIC, (c) Permanent and current address should be that of CNIC. When created, print it out and place in student personal file.

84.4 Complete remaining entries of file as per details in section 85 . Once all items in checklist are completed, sign the checklist and update the status of applicant on excel sheet. Once done, pass on file to official from Academics Section for

291 IOM No. 20-06-R/25, Letter No. 1-10/NU-R/03 dated June 20, 2025.
292 CMC Meeting # 2, Dated 7 Feb 2022

verification. The official will counter-sign the checklist after verification.

84.5 Student can be referred to accounts for fee payment. On return, keep one copy of fee receipt for inclusion in personal file and return original to student.

84.6 Open 'Document Verification' in Flex and verify the relevant sections after providing ARN #. Update the declarations and student status on fee and transport. Also specify either of: (a) New Admission, (b) New Admission FAST Graduate, (c) Re-Admission, only. For the remaining types, consult Academics for guidance.

84.7 Search for 'Generate Rollno' and provide the student ARN #. The student roll number should be assigned on the basis of the year of admission. For example, for admissions in Fall 2025 semester, the roll number should be 25P-xxxx. For admissions in Spring 2026 semester (usually MS/PhD), the roll number should be of 26P-xxxx. After entering roll number, ensure that the appropriate degree program is selected. When done, place offer letter, and two copies of roll number in student personal file.

84.8 Hand over student file to academics official when complete.

85 Student Personal File

85.1 Student Personal File will contain different sections tagged by different color separator. Sections are: (I) admission documents, (II) personal documents & educational transcripts, (III) migration/re-admission documents, (IV) semester wise status, (V) miscellaneous documents.

85.2 Student Personal file Section I will be comprised of (a) admission form, (b) SAT/NAT/GAT/GRE Result, (c) Admission Offer Letter & Entry Test Merit, (d) System Generated Roll Number Slip.

85.3 Student Personal file Section II will be comprised of (a) Copy of CNIC / Form-B, (b) 3x Passport Size Photos, (c) Roll No. Slip / Statement of Entry of Inter / A-Level, (d) Secondary School Certificate / DMC or O-level / Equivalence certificate, (e) Intermediate Certificate / DMC or A-level / Equivalence certificate, (f) in case of A-Levels, IBCC equivalence certificate, and (g) In case of pre-medical, additional math transcript.

85.4 In case of MS/MBA, Student Personal File Section II will comprise of documents in Clause 85.3 and additionally (a) Transcripts of BS / BBA, (b) Degree of BS / BBA, (c) PEC Engineering Number Certificate (applicable for EE students only), and (d) HEC Equivalence letter in case of foreign BS.

85.5 In case of PhD, Student Personal File Section II will be additionally comprised of Clause 85.3 and 85.4 and additionally (a) Transcript of MS, (b) Degree of MS, and (c) HEC equivalence letter in case of foreign MS. The PhD scholars checklist (Form 001[293]) will be filled and placed in personal file. Maintenance responsibility

293 IoM No. 29-10-R/24, dated 29 October 2024 (Email: Revised Proforma GSC Office)

will be Academics Office, and overseeing responsibility by GSC Coordinator.

85.6 Student Personal File section III will contain (a) Transfer Letter, (b) Course Exemption Certificate, (c) Previous Transcript.

85.7 Student Personal File section IV will contain (a) Semester Transcripts in Semester-wise order, i.e. FA18, SP19, SU19, FA19…. and so on, (b) Academic Warning Letter in Semester-wise order, i.e. FA18, SP19, SU19, FA19…. and so on, (c) Semester Freeze Letter in Semester-wise order, i.e. FA18, SP19, SU19, FA19…. and so on.

85.8 Student Personal File section V will contain (a) Profile form printed from Flex and include in each file, (b) Study plan, (c) DC warning letters, if any, (d) installments requests, NU loan copies, etc. and (e) Final transcript and degree issued by NUCES-FAST.

86 Post Admission Matters

86.1 Newly admitted students who become ineligible to continue in their registered degrees due to low scores/failing of courses in F.Sc/A-level can opt for (a) alternate degree in which they are eligible, or (b) apply for closure of admission.

86.2 In case of transfer to alternate degree, they should not register for new courses, and continue with courses that are transferable to new degree. Any excess fees paid shall be transferrable to next semesters. Students should be provided counselling that their degree may be upto a semester late.

86.3 In case of application for closure of admission, the students will receive full fee refund other than admission feee.

Part E. University/Campus/Department Committees

87 General Rules

87.1 Campus and departmental committees are constituted by the university to assist and facilitate the Director and/or HoD's in smooth conduct of activities falling under their ambit. University committees are defined as per charter. All faculty and staff are obliged and expected to accept their membership and perform with full sense of responsibility. [294]

87.2 List of University Statutory Bodies along with particulars:

Abbreviation	Committee	Appellate Committee / Entity 1	Appellate Committee / Entity 2
BoS (CS)	Board of Studies (Computer Science)	BoF (Comp.)	Acad. Council

294 Meeting # 08/14

BoS (EE)	Board of Studies (Electrical Engineering)	BoF (Engr.)	Acad. Council
BoS (Sciences)	Board of Studies (Sciences)	BoF (S&H)	Acad. Council
BoS (Humanities)	Board of Studies (Humanities)	BoF (S&H)	Acad. Council
BoF (Computing)	Board of Faculty (Computing)	Acad. Council	BoG (NUCES)
BoF (Engineering)	Board of Faculty (Engineering)	Acad. Council	BoG (NUCES)
BoF (S&H)	Board of Faculty (Sciences & Humanities)	Acad. Council	BoG (NUCES)
F&P	Finance and Planning Committee	BoG (NUCES)	BoG (FAST)
BASR	Board of Advanced Studies and Research	BoG (NUCES)	BoG (FAST)
Academic Council	Academic Council	BoG (NUCES)	BoG (FAST)
BoG (NUCES)	Board of Governors (NUCES)	BoG (FAST)	BoT (FAST)
BoG (FAST)	Board of Governors (FAST)	BoT (FAST)	
BoT (FAST)	Board of Trustees (FAST)	Patron	

87.3 List of University assigned Campus committees and its particulars are:

Abbrev-iation	Committee	Appellate Committee / Entity 1	Appellate Committee / Entity 2
CAC	Campus Academic Committee	Registrar	Rector
CAcC	Campus Accessibility Committee	Registrar	Rector
CAD	Campus Admissions Committee	CAC	Registrar
CADTC[295]	Campus Anti Drug & Tobacco Committee	CMC	
CCC[296]	Campus Condemnation Committee	CDiC	Rector
CDC	Campus Disciplinary Committee	Director	Rector
CDiC[297]	Campus Disposal Committee	Rector	FAST BoG
CEHS	Campus Environment Health & Safety Committee	Registrar	Rector
CEIC	Campus Exit Interview Committee	Rector	FAST BoG
~~CESR~~[298]REC[299]	~~Committee for Ethical Standards in Research~~Research Ethics Committee	Registrar	Rector
CREC[300]	Campus Research Ethics Committee	Director	Registrar
SREC[301]	School Research Ethics Committee	HoS	Director
CFAC	Campus Financial Aid Committee	Rector	FAST SG

295 HEC Policy on Drug and Tobacco Abuse in HEI's, 2021
296 IOM No. 256/21, Dated 15 November 2021
297 IOM No. 256/21, Dated 15 November 2021
298 IoM No. 3-5/NU-$/02 dated 17 April 2024, approved 29th BoG (NUCES) held on 21st July 2016
299 53rd BASR dated 2 Jan. 2025, Notified 3-8/NU-R/02 dated 15 January 2025.
300 53rd BASR dated 2 Jan. 2025, Notified 3-8/NU-R/02 dated 15 January 2025.
301 53rd BASR dated 2 Jan. 2025, Notified 3-8/NU-R/02 dated 15 January 2025.

CGRC[302]	Campus Grievance Redressal Committee	Rector	
CLC	Campus Library Committee	Director	
CMC	Campus Management Committee	Rector	
CPB	Campus Proctorial Board	CDC	Director
CPC	Campus Purchase Committee	Director	Rector
CSC	Campus Selection Committee	Univ. Sel. Board	
CSEB	Campus Sub-Editorial Board	Univ. Ed. Board	
GEIAH[303,304,305]	Gender Equity, Inclusion and Anti-Harassment Committee	Director	Rector
GSC	Graduate Studies Committee	BASR	FAST BoG
PSC[306]	Plagiarism Standing Committee	Rector	
RAC[307]	Relevance Assessment Committee	Registrar	Rector
SPC[308]	Standing Promotion Committee	Registrar	Rector

87.4 Recommendations submitted by any committee except Campus Disciplinary Committee (CDC) are subject to approval of the Director or appellate committee.[309]

87.5 List of Campus Committees and its particulars are as under:

Abbrev-iation	Committee	Appellate Committee / Entity 1	Appellate Committee / Entity 2
CFC	Campus Food Committee	CMC	
CHC	Campus Hostels Committee	CMC	
CIC	Campus Inquiry Committee	Director	
CTAC	Campus Transport Advisory Committee	CMC	

87.6 List of departmental committees and its particulars are as under:

Abbreviation	Committee	Appellate Committee or Entity
CPDC	Continued Professional Development Committee	Rector th. Reg. / HoD
DIAB[310]	Departmental Industrial Advisory Board	BoS
GPC	Graduate Program Committee	GSC / HoD

302 IOM No. 110/16, Dated 11 April 2016
303 HEC Policy Guidelines on Protection Against Sexual Harassment in Higher Educational Institutions, dated 1st July 2020, Available Online: https://hec.gov.pk/english/services/Documents/SEXUALHARASSMENT-POLICY.pdf
304 IOM No. 1-HR/22 Dated 20 February 2023 on GEIAH Committee
305 IOM No. 1-HR/22, Dated 20 Feb. 2023
306 IOM No. 172/10 dated 2 August 2010
307 Notification No. 3-5/NU-R/02 dated 17 May 2024
308 HR Manual 4.2.(ii); 2021
309 Meeting # 08/14
310 Academic Council Meeting # 27, dated 28 December 2021

DSC	Departmental Shortlisting Committee	CSB

87.7 In case an appointed member of a committee in unable to perform due to genuine reasons, he should approach the Director through his HoD.[311]

87.8 All campus committee minutes will be compiled and bound together at the end of the year(s) for record.

87.9 Secretary of all campus committees will have member role.

88 Campus Academic Committee

88.1 Structure of CAC Campus Academic Committee would be as under:

Committee	Composition	Role	Tenure
CAC	Director	Convener	Permanent
	All HoD's	Members	Permanent
	All Program Coordinators	Co-opt. Members	Permanent
	Incharge (Academics)	Secretary	Permanent

88.2 Composition of CAC Campus Academic Committee is as under:[312]

S. #	Name	Role	Position	Dept.	From	Till
1	Dr. Omar Khan	Convener	Director	N/A	1 Jan 2025	31 Dec 2026
2	Dr. Qasim Jan	Member	Incharge	CS	1 Jul 2025	30 Jun 2028
3	Dr. Usman Abbasi	Member	Incharge	EE	1 Oct 2022	31 Dec 2026
4	Dr. Askar Ali	Member	Incharge	S&H	1 Feb 2024	30 Jun 2026
5	Dr. Suleman Mir	Member	HoD	CE	1 Jul 2024	30 Jun 2027
8	Mr. Zahoor-ul Haq	Secretary	Incharge	Academics	Permanent	

88.3 TOR's of the CAC committee are (a) approve semester workload formulated by departments, (b) monitor student semester registration status, (c) process missed examination cases, (d) approve / suggest ammendments to examination plans, (e) attendance shortage, (f) any other item affecting academic processes.

88.4 The CAC can convene at least once a month.

88.5 Minutes of the CAC meeting will be compiled as per approved format. Distribution of minutes will be faculty, staff, registrar. Distribution of decisions (as notification) will be students and faculty.

89 Campus Accessibility Committee

89.1 Structure of CAcC Campus Accesibility Committee would be as under:

Committee	Composition	Role	Tenure

311 Meeting # 08/14
312 Notified: 2nd CMC Peshawar 12 Feb. 2024

CAcC	Director	Convener	Permanent
	2 Senior Faculty (inc. 1 Female)	Members	1 Year
	1 Student	Members	1 Year
	Incharge (Student Affairs)	Secretary	Permanent

89.2 Composition of CAcC Campus Accesibility Committee is as under:

S. #	Name	Role	Position	Dept.	From	Till
1	Dr. Omar Khan	Convener	Director	N/A	1 Jan 2025	31 Dec 2026
2	Dr. Qasim Jan	Member	HoD	CS	1 Feb 2026	31 Jan 2027
3	Mrs. Hafsa	Member	Lecturer	S&H	1 Feb 2026	31 Jan 2027
4	Aais Rabbani	Member	Student	CS	1 Feb 2026	31 Jan 2027
5	Mr. Miraj Ahmed	Secretary	Incharge	St. Affairs	Permanent	

89.3 TOR's of the CAcC are as per HEC' Policy for Students with Disabilities at HEI's in Pakitan (2021)

90 Campus Admissions Committee

90.1 Structure of the Campus Admissions Committee is as under:

Committee	Composition	Role	Tenure
CAD	Director	Convener	Permanent
	All HoD's	Member	Permanent
	Incharge (Academics)	Member	Permanent
	Incharge (Student Affairs)	Secretary	Permanent

90.2 Composition of CAD Campus Admissions Committee is as under:[313]

S. #	Name	Role	Rank	Dept.	From	Till
1	Dr. Omar Khan	Convener	Director	N/A	1 Jan 2025	31 Dec 2026
2	Dr. Qasim Jan	Member	HoD	CS	1 Jul 2025	30 Jun 2028
3	Dr. Usman Abbasi	Member	Incharge	EE	1 Oct 2022	31 Dec 2026
4	Dr. Askar Ali	Member	Incharge	S&H	1 Feb 2024	30 Jun 2026
5	Dr. Suleman Mir	Member	HoD	CE	1 Jul 2024	30 Jun 2027
5	Mr. Zahoor-ul Haq	Member	Manager	Academics	Permanent	
6	Mr. Miraj Ahmed	Secretary	D. Manager	St. Affairs	Permanent	

91 Campus Anti Drug & Tobacco Committee

91.1 Structure of the Campus Anti Drug & Tobacco Committee is as under:

Committee	Composition	Role	Tenure

313 Notified: 2nd CMC Peshawar 12 Feb. 2024

CADTC	Incharge Student Affairs	Member/Secretary	Permanent
	One male faculty	Member/Convener	1 Year
	One female faculty	Member/Convener	1 Year
	Atleast One student	Member	1 Year
	Psychological/Wellness/Medical/ Planning & Development Officer	Representative	1 Year

91.2 For operational convenience, the membership of the CADTC committee will be acquired from the Proctorial Board and the committee will coordinate with Community Services Society for events.

91.3 Composition of the CADTC is as under:

S. #	Name	Role	Rank	Dept.	From	Till
1	Mr. Miraj Ahmed	Secretary	D. Manager	St. Affairs	1 Feb 2026	31 Jan 2027
2	Dr. Maqsood Khan	Convener	Ass. Prof.	EE	1 Feb 2026	31 Jan 2027
3	Mrs. Hafsa	Member	Lecturer	S&H	1 Feb 2026	31 Jan 2027
4	Mr. Saad Salman	Member	23P-0644	Student	1 Feb 2026	31 Jan 2027
5	Mr. Jawad Khan	Rep.	D. Manager	Admin	1 Feb 2026	31 Jan 2027

91.4 TOR's of the CADTC committee are defined under HEC Policy on Drug and Tobacco Abuse in Higher Education Institutions[314].

92 Campus Condemnation Committee

92.1 Structure of the Campus Condemnation Committee is as under:

Committee	Composition	Role	Tenure
CCC	CCC Convener	Chair	1 Year
	Faculty Member App. By Director	Member	1 Year
	Purchase Officer	Member	Permanent
	Incharge (Admin)	Member Admin Items Only	Permanent
	Incharge (IT)	Member IT Items Only	Permanent

92.2 Members of Campus Condemnation Committee shall not be the same as members of the Campus Disposal committee to ensure transparency and control.[315]

92.3 Composition of CCC Campus Condemnation Committee is as under[316]:

S. #	Name	Role	Rank	Dept.	From	Till
1	Dr. Maqsood Khan	Chair	Ass. Prof.	CE	1 Feb 2026	31 Jan 2027

314 Letter No: 1-2/RAA/DIR/DT/2024, dated 19 Jan. 2024
315 IOM No. 256/21, Dated 15 November 2021
316 Notified: 2nd CMC Peshawar 12 Feb. 2024

2	Dr. Muhammad Tahir	Member	Prof.	CS	1 Feb 2026	31 Jan 2027
3	Mr. Islam Gul	Member	Officer	Pur/Stores	Permanent (Purchase Off)	
4	Mr. Jawad Khan	Member (A)	D. Manager	Admin	Permanent (Admin items)	
5	Mr. Ghulam Ali Abid	Member (I)	Manager	IT	Permanent (IT Items)	
6	Entr. Waseem Ullah	Member	D. Manager	Pur/Stores	1 Mar 2026	31 Jan 2027

92.4 TOR's of the CCC committee are defined under IOM No. 256/21, Dated 15 November 2021

93 Campus Disciplinary Committee

93.1 Structure of the Campus Disciplinary Committee is as under:

Committee	Composition	Role	Tenure
CDC	Senior Faculty	Convener	1 Year
	1 Faculty from Each Department	Member	1 Year

93.2 Composition of the Campus Disciplinary Committee is as under[317]:

S. #	Name	Role	Rank	Dept.	From	Till
1	Dr. Hafeez Anwar	Convener	Assoc. Prof.	CS	1 Feb 2026	31 Jan 2027
2	Mr. Kashif Javed	Member	Lab Engr.	CE	1 Feb 2026	31 Jan 2027
3	Mrs. Rabia Zia	Member	Lecturer	S&H	1 Feb 2026	31 Jan 2027
4	Dr. Hafeez-ur Rehman	Member	Ass. Prof.	S&H/EE	1 Feb 2026	31 Jan 2027

94 Campus Disposal Committee

94.1 Structure of the Campus Disposal Commitee is as under:

Committee	Composition	Role	Tenure
CDiC	Director	Convener	Permanent
	Incharge (Accounts)	Member	Permanent
	Senior Faculty Member App. By Director	Member	1 Year
	Administrative Staff App. By Director	Member	1 Year

94.2 Members of Campus Disposal Committee shall not be the same as members of the Campus Concemnation Committee in order to ensure transparency and control.[318]

94.3 Composition of CDiC Campus Disposal Committee is as under[319]:

S. #	Name	Role	Rank	Dept.	From	Till
1	Dr. Omar Usman Khan	Convener	Director	-	1 Jan 2026	31 Dec 2026
2	Dr. Usman Abbasi	Member	Incharge	EE	1 Jan 2026	31 Jan 2027

317 Notified: 2nd CMC Peshawar 12 Feb. 2024
318 IOM No. 256/21, Dated 15 November 2021
319 Notified: 2nd CMC Peshawar 12 Feb. 2024

3	Mr. Faheem Khan	Member	D. Manager	Accounts	Permanent Member	
4	Mr. Midrar-ul Haq	Member	Officer	HR	1 Jan 2026	31 Jan 2027

94.4 TOR's of the CCC committee are defined under IOM No. 256/21, Dated 15 November 2021

95 Campus Environment, Health and Safety Committee

95.1 Structure of the Campus Environment, Health and Safety Committee is as under under mandate of Director campus [320]:

Committee	Composition	Role	Tenure
CEHS	Director	Convener	Permanent
	Hostel Warden	Member	Permanent
	EE Labs Incharge	Member	Permanent
	1 Senior Faculty	Member	1 Year
	Incharge (Admin)	Secretary/EH&S Officer	Permanent

95.2 Composition of the CEHS Committee is as under:

S. #	Name	Role	Rank	Dept.	From	Till
1	Dr. Omar Usman Khan	Convener	Prof.	CS	1 Jan 2026	31 Dec 2026
2	Dr. Hafeez-ur Rehman	Member	Asst. Prof.	S&H	1 Feb 2026	31 Jan 2027
3	Mr. Muneeb Sohail	Member	Lab Engr.	EE	1 Feb 2026	31 Jan 2027
4	Mr. Waseem Ullah	Member	Lab Engr.	EE	1 Feb 2026	31 Jan 2027
5	Mr. Muhammad Tufail	Secretary	Officer	E&S	Permanent	

95.3 TOR's of the committee are defined under IOM No. 3-HR/22, Dated 24 January 2022 and would cover aspects of (a) Community Awareness, (b) Hazard inspection visit & audit, (c) EH&S Trainings, (d) Risk assessment, (e) Accident/Incident Investigation, (f) Emergency Response, (g) Psychological & Mental Health & Well Being, (h) Hygiene Standards, and (j) Good Environment & Sustainability. [321]

96 Campus Exit Interview Committee

96.1 Structure of the Campus Exit Interview Committee is as under:[322]

Committee	Composition	Role	Tenure
CEIC	Reporting Officer	Convener/Member	Permanent
	HR Official	Member	Permanent

320 IOM No. 3-HR/22, Dated 24 January 2022
321 IOM No. 3-HR/22, Dated 24 January 2022
322 IOM Dated 27 Jan 2023 by Yasir Nazir

	Senior Member	Member	Dir. Nomination

96.2 Senior Member (Faculty/Non-Faculty) will be nominated by director from other department.[323]

96.3 Composition of the CEIC Committee is as under[324]:

S. #	Name	Role	Rank	Dept.	From	Till
1	Reporting Officer	Convener				
2	Mr. Sajjad Khan	Member	Dep. Mgr.	HR	Permanent	
3a	Mr. Qasim Jan (S&H/EE/CE)	Member	Assoc. Prof.	CS	1 Feb 2026	31 Jan 2027
3b	Dr. Suleman Mir (CS/Staff)	Member	Assoc. Prof.	CE	1 Feb 2026	31 Jan 2027

97 Campus Financial Aid Committee

97.1 Structure of the Campus Financial Aid Committee is as under:

Committee	Composition	Role	Tenure
CFAC	Director	Convener	Permanent
	All HoD's	Member	Permanent
	Incharge (Student Affairs)	Co-Opt Member / Secretary	Permanent
	Incharge (Admissions)	Co-Opt Member	Permanent
	Incharge (Accounts)	Co-Opt Member	Permanent

97.2 Composition of CFAC Campus Financial Aid Committee is as under[325]:

S. #	Name	Role	Rank	Dept.	From	Till
1	Dr. Omar Khan	Convener	Director	N/A	1 Jan 2025	31 Dec 2026
2	Dr. Qasim Jan	Member	HoD	CS	1 Jul 2025	30 Jun 2028
3	Dr. Usman Abbasi	Member	Incharge	EE	1 Oct 2022	31 Dec 2026
4	Dr. Askar Ali	Member	Incharge	S&H	1 Feb 2024	30 Jun 2026
5	Dr. Suleman Mir	Member	HoD	CE	1 Jul 2024	30 Jun 2027
6	Mr. Miraj Ahmad	Copt. Mem.	D. Manager	St. Aff.	Permanent	
7	Mr. Zahoor-ul Haq	Copt. Mem.	Manager	Acad.	Permanent	
8	Mr. Faheem Khan	Copt. Mem.	D. Manager	Accounts	Permanent	

97.3 TOR's of the CFAC are (a) To identify, select, or nominate students for financial facilitation vide NU student loan, Ehsan Trust, FAANA, and other bodies, (b) To create instruments and devise policy decisions within framework of head office guidelines, in order to fairly and quickly identify students, (c) To nominate

323 IOM Dated 27 Jan 2023 by Yasir Nazir
324 Notified: 2nd CMC Peshawar 12 Feb. 2024
325 Notified: 2nd CMC Peshawar 12 Feb. 2024

persons from amongst members / co-opt members to perform spot interviews at the time of admission, and perform data entry, (d) To engage additional co-opt members from among faculty to facilitate in spot interviews, (e) To convene once before the closing date of admissions, and then subsequently once every week till the third week of classes, (f) To intimate students vide email and keep them up to date with respect to their application status, (g) To coordinate with focal persons of FAANA, Ehsan Trust, and other bodies, (h)

98 Campus Food Committee

98.1 Structure of the Campus Food Committee is as under:

Committee	Composition	Role	Tenure
CFC	3 Faculty (inc. 1 Senior Faculty)	Member (inc. Chair)	1 Year
	Hostel Warden	Member	Permanent
	Incharge (Admin)	Member / Secretary	Permanent

98.2 Composition of CFC Campus Food Committee is as under:[326]

S. #	Name	Role	Rank	Dept.	From	Till
1	Fazl-e Basit	Convener	Ass. Prof.	CS	1 Feb 2026	31 Jan 2027
2	Dr. Najmul Hassan	Member	Ass. Prof.	CS	1 Feb 2026	31 Jan 2027
3	Dr. Maqsood Khan	Member	Ass. Prof.	EE	1 Feb 2026	31 Jan 2027
4	Dr. Hafeez-ur Rehman	Member	Ass. Prof.	S&H	1 Feb 2026	31 Jan 2027
5	Mr. Jawad Khan	Mem./Sec.	D. Manager	Admin	Permanent Member	
6	Student Member 1	Copt. Mem.				
7	Student Member 2	Copt. Mem.				

98.3 TOR's of the CFC Campus Food Committee are (a) Recommend appointment and removal of cafeteria contractor; (b) Monitor operation of cafeteria to check cleanliness and overcharging; (c) Give proposal for improvement of cafeteria; (d) Prepare weekly menu for cooking various dishes in the cafeteria; (e) Fix/revise rates of various items when needed; (f) Any other task assigned by the Director.

99 Campus Grievance Redressal Committee

99.1 Structure of the Campus Grievance Redressal Committee is as under:

Committee	Composition	Role	Tenure
CGRC	Director	Chair	Permanent
	All HoD's	Members	Permanent
	Manager (Admin)	Secretary	Permanent

99.2 TOR's of the Grievance redressal committee are to: (a) analyze the merits of

326 Notified: 2nd CMC Peshawar 12 Feb. 2024

grievances and conduct formal hearings and investigation as the case may be, (b) provide a forum to complainants to express their grievances freely and frankly without any fear of being victimized, (c) ensure that there is no reprisal of any kind against any applicant, witness, or any other participant in the grievance redressal process, (d) protect the privacy and confidentiality of all parties during the investigation, (e) obtain the facts through relevant sources in a fair and objective manner, (f) work out a resolution of the issues involved with the parties named in the grievance application; and (g) ensure speedy disposal of every grievance application within a minimum period of the receipt of application, but not more than 15 days.

99.3 Grievance Redressal Committee working would be governed under guidelines mentioned in current HR-Manual.

99.4 Composition of CGRC Campus Grievance Redressal Committee is as under:[327]

S. #	Name	Role	Rank	Dept.	From	Till
1	Dr. Omar Khan	Convener	Director	N/A	1 Jan 2024	31 Dec 2025
2	Dr. Qasim Jan	Member	Incharge	CS	1 Jul 2025	30 Jun 2028
3	Dr. Usman Abbasi	Member	Incharge	EE	1 Oct 2022	31 Dec 2025
4	Dr. Askar Ali	Member	Incharge	S&H	1 Feb 2024	30 Jun 2026
5	Dr. Suleman Mir	Member	HoD	CE	1 Jul 2024	30 Jun 2027
6	Mr. Jawad Khan	Secretary	D. Manager	Admin	Permanent	

100 Campus Hostel Committee

100.1 Structure of the Campus Hostel Committee is as under:

Committee	Composition	Role	Tenure
CHC	Director	Chair	Permanent
	Senior Faculty	Member	1 Year
	Hostel Warden	Member	Permanent
	Incharge Accounts	Member / Secretary	Permanent
	Convener Food Committee	Member	Permanent

100.2 Composition of the Hostel Management Committee is as under:[328]

S. #	Name	Role	Rank	Dept.	From	Till
1	Dr. Omar Usman Khan	Convener	Assoc. Prof.	CS	1 Jan 2021	31 Dec 2026
2	Dr. Usman Abbasi	Member	Ass. Prof.	EE	1 Feb 2026	31 Jan 2027
3	Mr. Hafeez-ur Rehman	Member	Ass. Prof.	S&H	1 Mar 2026	31 Jan 2027
4	Mr. Faheem Khan	Secretary	D. Manager	Accounts	Permanent Member	

327 Notified: 2nd CMC Peshawar 12 Feb. 2024
328 Notified: 2nd CMC Peshawar 12 Feb. 2024

5	Mr. Fazl-e Basit	Member	Ass. Prof.	CS	1 Feb 2026	31 Jan 2027

101 Campus Inquiry Committee

101.1 Structure of the Campus Inquiry Committee is as under:

Committee	Composition	Role	Tenure
CIC	Any Faculty / Staff Director Appointed		Case to Case

101.2 TOR's for the committee will be assigned on case-to-case basis.

102 Campus Library Committee

102.1 Structure of the Campus Library Committee is as under:

Committee	Composition	Role	Tenure
CLC	1 Faculty Member	Convener	1 Year
	1 Faculty Member from Each Department	Member	1 Year
	~~Incharge (Accounts)~~	~~Member~~	~~Permanent~~
	Incharge (Library)	Member / Secretary	Permanent

102.2 Composition of the Campus Library Committee is as under:[329]

S. #	Name	Role	Rank	Dept.	From	Till
1	Dr. Usman Abbasi	Convener	Ass. Prof.	EE	1 Feb 2026	31 Jan 2027
2	Dr. Fazl-e Basit	Member	Ass. Prof.	CS	1 Feb 2026	31 Jan 2027
3	Mr. Abdul Basit	Member	Lecturer	S&H	1 Feb 2026	31 Jan 2027
4	Mr. Faheem Khan	Member	D. Manager	Accounts	Permanent Member	
5	Mr. Hamid Mansoor	Mem./Sec.	Manager	Library	Permanent Member	

102.3 TOR's of the CLC Campus Libray Committee working are: (a) To take stock of the libraries' collection/resources and services with respect to policy, processes, practices and procedures on library and information services; (b) To identify deficiencies of library resources, automation, information services and staffing; (c) To suggest measures to improve library resources, readers services, introduce latest state of the art technology and to make recommendations for improving access to digital resources, provision of journals, policies, processes, practices and procedures; (d) Identify books and resources needed by the library; (e) Recommend library budget to campus director; ~~(f) Procure books as per university financial policies;~~ (g) Any other library related functions delegated by campus or university management; [330]

103 Campus Management Committee

103.1 Structure of the Campus Management Committee would be as under:

329 Notified: 2nd CMC Peshawar 12 Feb. 2024
330 IOM No. 100/17, Reference No. 10-21/NU-R/16, Dated 8th March 2017

Committee	Composition	Role	Tenure
CMC	Director	Convener	Permanent
	All HoD's	Members	Permanent
	Incharge (Accounts/HR/IT/SA/IQAE)	Co-Opt Members	Permanent
	Incharge (Admin)	Secretary	Permanent

103.2 Composition of CMC Campus Management Committee is as under:[331]

S. #	Name	Role	Rank	Dept.	From	Till
1	Dr. Omar Khan	Convener	Director	N/A	1 Jan 2021	31 Dec 2026
2	Dr. Qasim Jan	Member	Incharge	CS	1 Jul 2025	30 Jun 2028
3	Dr. Usman Abbasi	Member	Incharge	EE	1 Oct 2022	31 Dec 2025
4	Dr. Askar Ali	Member	Incharge	S&H	1 Feb 2024	30 Jun 2026
5	Dr. Suleman Mir	Member	HoD	CE	1 Jul 2024	30 Jun 2027
5	Mr. Ghulam Ali Abid	Copt. Mem.	Manager	IT	Permanent	
6	Ms. Maria Ibrar	Copt. Mem.	Manager	IQAE	Permanent	
8	Mr. Jawad Khan	Secretary	D. Manager	Admin	Permanent	
9	Mr. Faheem Khan	Copt. Mem.	D. Manager	Accounts	Permanent	
10	Mr. Sajjad Iqbal	Copt. Mem.	D. Manager	HR	Permanent	

103.3 CMC meetings will be conducted on monday from 10:00-11:00 of every 2nd and 4th week of the month. All participants will submit agenda points, if any, to Incharge (Admin) by Friday. Collected agenda items, if any, will be emailed, at least 1 day before the meeting. [332]

103.4 CMC minutes will be issued by number and date. Numbering will be reset every January. [333]

103.5 Distribution of CMC minutes would be Faculty, Staff, Rector, and Manager HR-Admin HQ. [334]

104 Campus Proctorial Board

104.1 Structure of the Campus Proctorial Board is as under:

Committee	Composition	Role	Tenure
CPB	1 Senior Faculty	Convener	1 Year
	Hostel Warden	Proctor	Permanent
	1 Faculty Member from Each Department	Proctor	1 Year

331 Notified: 2nd CMC Peshawar 12 Feb. 2024
332 CMC Meeting # 2, Dated 7 Feb 2022
333 CMC Meeting # 2, Dated 7 Feb 2022
334 CMC Meeting # 2, Dated 7 Feb 2022

	1 Female Staff / Faculty Dir. Appointed	Proctor	1 Year
	6 Students of Senior Batches	Monitors	6 Months

104.2 Composition of the Campus Proctorial Board is as under:[335]

extend

S. #	Name	Role	Rank	Dept.	From	Till
1	Dr. Najm-ul Hassan	Ch. Proctor	Ass. Prof.	CS	1 Jul 2025	30 Jun 2026
2	Dr. Hafeez-ur Rehman	Proctor	Ass. Prof.	S&H	Perm. Member (Hostel)	
3	Mr. Asif Khan	Proctor	Ass. Prof.	EE	1 Feb 2026	31 Jan 2027
4	Mrs. Sana Jeehan	Proctor	Lecturer	CS	1 Feb 2026	31 Jan 2027
5	Mrs. Rabia Zia	Proctor	Lecturer	S&H	1 Jul 2025	30 Jun 2026
6	Mr. Jawad Khan	Proctor	Dp. Man.	Admin	1 Feb 2025	31 Jan 2026
7	Student 1	Monitor	Student	CS		
8	Student 2	Monitor	Student	CS		
9	Student 3	Monitor	Student	AI		
10	Student 4	Monitor	Student	SE		
11	Student 5	Monitor	Student	EE		
12	Student 6	Monitor	Student	EE		

105 Campus Purchase Committee

105.1 Structure of the Campus Purchase Committee is as under:

Committee	Composition	Role	Tenure
CPC	CPC Convener	Chair	6 Months
	2 Faculty	Member	6 Months
	Incharge (Accounts)	Member ~~/ Secretary~~	Permanent
	Incharge (Procurement)	Secretary	Permanent
	1 Admin Staff for Admin Items Only	Co-Opt Member	6 Months
	1 IT Staff for IT Items Only	Co-Opt Member	6 Months

105.2 Composition of CPC Campus Purchase Committee is as under:[336]

S. #	Name	Role	Rank	Dept.	From	Till
1	Dr. Usman Abassi	Convener	Ass. Prof.	EE	1 Feb 2026	31 Jul 2026
2	Dr. Muhammad Tahir	Member	Prof.	CS	1 Feb 2026	31 Jul 2026
3	Dr. Nouman Azam	Member	Assoc. Prof.	CS	1 Aug 2025	31 Jan 2026

335 Notified: 2nd CMC Peshawar 12 Feb. 2024
336 Notified: 2nd CMC Peshawar 12 Feb. 2024

4	Engr. Waseem Ullah	Secretary	D. Manager	Proc.	Permanent Member	
5	Mr. Faheem Khan	Sec/Member	Ass. Man.	Accounts	Permanent Member	
6	Mr. Islam Gul	Copt. Mem.	Officer	Stores	1 Aug 2025	31 Jan 2026
7	Mr. Tufail Mustafa	Copt. Mem.	Ass. Man.	IT	1 Aug 2025	31 Jan 2026
8	Mr. Ikram Ullah	Copt. Mem.	D. Manager	Library	1 Aug 2025	31 Jan 2026

105.3 TOR's of the Purchase Committee are defined under the Financial Manual of the University.

106 Campus Selection Committee

106.1 Structure of the Campus Selection Committee is as under:

Committee	Composition	Role	Tenure
CSC	Director	Chair	Permanent
	All HoD's	Members	Permanent
	Incharge (HR)	Member / Secretary	Permanent
	Any Other Faculty Member (HoD app.)	Co-Opt Member	Need Based

106.2 Composition of the Campus Selection Committee is as under:[337]

S. #	Name	Role	Rank	Dept.	From	Till
1	Dr. Omar Khan	Convener	Director	N/A	1 Jan 2024	31 Dec 2026
2	Dr. Qasim Jan	Member	Incharge	CS	1 Jul 2025	30 Jun 2028
3	Dr. Usman Abbasi	Member	Incharge	EE	1 Oct 2022	31 Dec 2025
4	Dr. Askar Ali	Member	Incharge	S&H	1 Feb 2024	30 Jun 2026
5	Dr. Suleman Mir	Member	HoD	CE	1 Jul 2024	30 Jun 2027
6	Mr. Sajjad Iqbal	Secretary	D. Manager	HR	Permanent	

106.3 TOR's of the Campus Selection Committee will comply with requirements outlined in the HR manual, and directives of University Selection Board.

107 Campus Sub-Editorial Board

107.1 Structure of Campus Sub-Editorial Board is as under:[338]

Committee	Composition	Role	Tenure
CSEB	Director	Convener	Permanent
	1 Faculty each Department	Member	1 Year
	Media Officer	Member / Secretary	Permanent

337 Notified: 2nd CMC Peshawar 12 Feb. 2024
338 CMC Meeting # 57, Dated 31st December 2021

	1 Technical Member (Faculty)	Member Technical	1 Year

107.2 Composition of the Campus Sub-Editorial Board is as under:[339]

S. #	Name	Role	Rank	Dept.	From	Till
1	Dr. Omar Usman Khan	Convener	Assoc. Prof.	CS	1 Jan 2024	31 Dec 2025
2	Mr. Abdul Basit	Member	Lecturer	S&H	1 Feb 2026	31 Jan 2027
3	Vacant	Member		EE		
4	Vacant	Member		CE		
5	Dr. Muhammad Amin	Mem. Tec.	Ass. Prof.	CS	1 Feb 2026	31 Jan 2027
5	Mr. Mujadid Ali Shah	Secretary	Officer	Coord.	1 Feb 2025	31 Jan 2026

107.3 TOR's of the Sub-Editorial board will comply with IOM 8-5/NU-R/05 Newsletter Policy, issued on 14 November 2017.

108 Campus Transport Advisory Committee

108.1 Structure of the Campus Transport Advisory Committee is as under:

Committee	Composition	Role	Tenure
CTAC	1 Senior Faculty	Convener	1 Year
	1 Female Staff / Faculty	Member	1 Year
	2 Technical Members (Faculty/Staff)	Member	1 Year
	Incharge (Admin)	Member / Secretary	Permanent

108.2 Composition of the Campus Transport Advisory Committee is as under:[340]

S. #	Name	Role	Rank	Dept.	From	Till
1	Vacant					
2	Vacant					
3	Vacant					
4	Vacant					
5	Mr. Jawad Khan	Secretary	D. Manager	Admin	Permanent	

108.3 TOR's of the CTAC committee are: (a) Advise CMC/campus administration on all policy matters related to management and organization of the campus transport within the framework of rules & regulations communicated from head office, and recommend improvement in existing rules & regulations, (b) Review the impact of existing initiatives, and identify areas of improvement by collecting feedback from stakeholders directly or through survey forms, (c) Devise new routes, close routes, and/or modify existing routes taking into account fair consideration of employee, student, and campus needs, (d) Recommend firms for placement in

339 Notified: 2nd CMC Peshawar 12 Feb. 2024
340 Notified: 2nd CMC Peshawar 12 Feb. 2024

approved vendor list to the purchase committee for the supply of fuel / lubricants on favorable prices & quality, (e) Select workshops for the service / maintenance of vehicles not covered through official car company service centers, (f) Recommend the schedule and frequency for operation of university buses, (g) Recommend optimum utilization of campus fleet through technological solutions, (h) Recommend optimum design of car parking facilities on campus, (i) Recommend policies & regulations for vehicle entry/exit for campus, (j) Recommend rates for car parking charges on campus, (k) Propose transport fee collection rates taking into account factors such as route length, vehicle type, fuel type, # of passengers, locality type, etc., (m) Refer disputes to campus grievance committee, (n) Identify future transportation needs of the university. [341]

109 Gender Equity, Inclusion, and Anti-Harassment (GEIAH) Committee

109.1 The GEIAH committee [342] has replaced the formerly Campus Anti-Harassment Committee (CHIC). TOR's for the harassment component of GEIAH are defined under the HEC Policy Guidelines on Protection Against Sexual Harassment in Higher Educational Institutions. [343]

109.2 Structure of the GEIAH committee is as under:

Committee	Composition	Role	Tenure
GEIAH	3 Senior Members[344]	Member (inc. Chair/Sec.)	2 Years
	2 Members from each Dept.	Resource Persons	2 Years

109.3 Composition of GEIAH committee is as under:[345]

S. #	Name	Role	Rank	Dept.	From	Till
1	Mrs. Sara Rehmat	Convener	Lecturer	CS	1 Apr 2025	31 Mar 2027
2	Dr. Maqsood Khan	Member	Asst. Prof.	CE	1 Apr 2025	31 Mar 2027
3	Mr. Sajjad Iqbal	Mem/Sec.	Dep. Mgr	HR	1 Apr 2025	31 Mar 2027

109.4 Designated resource persons for the GEIAH are as under:

S. #	Name	Role	Rank	Dept.	From	Till
1	Mr. Abdul Rehman	Res. Person	Officer	Coor.	1 Aug 2025	31 Mar 2027
2	Ms. Maria Ibrar	Res. Person	Manager	IQAE	1 Apr 2025	31 Mar 2027
3	Dr. Qasim Jan	Res. Person	Assoc. Prof.	CS	1 Feb 2026	31 Jan 2028
4	Ms. Rabia Zia	Res. Person	Lecturer	S&H	1 Feb 2026	31 Jan 2028

109.5 The committee will be notified by Registrar and approved by Rector.

341 Adopted in CMC Meeting # 8, held 20 October 2022.
342 IOM No. 1-HR/22, Dated 20 Feb. 2023
343 Available Online: https://hec.gov.pk/english/services/Documents/SEXUALHARASSMENT-POLICY.pdf
344 Inc. 1 Female, and 1 of members to be from senior Management/Administration.
345 IOM No. 10-HR/22, dated 19 April 2023

109.6 Two faculty members in each department can be additionally opted as resource persons, at least one of whom shall be a woman. [346]

110 Graduate Studies Committee

110.1 Structure of the Graduate Studies Committee is as under:

Committee	Composition	Role	Tenure
GSC	GSC Coordinator	Chair	2 Year
	All HEC Approved Supervisors	Member	Permanent
	Manager IQAE	Member	Permanent
	Incharge (Academics)	Secretary	Permanent

110.2 Composition of GSC Graduate Studies Committee is as under:[347]

S. #	Name	Role	Rank	Dept.	PhD Date	Till
1	Dr. Ali Sayyed	Convener	Coordinator	GSC	20 Feb 2017	26 May 2026
2	Mr. Medrar Haq	Secretary	Ass. Officer	CS	N/A	31 Jan 2027
3	Ms. Maria Ibrar	Member	Manager	IQAE	Permanent	
4	Dr. Omar Usman Khan	Member	Prof.	CS	15 Mar 2013	30 Sep 2026
5	Dr. Muhammad Tahir	Member	Prof.	CS	11 Sep 2014	30 Sep 2027
6	Dr. Nouman Azam	Member	Assoc. Prof.	CS	5 Dec 2014	30 Sep 2026
7	Dr. Hafeez Anwar	Member	Assoc. Prof.	CS	29 Sep 2015	30 Sep 2026
8	Dr. Bilal Jan	Member	Assoc. Prof.	CS	1 Mar 2015	26 Jul 2026
9	Dr. Bilal Khan	Member	Ass. Prof.	CS	24 Aug 2017	22 Aug 2026
10	Dr. Ali Sayyed	Member	Ass. Prof.	CS	11 Nov 2016	26 May 2026
11	Dr. Suleman Mir	Member	Ass. Prof.	EE	31 Dec 2021	31 Dec 2027
12	Dr. Maqsood Khan	Member	Ass. Prof.	EE	30 Sep 2022	30 Sep 2026
13	Dr. Muhammad Amin	Member	Ass. Prof.	CS	25 Aug 2022	7 Jun 2026
14	Dr. M. Usman Abbasi	Member	Ass. Prof.	EE	17 Sep 2021	31 Dec 2027
15	Dr. Usman Ali Shah	Member	Ass. Prof.	CS	9 Oct 2020	31 Dec 2027
16	Dr. Qasim Jan	Copt. Mem.[2]	Ass. Prof.	CS	11 Sep 2023	30 Sep 2026
17	Dr. Askar Ali	Copt. Mem.[2]	Ass. Prof.	S&H	29 May 2023	30 Sep 2026
18	Dr. Shams Arafeen	Copt. Mem.[2]	Ass. Prof.	S&H	20 Mar 2023	30 Sep 2026
19	Dr. Hafeez-ur Rehman	Copt. Mem.[3]	Ass. Prof.	S&H	4 Nov 2024	
20	Dr. Usman Wajid	Copt. Mem.[3]	Ass. Prof.	CS	2 Oct 2025	
21	Dr. Hafeez-ur Rehman	Copt. Mem.[1]	Assoc. Prof.	CS		16 Jun 2024
22	Dr. M. Taimoor Khan	Copt. Mem.[1]	Ass. Prof.	CS		5 Dec 2023

346 IOM No. 1-HR/22, Dated 20 Feb. 2023
347 Notified: 2nd CMC Peshawar 12 Feb. 2024

23	Dr. Ihsan Ullah	Copt. Mem.[5]	Ass. Prof.	S&H		

1 Coopt Member (on-Leave)
2 Coopt Member (< 3 years PhD)
3 Coopt Member (not Approved Supervisor yet)
4 Coopt Member (< 3 years PhD & not HEC Approved Supervisor yet)
5 Coopt Member (on-Leave & not HEC Approved Supervisor yet)

110.3 TOR's of the Graduate Studies Committee working are: (a) Make recommendations to BASR for progressing of PhD students through different phases of their studies, (b) Progress of each FAST fellowship awardee shall be monitored and progress report shall be discussed in GSC meetings [348].

110.4 For attendees to plan participation in meetings and coordinate effectively, GSC of each campus would develop and announce a pre-defined meeting schedule at the beginning of each academic semester and publicly announce it.[349]

111 Plagiarism Standing Committee

111.1 Structure of the University Plagiarism Standing Committee is as under:

Committee	Composition	Role	Tenure
UPSC	Two Senior Faculty	Members (inc. Chair)	Need Based
	1 Subject Specialist	Member	Need Based
	2 External Subject Specialist (Nom: AC)	Members	Permanent
	1 Senior Dean	Member	Need Based
	1 HEC Nominee	Member	Need Based
	Director IQAE	Secretary	Permanent

111.2 Structure of the Plagiarism Standing Committee is as under:

Committee	Composition	Role	Tenure
PSC	Three Senior Faculty	Members (inc. Chair)	Need Based
	1 Subject Specialist	Co-Opt Member	Case to Case
	1 Senior Student (if investigating student)	Co-Opt Member	Case to Case
	1 HEC Nominee	Member	Case to Case
	Manager IQAE	Secretary	Permanent
	ORIC Representative	Co-Opt Member	Need Based
	BASR Representative	Co-Opt Member	Need Based

111.3 Manager IQAE will serve as act as Coordinator/Secretary to the Plagiarism Standing Committee to be constituted at each campus as notified by IoM # 172/10 of 2nd August 2010.[350]

348 BASR Meeting # 41 dated 24th December 2021.
349 52nd BASR meeting held 2nd January 2025, Notified IoM No. 3-8/NU-R/02 dated 15 January 2025
350 Meeting # 01/14

111.4 Seniority of members assigned in committee will be of the level of seniority of person being presented before the committee.

111.5 TOR's of the Plagiarism Standing Committee are defined under HEC Plagiarism Policy 2023

112 Relevance Assessment Committee

112.1 Structure of the Relevance Assessment Committee is as under[351]:

Committee	Composition	Role	Tenure
RAC	Respective Dean	Chair/Member	Per Tenure
	Director IQAE	Member	Per Tenure
	2 External Subject Experts (Prof./Assoc. Prof)	Members	Need Based
	Program Team Assessment Member	Member	Need Based

112.2 Committee may engage special invitee(s) as per requirement.[352]

112.3 TOR's of the committee are to: (a) Assess subject and supervisory relevance of faculty members for starting new Post Graduate Degree Programs[353], and (b) Seek NOC from HEC.[354]

113 Research Ethics Committee

113.1 Structure for the University Research Ethics Committee is as under:

Committee	Composition	Role	Tenure
REC	Senior Faculty / Director ORIC	Convener/Chair	Three Years
	Member REC selected by Chair	Secretary	Three Years
	Existing CREC Members	Member	Three Years
	Optional Experts or Representatives (Legal, External, Community, Student, etc.) nominated by Chair	Member	Need Based

113.2 Composition of the University Research Ethics Committee is as under:

S. #	Name	Role	Rank	Dept.
1	Dr. Ali Sayyed	Convener	Ass. Prof.	CS
2	Dr. Bilal Jan	Sec/Member	Assoc. Prof.	CS
3	Dr. Askar Ali	Member	Ass. Prof.	S&H

113.3 Structure for the Campus Research Ethics Committee is as under:

Committee	Composition	Role	Tenure

351 Notification No. 3-5/NU-R/02, dated 17 May 2024
352 Notification No. 3-5/NU-R/02, dated 17 May 2024
353 Assessment includes qualification attainment (BS/MS/PhD), Research (Thesis/Published Articles), Experience (Teaching + Administrative Domains)
354 Notification No. 3-5/NU-R/02, dated 17 May 2024

CREC	Senior Faculty / GSC Coordinator	Convener/Chair	Three Years
	Member CREC selected by Chair	Secretary	Three Years
	Senior Research Active Faculty	Member	Three Years

113.4 Composition of the Campus Research Ethics Committee is as under:

S. #	Name	Role	Rank	Dept.	From	Till
1	Dr. Ali Sayyed	Convener	Ass. Prof.	CS		
2	Dr. Bilal Jan	Sec/Member	Assoc. Prof.	CS		
3	Dr. Askar Ali	Member	Ass. Prof.	S&H		

113.5 Structure for the School Research Ethics Committee is as under:

Committee	Composition	Role	Tenure
SREC	GPC Coordinator / Member CREC	Convener/Chair	Three Years
	Member SREC selected by Chair	Secretary	Three Years
	Research Active Faculty	Member	Three Years

113.6 Membership of all committees can be renewed for upto two terms.

113.7 TOR's of both committee will be Governed under "Research Ethics Committees FAST-NUCES; Structure & SOP's" policy approved in 53rd BASR dated 2 Jan. 2025, notified 3-8/NU-R/02 dated 15 Jan. 2025.

114 Standing Promotion Commitee (SPC)

114.1 Structure of the Standing Promotion Committee is as under:

Committee	Composition	Role	Tenure
SPC	Director	Chair/Member	Per Tenure
	HoD's / Reporting Officers	Members	Per Tenure
	Incharge Admin Department	Member	Permanent

114.2 Composition of Standing Promotions Committee is as under:

S. #	Name	Role	Rank	Dept.	From	Till
1	Dr. Omar Khan	Convener	Director	N/A	1 Jan 2024	31 Dec 2025
2	Dr. Qasim Jan	Member	Incharge	CS	1 Jul 2025	30 Jun 2028
3	Dr. Usman Abbasi	Member	Incharge	EE	1 Oct 2022	31 Dec 2025
4	Dr. Askar Ali	Member	Incharge	S&H	1 Feb 2024	30 Jun 2026
5	Dr. Suleman Mir	Member	HoD	CE	1 Jul 2024	30 Jun 2027
7	Jawad Khan Sadozai	Member	Dep. Mgr.	Admin		

114.3 TOR's of the committee are to: (a) Recommend for promotion staff cases of employees of scale I-VII.

115 University Board of Studies

115.1 Board of Studies will be governed as per university charter schedule 23(3), clause 5.[355]

115.2 The following departments shall come under the umbrella of BoS (Computing) for smooth flow of operations and better coordination: (a) Dept. of Artificial Intelligence, (b) Dept. of Computer Science, (c) Dept. of Software Engineering. Members from respective departments may be facilitated on demand.

115.3 The following departments shall come under the umbrella of BoS (Engineering) for smooth flow of operations and better coordination: (a) Dept. of Computer Engineering, (b) Dept. of Electrical Engineering.[356]

115.4 The following departments shall come under the umbrella of BoS (Sciences) for smooth flow of operations and better coordination: (a) Dept. of Sciences & Humanities.[357]

115.5 The following departments shall come under the umbrella of BoS (Humanities) for smooth flow of operations and better coordination: (a) Dept. of Sciences & Humanities.[358]

116 University Board of Faculty

116.1 Academic Council nominee for BoF(S&H) is Dr. Ali Sayyed from <> to <>.

117 University Finance and Planning Committee

118 University Board of Advanced Studies and Research

119 University Academic Council

119.1 Board of Governors (NUCES) nominee for Academic Council is Engr. Sara Rehmat from <> to <>.

120 University Selection Board

120.1 Board of Governors Nominee for Peshawar Campus Selection Board would be Justice (R) Mian Muhammad Ajmal from 24 Feb 2024 to 23 Feb 2027.[359]

121 Board of Governors (NUCES)

122 Board of Trustees (NUCES)

123 Board of Trustees (FAST)

355 Ammendment approved 13th meeting of BoT held on 29 May 2010.
356 Decision 59th Weekly meeting 27th March 2024 circulated: IoM 1-18(R)/NU-R/24, dated April 19 2024
357 Decision 59th Weekly meeting 27th March 2024 circulated: IoM 1-18(R)/NU-R/24, dated April 19 2024
358 Decision 59th Weekly meeting 27th March 2024 circulated: IoM 1-18(R)/NU-R/24, dated April 19 2024
359 41th BoG (NUCES) held on 27 August 2024.

Part F. Departmental Committees

124 Continued Professional Development Committee

124.1 Structure of the Campus Continued Professional Development Committee is as under:

Committee	Composition	Role	Tenure
CPDC	Registrar	Chair	Permanent
	6 General Members	Member	3 years
	3 Academia (20 Yr Exp. PEC registered)	Member	3 years
	3 Industry (20 Yr Exp. PEC registered)	Member	3 years
	Additional Registrar	Secretary/Member	Permanent

124.2 General Member composition can be 4-6 faculty from within the university, 0-1 members from industry, and 0-2 members nominated from government departments, Non-General Academia members must have 20 years experience registered with PEC, Non-General Industry members must have 20 years experience registered with PEC.

124.3 From Peshawar campus side, nomination for General Body member and management / coordination of CPD activities within Peshawar campus would be the faculty advisor IEEE Society:

S. #	Name	Role	Rank	Dept.	From	Till
1	Dr. Suleman Mir	Member	Ass. Prof.	EE		

124.4 TOR's of the committee and overall governance will be governed under PEC CPD Bye Laws 2008. In case of campus policy in conflict of PEC bye-laws, the latter will be given preference.

125 Departmental Industrial Advisory Board

125.1 Structure of the Departmental Industrial Advisory Board is as under:

Committee	Composition	Role	Tenure
DIAB	HoD	Convener	Permanent
	Upto 3 Senior Faculty Members of Department	Member	2 Year
	FYP Coordinator	Member	Permanent
	1 Cross-Department Senior Faculty	Member	2 Year
	Career Services Officer	Member	Permanent
	Upto 3 Alumnus	Member	2 Year

	Upto 3 Senior Industry Leaders (National)	Member	2 Year
	Upto 3 Mid/Senior Industry Leaders	Member	2 Year
	Departmental Secretary	Secretary	Permanent

125.1.1 The DIAB will be conducted once per semester.[360]

125.1.2 Minutes of the meeting will be compiled and findings and action items will be presented to the Board of Studies. For this, HoDs should submit a 1-2 page report to the Dean by the end of the semester.[361] The report should contain: (a) Members, (b) Strengths on curriculum/program as identified by members, (c) suggestions for improvements, as identified by members, (d) HoD course of action for items identified in (c).[362]

125.1.3 DIAB(CS) composition is as under:

S#	Name	Role	Rank	Dept.	From	Till
1	Dr. Hafeez-ur Rahman	Convener	Assoc. Prof.	CS	1 Sep 2019	31 Mar 2024
2	Mr. Abdur Rehman	Secretary	Secretary	CS	Permanent	
3	Mr. Riaz Nawab	Member	Officer	Career Serv.	Permanent	
Faculty Members						
4	Dr. Omar Usman Khan	Member	Prof.	CS	9 Dec 2021	9 Dec 2023
5	Dr. Nouman Azam	Member	Assoc. Prof.	CS	9 Dec 2021	9 Dec 2023
6	Ms. Sara Rehmat	Member	Lecturer	CS	9 Dec 2021	9 Dec 2023
7	Mr. Zeshan Khan	Member	Lecturer	CS (FYP)	Permanent	
8	Dr. Usman Abbasi	Member	Ass. Prof.	EE	1 Oct 2022	9 Dec 2023
Alumnus						
9	Mr. Abdul Qadir Ahmed Abbasi ehmadabbasi@gmail.com 03134238087		R. Fellow Univ. L'Aquila, Italy		9 Dec 2021	9 Dec 2023
10	Mr. Asfand Yaar asfandasif93@gmail.com		R. Fellow University of Catania, Italy		9 Dec 2021	9 Dec 2023
11	Mr. Ch. Hanzaila Maqsood, 0335-3451515, hanzala.masood07@gmail.com		Business Education Manager, Microsoft, Pakistan		9 Dec 2021	9 Dec 2023
Senior Industry Leader						
12	Mr. Ahmad Manzoor 0300-8477196		CEO Pakistan Blockchain Institute		9 Dec 2021	9 Dec 2023
13	Mr. Faheem Khan 0302-8440053		Senior VP HR, North		9 Dec 2021	9 Dec 2023

360 27th Academic Council, 28 Dec 2021
361 27th Academic Council, 28 Dec 2021
362 27th Academic Council, 28 Dec 2021

	faheem.khan@northbaysolutions.net	Bay		
14	Mr. Yaser Awan, yaser.awan@mindstormstudios.com	Director, Mindstorm Studios	9 Dec 2021	9 Dec 2023
15	Mr. Habib Ahmed adeelahmed.chatha@systemsltd.com	Senior VP Data Anal. & AI Systems Ltd.	9 Dec 2021	9 Dec 2023
16	Mr. Zeeshan Aftab, zeeshan.aftab@10pearls.com	CEO, 10Pearls	9 Dec 2021	9 Dec 2023
Mid-Management Industry Leaders				
17	Ms. Zahra Abbas, 0305-1758622, zsami@i2cinc.com	Program Manager, Academics, i2c Inc	9 Dec 2021	9 Dec 2023
18	Mr. Faizullah Gul, 0301-8744881 faizullah.gul@nayatel.com	Manager HR, NayaTel	9 Dec 2021	9 Dec 2023
19	Mr. Abdul Momin, 0335-0099219 abdul.momin@kpezdmc.org.pk	HOD IT, KPEZDMC	9 Dec 2021	9 Dec 2023
20	Mr. Mujtaba Hussain, mujtaba.hussain@kpitb.gov.pk	Assistant Director Technical, KP IT Board	9 Dec 2021	9 Dec 2023
21	Mr. Hanif Jamil, 0305-1779091, hanif.jamil@ff.com.pk	Head HR, FF Steel	9 Dec 2021	9 Dec 2023

125.1.4 DIAB(EE) composition is as under:

S#	Name	Role	Rank	Dept.	From	Till
1	Dr. Usman Abbasi	Convener	Assist. Prof.	CS	1 Oct 2022	31 Mar 2025
2	Mr. Riaz Nawab	Secretary	Officer	Placement	Placement	
Faculty Members						
3	Dr. Maqsood Khan	Member	Ass. Prof.	EE	14 May 2022	9 Dec 2023
4	Dr. Suleman Mir	Member	Ass. Prof.	EE	14 May 2022	9 Dec 2023
5	Mr. Rahat Ehsan	Member	Ass. Prof.	EE (FYP)	Permanent	
6	Dr. Hafeez-ur Rahman	Member	Assoc. Prof.	CS	14 May 2022	9 Dec 2023
Alumnus						
7	Engr. Yasir Sethi, 0344-4482484 yasir.sethi@optix.pk		General Manager, Optix Communication		14 May 2022	9 Dec 2023
Senior Industry Leader						
8	Dr. Sahibzada Ali Mahmud, 0323-9556561, ali.mahmud@gmail.com		Managing Director, KP ITBoard		14 May 2022	9 Dec 2023
9	Lt. Col. Sahibzada Anees, sahibzada.anees@nayatel.com		Senior Manager Coordination, Nayatel		14 May 2022	9 Dec 2023
Mid-Management Industry Leaders						

10	Engr. Sheraz Ullah, 0333-9386522, sherazpescoje@gmail.com	Junior Engineer, PESCO	14 May 2022	9 Dec 2023

125.2 TOR's of the industrial advisory board are to give input/suggestions/critique on: (a) graduate employability, (b) quality of undergraduate/postgraduate courses, (c) research impact on industry needs, (d) plans and opportunities for strategic growth of the department, (e) final year project quality and mentorship, (f) coordination for guest lecture-ships, (g) develop collaboration opportunities, (h) curriculum development and revision, (h) explore opportunities for student internships, (j) PLO attainment, (k) PEO, PLO, CLO outcomes, and (m) alumni outreach.

126 Colab

126.1 Structure of Colab Management Committee is as such:

Committee	Composition	Role	Tenure
Colab	1 Senior Faculty Member of CS Dept.	Incharge	1 year
	6-9 Senior Students (Tier 1)	Member	6-12 months

126.2 Composition of Colab Management Committee is as under:

S. #	Name	Role	Rank	Dept.	From	Till
1	Mr. Fazl-e Basit	Coordinator	Ass. Prof.	CS	1 Feb 2025	31 Jan 2026

126.3 Responsibilities are to (a) select suitable students to Tier 1 of Colab, (b) Prepare and/or Approve training regime for students, (c) Prepare and/or approve hiring for new members of Colab after every 6 months, (d) Maintain overall discipline in Colab, (e) Oversee daily operations, (f) Market the facility, (g) Develop linkages, (h) Take measures of motivation of Colab human resources / Members to apply for incubation facilities nationwide, (j) Undertake any other measure to place Colab within the overall incubation eco-system.

127 FYP Coordination

127.1 Structure of FYP Coordination Committee is as such:

Committee	Composition	Role	Tenure
FYP	1 Senior Faculty Member	Coordinator	1 year

127.2 FYP Coordinator will be appointed by HoD of the department.

127.3 Workload against each member of the committee would be 25 projects. Additional members to the committee may be added upon increasing this count.

127.4 Composition of FYP(CS) coordination committee is as under:

S. #	Name	Role	Rank	Dept.	From	Till
1	Mr. Riaz Nawab	Coordinator	Lecturer	CS		

127.5 Composition of FYP(EE) coordination committee is as under:

S. #	Name	Role	Rank	Dept.	From	Till
1	Vacant	Coordinator	Lecturer	EE		

128 Ignite Coordination Committee

128.1 Structure of Ignite Coordination Committee is as such:

Committee	Composition	Role	Tenure
Ignite	Focal Person Primary	Convener	1 year
	Focal Person Secondary	Member	1 year

128.2 Composition of Ignite Coordination Committee is as such:

S. #	Name	Role	Rank	Dept.	From	Till
1	Mr. Haroon Zafar	Coordinator	Lecturer	CS	1 Feb 2024	31 Jan 2025
2	Mr. Usama Musharraf	Member	Lecturer	CS	1 Feb 2024	31 Jan 2025

128.3 Changes to Ignite Focal Person will be communicated as per Ignite SOP's directly by director with CC to registrar/Director ORIC.

Part G. Hostel

129 Definitions & Governance

129.1 For applicability of hostel rules; these definitions will be considered; (a) Hostel: an accommodation awarded to students that is within the jurisdiction and control of NUCES, (b) Warden: A designated faculty member who is assigned charge to oversee operations and discipline among boarders, (c) Boarder: A bonafide student of NUCES who is allowed to reside in the hostel, (d) Day Scholar: A student of NUCES who is not a boarder, (e) Mess Contractor: Food service provider primarily engaged through Campus Food Committee, on contractual basis for a specified period of time, (f) Ragging/Fooling: Teasing, manhandling, ill-treatment with any fresh boarder, that may lead to physical and/or psychological harm.

129.2 The student affairs will perform categorization and keep record of the best off-campus hostels. Lists of such hostels will be made available in public notice boards and admission office.

129.3 Hostel Warden will be appointed for two years, given satisfactory performance.

129.4 The university management reserves the right to amend hostel rules through hostel committees whenever needed.

130 Administration

130.1 Hostel administration needs to keep record of daily meter reading of gas

meters and mark in log book.

130.2 Purchasing of items (e.g. sanitary / cleaning, electrical consumables, etc.) and services (e.g. laundry) will be carried out centrally through the campus management.

130.3 For purchase of items, hostel administration will issue stock request.

130.4 For all hostel related payments, accounts section will maintain financial heads separately and not intermingle heads.

131 Boarding & Discipline Rules

131.1 A student shall not occupy a room without due allotment. Likewise, he shall not transfer or exchange it with any other person without the permission of the warden.

131.2 Day scholars are not allowed to enter hostel premises during day time (before 19:00) for any purpose. If any need arises, prior permission would be needed along with log entry at reception. Reception desk attendants will be authorized to prohibit any student from entering without permission.

131.3 All Day Scholars need to vacate campus premises one hour after close of business. Close of Business is defined as the last schedule slot as per exam/academic timetable.

131.4 Boarders are not allowed to stay overnight out of their hostels, or go out of station without prior permission of the warden. If it is needed to go out for dinner, all boarders must return by 11:00 PM. Any late arrival beyond 11:00 PM will need to be permitted. Permission slips for will be available at hostel reception.

131.5 Food delivered after 06:00 PM from outside will need to be collected by the student from campus main gate.

131.6 In case any incident occurs, day scholars who have entered the hostel premises with permission will be held equally liable as boarders. Those who have entered without permission will be disciplined.

131.7 Hostel accommodation will be allocated to students whose registration status is shown as current. In case the status changes during course of residency, the allocation will be withdrawn.

131.8 Students can apply for hostel accommodation for (a) 5 Months of Fall Semester only, (b) 5 Months of Spring Semester Only, (c) 2 Months of Summer Semester only, (d) 12 Months of full year, including Fall, Spring, and Summer.

131.9 All students of the hostel will need to take clearance for continuation of their stay at the end of each semester (Fall, Spring, and Summer).

131.10 Students awarded hostel will be allocated a room, along with a set of

necessary items listed in the application form. A resident will be responsible for the articles issued to him and shall return them to the hostel authorities in good condition when leaving the hostel.

131.11 Any student who damages any hostel asset will be liable to pay for its cost. Willful damage may also lead to additional penalty and disciplinary action. All damages will be deducted from security.

131.12 All damages must be reported in register available at the reception desk. Unreported damages, if found in rooms will be charged to tenants of the room, if found in a floor will be charged to tenants of the floor.

131.13 In case of maintenance or repair / replacement of any item, student will need to intimate hostel supervisor in writing in register available at reception.

131.14 Furniture and articles assigned to a room will not be shifted under any circumstances.

131.15 Boarders are not allowed to take any common room or mess property into their rooms.

131.16 All premises of the hostel, including rooms will be open to the hostel authorities for inspection at any time without any prior notice during day or night.

131.17 Students are only allowed to use electric appliances such as shavers, laptops, Mobile phone chargers, or devices of similar nature.

131.18 Usage of high wattage appliances such as Electric Heaters, Emersion Rods, Fridge, Refrigerator, Electric Kettles, Iron, Air conditioners are strictly prohibited.

131.19 Usage of certain high wattage appliances such as coolers can be allowed with conditions and will entail additional charges at the end of each month. Written permission will be needed for authorization.

131.20 Consumption of intoxicants (including tobacco, sheesha, etc.), is strictly prohibited. Violations will be held liable and face disciplinary action. If cigarette butts are found in any room during inspection, then disciplinary action will be taken against all the tenants of the room.

131.21 Entry of fire arms or any other weapon is strictly prohibited. Violations will be held liable and face disciplinary action.

131.22 Usage of loud music, parties, playing in un-designated areas, throwing eggs, or any activity creating disturbance or possible damage to hostel assets is not allowed in any part of the hostel.

131.23 Pets in general are not allowed in the hostel premises.

131.24 All the staff (Janitorial, Attendants, security and other related) are

equally important for us. There would be zero tolerance policy in case of misbehaving with them.

131.25 No guest is allowed in the hostel. However, the guest room can be availed (if available) by paying extra guest room charges.

131.26 Ragging is strictly prohibited in any form and violation of it will be treated as a gross misconduct, leading to expulsion from hostel or cancellation of admission.

131.27 Boarders must abide by any other instructions conveyed by Wardens from time to time for smooth functioning the hostel.

131.28 Boarders are themselves responsible for the security of their valuables. Hostel authorities shall not be responsible for any theft or damage. However, such cases must be reported.

131.29 Class Room I (with Air Conditioner) is allowed to be opened for students of on-campus boys hostel till 11:00 PM. The room is to be strictly used for studies only. Attendant will lock the room by due time. In case of rush, Class Room II is also allowed to be opened.

131.30 Students already residing in campus hostel may be relocated to alternate stay arrangement for events like NUTEC, alumni home-coming, and convocation for 1-3 nights, depending on duration of requirement. In such case, the students may lock their belongings in their cupboards and vacate their rooms when instructed to do so. The rooms will be issued to home-coming alumni and students / parents in convocation for free, however, for competitions, charge from students will be made.[363]

Part H. HR

132 General Rules

132.1 Campus HR shall submit a hard copy of the case to NUCES-HQ (HR) one week prior to the due date (where applicable). NUCES-HQ (HR) will respond (in writing) to the case within one week, after receipt of the case depending upon its processing.[364]

132.2 Telephone calls to NUCES-HQ by different departments to get feedback on a special case(s) regarding its processing status shall be discouraged.[365]

132.3 Salary related issues shall be handled only by Manager (HR) at NUCES-HQ.[366]

363 Campus Post Event Convocation Meeting dated 19 December 2022
364 NUCES-HQ Email dated 12/Jan/2022
365 NUCES-HQ Email dated 12/Jan/2022
366 NUCES-HQ Email dated 12/Jan/2022

132.4 Sending of scanned copies of approvals/letters by NUCES-HQ (HR) shall be discouraged. However, in case of dire need, the Manager (HR-Admin) at NUCES-HQ may send scanned copies of the approvals/letters to the Campus Director only after seeking Rector's approval.[367]

132.5 HR officials at campus will enter EOBI, PEC, NTN numbers in NUMUN (Employee → View / Edit Employee → Employee Details → Official). Information can be downloaded and verified locally. Data entry requests will not be sent to NUCES-HQ.[368]

132.6 HR officials at campus will enter official email in NUMUN (Employee → View / Edit Employee → Employee Details → Contact Detail). Data entry requests will not be sent to NUCES-HQ.[369]

132.7 For clearance of staff, the HR office will fill in information of staff members on the respective clearance form. This should then be forwarded to ALL concerned offices of the campus for clearance.

132.8 During the course of service at NU, teaching or working elsewhere is not permitted.[370]

133 Annual Performance Report (APR)

133.1 The annual increase will accrue automatically on the first day of January, following completion of at least SIX months of service, provided performance has been satisfactory and there is no ADVERSE report against the employee. [371]

133.2 Annual performance is measured for the period from 1st January to 31st December of each year.

133.3 (a) Faculty members who teach full course load in Fall semester shall be entitled to normal annual increase; (b) Faculty members, who have taught in Spring semester but were on leave during Fall Semester and re-joined in the next semester, will also be entitled to normal annual increase. [372]

133.4 Faculty members who are on reduced workload with the approval of Competent Authority, shall be entitled to normal increase. [373]

133.5 APR of contract employees will be filled against Form H06 (Clause 226.6).

134 Harassment

367 NUCES-HQ Email dated 12/Jan/2022
368 Email Yasir Nazir dated 13/Feb/2023
369 Email Yasir Nazir dated 13/Feb/2023
370 IOM No. 5-HR/22, dated February 3, 2022
371 NUCES-HQ Email dated 1/Dec/2022 by Yasir Nazir
372 NUCES-HQ Email dated 1/Dec/2022 by Yasir Nazir
373 NUCES-HQ Email dated 1/Dec/2022 by Yasir Nazir

134.1 The campus has developed processes and procedures to handle complaints efficiently, confidentially, and fairly through the HEC policy. The following mechanisms for complaints can be followed: (a) For students, all such complaints can be referred to Director campus through department HoD, (b) For staff/faculty, all such cases can be referred directly to the Director campus. For privacy reasons, complaints can also be referred to Director campus through Manager IQAE (senior female staff member), or directly to the convener of Campus Anti-Harassment Committee.

134.2 When filing complaint, the following initial information needs to be acquired in writing: (a) date of incidence, (b) nature of incidence, (c) location of instance.

134.3 All complaints are referred by Director campus to the GEIAH committeee for further processing as per HEC Policy Guidelines.

134.4 Record keeping work will be carried out by PS to Director. Case files will be kept confidentially under lock and key. General record keeping work will be mantained separately and include the following details: (a) Date of complaint, (b) Complaint received by, (c) Complainant Gender, (d) Harasser Gender, (e) Location of Harassment, (f) Inquiry Referral Date, (h) Inquiry Date, (j) Inquiry Completion Date, and (k) Decision.

134.5 Annual/Bi-Annual reports will be submitted to Rector/Registrar including data mentioned in clause 134.4 .

134.6 All incoming students will be given presentation on Anti-Harassment Committee as part of orientation. Notifications to the same will be placed on all notice-boards, as well as prominantly displayed on campus website.

135 Honorarium/Remuneration

135.1 Suitable honorarium shall be admissable to staff in salary group V to VII, provided that additional work other than routine work is done with prior approval/consent of the reporting officer. Honorarium shall not be applicable to staff members in salary group VIII and above. [374]

135.2 Staff members are entitled to receive honorarium on account of extra hours for admission activity given conditions: (a) campuses shall involve as few staff/students as possible, (b) Campuses shall prefer such students, who are financially challenged, and (c) Suitable honorarium shall be admissible to the staff as recommended by the campus director. [375]

135.3 Remuneration rates for MS Thesis defence w.e.f 1 Mar. 2010 are[376]: (a) External Co-Supervisor; Rs 10,000, (b) External evaluator cum Examiner; Rs 4,000.

374 IoM No. 1-HR/23, dated 7 February 2023
375 Revision email by Yasir Nazir dated 7 February 2023.
376 10th AC meeting dated 6/Feb/2010

135.4 Remuneration rates for PhD Thesis defence are: (a) Internal Examiner; Rs 7,000/- w.e.f 1 Nov. 2012 [377], (b) External Examiner; Rs 15,000/- w.e.f 1 Apr. 2023 [378], (c) External Co-Supervisor; Rs 40,000/- w.e.f 1 Mar. 2010[379], (d) Foreign Evaluator; USD 500/- w.e.f 1 Mar. 2010[380].

135.5 Remuneration rates for external experts are: (a) BOF/BOS/Academic Council/QEC; Rs 5,000/- w.e.f. 1 Apr. 2023[381], (b) QEC Academic Audit; Rs 6,000/day w.e.f 1 Apr. 2023[382], (c) Selection Board; Rs 5,000 w.e.f 1 Jun. 2022[383].

136 Insurance

136.1 Rates of Maximum Hospitalization per insured[384] will be: (a) A: 550,000/-, (b) B: 450,000/-, (c) C: 350,000/-, all of which will be enhanced by 50% in case of accidental injuries.[385] Pre and Post hospitalization covered will be 45 days each.[386]

136.2 Rates of Maximum Hospitalization per parent will be: (a) A: 50,000/-, (b) B: 40,000/-, (c) C: 30,000/-. Pre and Post hospitalization covered will be 45 days each, covering diagnosis, consultation & medicines, and not applicable for day care procedures.[387]

136.3 Daily room & board limit per day for hospitalization would be: (a) A: 32,000/-, (b) B: 25,000/-, (c) C: 23,000/-, [388] and for parents would be (a) A: 5,000/-, (b) B: 4,000/-, (c) C: 4,000/-.[389]

136.4 Annual category wise maternity limit for A, B, C covers would be: (a) 180,000/-, 140,000/-, 120,000/- for Normal/Forceps, (b) 190,000/-, 150,000/-, 130,000/- for Caesarean/Multiple Birth, (c) 110,000/-, 90,000/-, 70,000/- for D&C/D&E/Legal abortions.[390]

136.5 Circumcision charges of newly born baby boys would be max Rs 8,000/- subject to availability of maternity limit.[391]

136.6 Critical illness benefit would be: (a) A: 750,000/-, (b) B: 580,000/-, (c) C: 480,000/-, where in all all, for children, any 6 cases will be accommodated with

377 15th BASR meeting dated 31 Oct. 2012
378 46th BASR meeting dated 17 Mar. 2023
379 10th AC meeting dated 6 Feb. 2010
380 10th AC meeting dated 6 Feb. 2010
381 46th BASR meeting dated 17 Mar. 2023
382 46th BASR meeting dated 17 Mar. 2023
383 Rector approval of 17 Jun. 2022, sent via IoM No. 07-05-R/25 dated 7 May, 2025, Diary: 8-27/NU-R/16.
384 Covering Self, Spouse, Dependent Child
385 IoM No. 23-07-R/25, Letter No. 4-14/NU-R/06 dated 23 July 2025
386 Excluding day-care procedures.
387 IoM No. 23-07-R/25 dated July 23, 2025, No. 4-14/NU-R/06
388 IoM No. 23-07-R/25, Letter No. 4-14/NU-R/06 dated 23 July 2025
389 IoM No. 23-07-R/25 dated July 23, 2025, No. 4-14/NU-R/06
390 IoM No. 23-07-R/25, Letter No. 4-14/NU-R/06 dated 23 July 2025
391 IoM No. 23-07-R/25, Letter No. 4-14/NU-R/06 dated 23 July 2025

limit of 200,000/case.[392]

136.7 Daycare surgeries covered are: (a) Cardiac Angiography, (b) Cataract & Endoscopy, (c) CT Scan, (d) Dialysis, (e) Emergency Treatment, including local road ambulance, diagnostic tests, consultantion charges, prescribed medicines[393] within 48 hours, and dental OPD & room for pain relief only, (f) MRI, (g) Thallium Scan, (h) Fractures & Lacerated wounds.[394],[395]

136.8 General criteria governing insurance would be: (a) 20% discount for OPD, Lab Tests, and Indoor/Outdoor facilities at panel hospitals, (b) Congenital birth defects would be 100% hospital care limit, (c) Enhancement in medical OPD on university request, (d) claims to be reimbursed within 7-10 days, (e) Virtual OPDs covered.[396]

136.9 General criteria governing insurance for parents would be: (a) Age limit upto 95 years, (b) Covid-19 related hospitalization will be excluded for non-vaccinated individuals, (c) congenital birth defects and deformities will not be covered, (d) Pre-existing medical conditions will be covered, (e) OPD benefit is not covered.[397]

136.10 For normal IPD procedures, management will inform CICL within: (a) 1-2 days before procedure for normal circumstances, (b) 10-15 minutes for emergency procedures.[398]

136.11 For death due to any cause including Covid-19, basic life insurance cover would be Rs 2.0 Million. In case of accidental death, the sum assured would be Rs 4.0 Million.[399]

136.12 In case of accidental (permanent total/permanent partial/temporary total disability) or natural (permanent total), one time Rs 1.0 Million will be covered. Temporary Accidental Disability will be paid in 12 installments of Rs 25,000/-.[400]

136.13 Rs 120,000/- will be paid for funeral expenses.[401]

136.14 Focal persons from university side are Ms. Rizwana Tasleem (Secretary, NU-HO, Islamabad), and Mr. Muhammad Maqsood Khan (Assistant Manager, NU-HO, Islamabad). Faculty/Staff members are to contact focal persons through campus HR only.[402]

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392 IoM No. 23-07-R/25, Letter No. 4-14/NU-R/06 dated 23 July 2025
393 Within 30 days prior to or after hospitalization.
394 IoM No. 23-07-R/25, Letter No. 4-14/NU-R/06 dated 23 July 2025
395 IoM No. 23-07-R/25 dated July 23, 2025, No. 4-14/NU-R/06
396 IoM No. 23-07-R/25, Letter No. 4-14/NU-R/06 dated 23 July 2025
397 IoM No. 23-07-R/25 dated July 23, 2025, No. 4-14/NU-R/06
398 IoM No. 23-07-R/25, Letter No. 4-14/NU-R/06 dated 23 July 2025
399 IoM No. 02-07-R/25 dated 2 July 2025, Ref: No. 4-14/NU-R/06
400 IoM No. 02-07-R/25 dated 2 July 2025, Ref: No. 4-14/NU-R/06
401 IoM No. 02-07-R/25 dated 2 July 2025, Ref: No. 4-14/NU-R/06
402 IoM No. 02-07-R/25 dated 2 July 2025, Ref: No. 4-14/NU-R/06

137 Job Descriptions

137.1 Officer Career Services: (a) Serve as primary liaison between the university, its students, alumni, and potential employers, (b) Work as an advisor and interface with representatives of potential employers to assist in the most effective of career services efforts, (c) Execute a wide range of events such as recruitment drives, information and/or mentoring sessions, and/or networking events with professionals from relevant industries to meet students personal and professional needs, (d) Develop new contacts with external organizations for the purpose of expanding employment opportunities for students and alumni, (e) Establish and manage the Alumni association, (f) Provide resume referral and job-listing services for current students and alumni, (g) Closely collaborate with campus director, head of departments, and other faculty members to ensure that the career services department is meeting the needs and desires of the academic programs and the respective departments, (h) Constantly monitor, analyze, and evaluate current scope of services offered through career services while planning, implementing, and directing new programs, (j) Maintain a database of employers, students, and alumni profiles, (k) Extend efforts in strengthening employer and alumni relations, (m) Meet with the students on one-to-one or in small groups to discuss their career aspirations and help them to reflect on their ideas to further refine themselves, (n) any other task designated by reporting officer.

137.2 Attendant job responsibility is to (a) Dusting of classrooms, offices, and work areas to which they are assigned, (b) Serve tea / refreshments in designated time to employees, (c) Serve tea / refreshments at any other time to guests, (d) Keep stock and inventory of tea / refreshment supplies, (e) Washing and sanitizing utensils, (f) Assisting in office errands or tasks as needed, (g) Furniture arrangement, (h) Assist in out-of-hall exam duties, (j) Handle letter movement between offices, and (k) do any other duty / task designated by reporting officer.

137.3 Attendant (female) responsibility is to (a) Perform all duties mentioned in clause 137.2 , (b) Look at general cleanliness and upkeep of girls common room, day care center, and female faculty/staff offices, (c) Keep stock and inventory of female hygiene accessories in day care center, (d) female hostel assigned duties, (e) attending to female visitors to the university and one-stop office, and (f) any other duty / task designated by reporting officer.

137.4 Hostel Warden JD’s: (a) Process hostel allocation requests; form S03, (b) Complete room issuance to students; form S02, (c) Addressing the well-being and safety of students as well as safety of hostel assets, (d) Process hostel clearance procedures; form S02, (e) Ensure discipline and enforce hostel rules upon residents, (f) Impose fines upon discipline and rules violations and maintain record, (g) Oversee maintenance, cleanliness, and other operational aspects of hostel facilities, and be responsible for record keeping, (h) Coordinate with the admin department for facility repairs, (j) Issue temporary/permanent gate passes for hostel residents, (k) Provide

guidance and support to residents facing challenges and conduct 1 meeting / semester with students, (m) Serve on campus committees where input from warden is due, (n) Conduct one fire drill / semester at random date and time, and complete reporting; form D08, (o) Maintain and operate first aid box along with its reporting, (p) Perform inventory control of hostel assets, (q) Facilitate in creating space for extra accommodation in case of events, (r) Produce on demand any register/file pertaining to hostel operations, (s) Prepare hostel annual calendar, and hostel staff rota, (t) Prepare hostel annual budget and present for approval, (u) Issue resident lists to supervisor security, admin office, and director office, (v) Any other responsibility delegated by the campus Director.

137.5 Supervisor Hostel Housekeeping: (a) Ensure overall discipline, upkeep, and neatness, and service provision in university managed hostels, (b) Maintaining close liaison with reporting officer and concerned staff of other departments, including IT, procurement, admin, and food committee, (c) Prepare and oversee duty roster of hostel staff such as cleaners, attendants, and catering, etc. (d) Resolve day to day issues of hostel students, (e) Maintain maintenance/complaint register and request support from admin department accordingly, (f) Follow timetable of geyser operations, (g) Maintain reading of natural gas check-meters in register, (h) Maintain reading of electricity check-meters in register, (j) Maintain register of student/visitor in/out in hostel and ensure outsiders are documented through student movement register, (k) Maintain an updated record of hostel occupancy, (l) Maintain and look after hostel stores in coordination with university stores, (m) Look after guest room operations, (n) Perform random checks on rooms, (o) Keep inventory/asset management in rooms, (p) Manage locks of hostel rooms, (q) Perform necessary documentation at the time of room/position allocation and clearance, (r) Prepare schedule of fire drills and emergency evacuation, (s) Maintain first-aid kit and respond to health emergency matters, (t) any other task designated by reporting officer.

137.6 Attendant (Hostel) responsibility as per roster/schedule is to (a) operate geyser functions, (b) operate and clean water filters, (c) operate water tank functions, (d) attend to designated guests in guest room, (e) assist in supervisory functions such as reception duty, data collection, stores maintenance, and civil, electrical, or maintenance works, and (f) any other duty / task designated by reporting officer.

137.7 Cleaner (Hostel) responsibility as per roster/schedule is to (a) clean designated rooms, grills, and fans, (b) clean designated washrooms, (c) clean designated roof-top, (d) clean designated solar panels, (e) clean designated water tank, (f) clean corridor/lobby/outside court, (g) empty dustbins, (h) assist in furniture movement with attendants, (j) open drain pipes, and (k) any other task assigned by reporting officer.

137.8 Security guard responsibilities are to (a) Perform night duty, (b) Patrol duty, (c) Man check posts, (d) Vehicle in/out check and entry at gate, (e) Pedestian

in/out check and entry at gate, (f) Visitor handling and data entry, (g) Perform bus duty, (h) perform external hostel security, and (j) Any other duty / task designated by reporting officer.

137.9 HoD responsibilities are to (a) Participate and represent the department in CMC meetings, (b) Implement the semester plan of monitoring, supervising, and facilitation of the course execution, (c) Plan, supervise, and oversee students' all curricular and extra-curricular activities, aimed at grooming, personality development and character building including industrial tours, social events, excursions, internships, membership of professional bodies, competitions, trainings for enhancement of skills for communication, peer-networking, technical knolwege and interview skills with assistance from relevant offices in the campus, (d) Faculty management and facilitation, (e) Interact with students and their parents, (f) Approve students registration in courses and warning cases, (g) Approve the course results / grades, (h) Coordinate between the local faculty and faculty teaching similar courses in other campuses, (j) Engage visiting faculty and assist the department in the recruitment of faculty, (k) Conduct administrative and other non-academic activities (m) Ensure discipline among the students, staff, and faculty, (n) Liaison with industry and alumni, (o) Coordinate the accreditation process of the degree programs, (p) Submit APR of faculty in the department, and (q) Prepare the semester performance report.

138 Leaves

138.1 Faculty who have late duties due to official assignments will be compensated by allowing them to come late for duty on the same day. [403]

138.2 Employees will apply for leave through NUMUN. If a reporting officer is applying for leave, he/she will depute another employee of his department in acting capacity. For this, the protocol would be: (a) Consult with substitute employee, (b) Apply for leave with NUMUN with leave reason and name of substitute reporting officer, (c) Announce substitute arrangement via official correspondence channels to all concerned with the department.

138.3 No paper based applications for leave will be entertained other than for Ex-Pakistan leave.

138.4 In principle, no employee will proceed on leave until the sanctioning authority approves the leave, otherwise the leave will be treated as absent from duty. [404] In case prior leave is not possible, intimation via phone to the reporting officer is necessary. [405]

138.5 In case an employee absents himself or overstays leave, his immediate

403 Meeting # 18/09
404 Meeting # 01/16
405 Meeting # 01/16

senior will promptly report to the Director or Incharge (HR).[406]

138.6 In case of accrual of leaves in bulk (Casual/Earned) that needs to be reconciled in NUMUN, the queries and details can be sent to yasir.nazir@nu.edu.pk or hr.hq@nu.edu.pk for quick resolution. [407]

138.7 Leave Sanctioning Authority will be as per arrangement of Line Manager 1 and Line Manager 2 available in NUMUN. The list will be shared by campus administration to hr.hq@nu.edu.pk whenever any change is required.[408]

138.8 The employee, who absents himself without valid reason, he /she would not be entitled to payment of salary for the period of absence. His salary will be deducted with the prior approval of the Director. Such an employee will also remain liable to disciplinary action under the University's rules/ regulations. [409]

138.9 All employees are required to record their attendance in the Attendance Register, kept on the Reception as required under the University's Service Statute.[410]

138.10 Compensatory leave eligibility record will be kept by the reception desk and compensatory leave will be availed at end of semester, OR when normal entitled leave is exhausted.[411]

138.11 Faculty/Staff who will be Work-From-Home should be traceable, and available for online meetings, if required. The official status for Work-From-Home would be "on call", and should not be treated as a vacation. This implies that faculty/staff may be called anytime to the campus. Non-compliance without intimation will be strictly dealt with.[412]

139 Leaves due to Covid

139.1 A staff member having covid-19, or having covid-19 related symptoms would need to remain in quarantine w.e.f 1st January 2022.[413]

139.2 They shall apply for leave through NUMUN.[414]

139.3 They shall avail leave from their available leave count.[415]

139.4 If the current leave count is less than the request (leave), then staff shall submit a written request to the Reporting Officer (HoDs/Managers) to consider his/her leave with pay.[416]

406 Meeting # 01/16
407 Email Yasir Nazir dated 15 Feb 2023
408 Meeting # 01/16
409 Meeting # 01/16
410 Meeting # 01/16
411 Meeting # 18/16
412 CMC Meeting # 46
413 SOP dated 30/Dec/2021 emailed by Mr. Yasir Nazir
414 SOP dated 30/Dec/2021 emailed by Mr. Yasir Nazir
415 SOP dated 30/Dec/2021 emailed by Mr. Yasir Nazir
416 SOP dated 30/Dec/2021 emailed by Mr. Yasir Nazir

139.5 The Director may recommend leave with pay to the Rector for approval.[417]

139.6 Faculty members who manage to take online classes (during the quarantine period) need not apply for leave. They shall be considered on duty during their quarantine period as long as they are able to take their classes online.[418]

140 Overtime

140.1 Overtime shall be admissible to staff in salary group I to IV. Suitable honorarium shall be admissible to staff in salary group V to VII, provided that additional work other than routine work is done with prior approval/ consent of the Reporting Officer. Honorarium shall not be applicable to senior staff members in salary group VIII and above.[419]

140.2 Overtime will be compensated if it is of more than one hour duration, and the work done is on the written instructions of competent authority.[420]

140.3 Duration of overtime duty shall be decided by the HoD's/Reporting Officers and shall not be determined by any factor not directly related to the requirement of the work in hand, e.g. travelling time to and from the place of work, etc.[421]

~~140.4 Overtime will not exceed 4 hours per day (Monday to Friday),~~ [422] ~~and 12 hours per day (Weekends and Holidays).~~[423]

140.5 ~~Total overtime during a calendar month will not exceed 80 hours.~~ [424]

140.6 Security guards are entitled to avail overtime of five days in a month instead of one day in a week. A guard can be scheduled for both saturday and sunday as long as he does not exceed the 5-day limit in a month.[425]

140.7 Overtime compensation hourly rate shall be calculated as Salary / 160. [426]

140.8 Employees residing at campus premises and NUCES-HQ are not entitled to claim overtime.

140.9 Overtime of an employee will be maintained in Employee Overtime Log Sheet (Form H02; Clause 226.2). Separate log sheet will be used for each employee. Reporting officers/section heads are encouraged to process this log sheet for payment at the end of semester, or if there are 5 overtime counts on the sheet (whichever is

417 SOP dated 30/Dec/2021 emailed by Mr. Yasir Nazir
418 SOP dated 30/Dec/2021 emailed by Mr. Yasir Nazir
419 IoM No. 1-HR/23, dated 7 February 2023
420 IoM No. 1-HR/23, dated 7 February 2023
421 IoM No. 1-HR/23, dated 7 February 2023
422 IoM No. 28-02-R/20, dated 28 February, 2020.
423 IoM No. 28-02-R/20, dated 28 February, 2020.
424 IoM No. 28-02-R/20, dated 28 February, 2020.
425 IoM No. 1-HR/23, dated 7 February 2023
426 IoM No. 1-HR/23, dated 7 February 2023

earlier).

140.10 In case of overtime of bulk employees due to a particular event, the Employee Consolidated Overtime Log Sheet (Form H07; Clause 226.7) may be used.

141 Promotion

141.1 Promotion cases of junior staff (Scale I-VII) shall be sent to NUCES-HQ in Jun & Dec of each year. All cases need to be processed through Standing Promotion Committee (PPC) comprising of: (a) Director; Chair, (b) HoD/Reporting Officers; Members, (c) Admin Department; Member.[427]

141.2 Promotion cases of senior staff (VIII and above) & faculty shall be processed in April or October, and/or aligned to university selection board.[428]

141.3 Promotion and/or salary revision cases on account of completion of PhD / MS from FAST-NUCES will be processed according to date of defence. Promotion and/or salary revision cases on account of completion of PhD / MS other than FAST-NUCES will be processed according to selection board approval.

~~141.4 The following rough promotion framework for staff may be observed.~~

~~Rank~~	~~Director~~	~~Senior Manager~~	~~Manager~~	~~Deputy Manager~~	~~Assist. Manager~~	~~Officer~~	~~Assis. Officer~~	~~Assistant~~	~~Attendant~~
~~Years Experience~~	~~7~~	~~7~~	~~7~~	~~5~~	~~3~~	~~2~~	~~2~~	~~2~~	~~0~~
~~Years Cumulative~~	~~35~~	~~28~~	~~21~~	~~14~~	~~9~~	~~6~~	4	~~2~~	~~0~~
~~Years Education~~	~~21~~	~~21/18~~	~~18~~	~~18~~	~~16/18~~	~~16~~	~~14/16~~	~~12/14~~	~~10/12~~

141.5 For (a) appointment of new PhD faculty, and (b) Promotion of existing faculty to next cadre, research papers will be vetted by Chief Librarian. For vetting, campus HR will send email to chief librarian chief.librarian@nu.edu.pk / qammer.naveed@nu.edu.pk with CC: (a) Campus Director, (b) Respective HoD. Individual queries to chief librarian are not to be made.[429]

142 Probation

142.1 Probation termination case(s) are to be sent to NUCES-HQ (HR) at least three weeks before the probation end date.[430]

142.2 It is mandatory for all faculty members to have their degrees / foreign

427 HR Manual 4.2.(ii); 2021
428 HR Manual 4.2.(iii); 2021
429 IOM No. 25-03-R/25 dated 25 March 2025, Letter No. 1-10/NU-R/02
430 Email HR.Hq dated 10/Mar/2023 2023

degrees equivalence attested by the HEC, with priority to the highest degree obtained. All faculty who are on probationary period shall timely submit the attested documents to avoid delay in conformation of service.[431]

143 Resignations

143.1 Resignations are to be submitted to your reporting officer, which will be forwarded to campus HR for onward submission to NUCES-HQ.

143.2 Resignation packet to be sent to NUCES-HQ will have attachment of (a) Original letter of resignation along with reporting officer comments, (b) Resignation form, (c) Exit interview form. [432]

143.3 Exit interview will be done by Campus Exit Interview Committee.[433]

143.4 Email accounts will be deactivated as per email de-activation policy.[434]

143.5 Faculty members intending to leave/resign shall be required to inform about their unavailability prior to the closing of current semester. Deadlines for this confirmation would be end of April for unavailability in Fall, and end of October for unavailability in Spring. In case of uncertainty, faculty members should inform in writing through HoD/Campus HR and provide necessary documentation. Relevant department is to inform HR without delay.[435]

143.6 Failure to timely intimate within stipulated period will result in the end of final examination of current semester, being treated as 'last working day'.[436]

144 Retirement

144.1 Staff (both faculty and non-faculty) will undergo retirement upon reaching the age of sixty years, determined using date of birth stated on CNIC/Passport/Alternate ID documents.[437] Upon superannuation, employee ceases be member of the Employee Provident Fund and can receive both employee and employer share along with profit earned.

144.2 The appointing authority may require an employee to retire earlier, if declared medically unfit or unsuitable for university service.[438]

144.3 If University considers it essential, then a retired employee can be engaged for more or less than one year, but does not go beyond the end of next calendar year. Internally, there shall be a deputy from existing staff, which the management thinks can replace the retiring employee. The candidate shall be

431 IoM No. 16-12-R/24, Letter 1-10/NU-R/02 dated 16 December 2024
432 SOP dated 22/Jan/2022 emailed by Mr. Yasir Nazir
433 IOM dated 27/Jan/2023 emailed by Mr. Yasir Nazir
434 IOM No. 20-06-R/23 dated 20 June 2023
435 IOM No. 1-HR/22 of 27 October 2023, Email: "Notification for Faculty unavailability in the subsequent semester"
436 IOM No. 1-HR/22 dated 27 October 2023
437 HR Manual 2.2.(i)
438 HR Manual 2.2.(ii)

presented in next Selection Board meeting. In case no candidate can be nominated, the post shall be advertised.[439]

144.4 Employees, who are going to attain superannuation, and also those whose contract period is about to expire, shall be informed six months in advance before the date of retirement/expiry of contract.[440]

144.5 Campuses shall forward their recommendations to the Rector two months in advance so that the concerned employees may be informed of the decision regarding retention or non-retention of their services.[441]

144.6 Those who are re-hired on contract shall be governed by the terms of contract.[442]

145 Selection Processes (Advertisement)

145.1 All Newspaper advertisements will be published only by NUCES-HQ;

145.2 For hiring of Faculty/Staff, details of existing Faculty/Staff shall be provided with justification for new hiring.

145.3 Campus HR shall submit a soft copy of advertisement to Manager HR-Admin (NUCES-HQ) one week before the desired printing date.

145.4 The soft copy will include: (a) A detailed description of the offering for display on NU website, (b) A brief description of the offering for publishing in newspapers, with a link to the NU website for details.[443]

146 Selection Processes (Shortlisting)

146.1 Filter scores for shortlisting of faculty can be: (a) BS University [Weak = 0.25, Mediocre = 0.5, Strong = 1], (b) CGPA [2.5-3.0 = 0.25, 3.0-3.5=0.75, 3.5-4.0=1], (c) Terminal degree University [Weak = 0.25, Mediocre = 0.5, Strong = 1], (d) Experience [Weak = 0.25, Mediocre = 0.75, Strong = 1], (e) General outlook [Weak = 0.25, Mediocre = 0.5, Strong = 1], (f) Base degree [Non-Computing / BSc = 0.25, Non-Computing / BS = 0.5, Relevant BS = 1]. For convenience, the scores can be normalized to 10 as *obtained score / 6 * 10*.

146.2 HoD of department can adjust shortlisting parameters, or add/remove parameters.

146.3 In case faculty is not short-listed, reasons in brief for rejection need to be explicitly mentioned in the selection board minutes. Most frequent responses are: BS university weak, terminal degree university weak, low CGPA, non-relevant terminal degree, non-relevant BS degree, over-qualified, under-qualified, etc.

439 HR Manual 2.2.(iii)
440 HR Manual 2.2.(iv)
441 HR Manual 2.2.(v)
442 HR Manual 2.2.(viii)
443 IOM No. 31-10-R/23 dated 31 October 2023

146.4 Cut-off will be decided by HoD, and would be chosen such that desired number of candidates are called for next phase of interview. E.g., 100 applicants apply → 50% shortlisted for test = 50 applicants → 50% appear for test = 25 applicants → top 8 applicants presented before campus selection committee → top 3 presented before university selection board → top 1 selected for hiring.

147 Selection Processes (Test)

147.1 All candidates whom are to be emailed on shortlisting by selection committee for test will be sent an email which includes the (a) position name, (b) test date, (c) test time, (d) test location, and (e) domain details on which candidate will be examined.

147.2 HoD will form committee for contribution of MCQ type questions on prescribed format for conduct of test. MCQ's of each domain would be submitted containing (a) Full question; including any tables, figures and code, (b) List of four options, (c) Correct answer, (d) Question difficulty [easy, medium, hard], (e) Source of question, and (f) Contributor faculty name.

147.3 Contributed questions may be fed into NUCES Peshawar MCQ database. Test paper can be autogenerated from both new and existing question pool.

147.4 Candidates will not be allowed to take question papers with them. All printed materials will be returned and properly shredded.

147.5 HoD will form test marking committee, who will mark the test on same day. Results will be communicated to campus selection committee, and merit will be announced publicly after drawing of cut-off. Those meeting merit will be interviewed on same day.

148 Selection Processes (Interview Campus Selection Committee)

148.1 All candidates whom are to be emailed on shortlisting by selection committee for interview will be sent an email which includes the (a) position name, (b) interview date, (c) Interview time, (d) Interview location / room, (e) Full list of documents to bring to the interview, and (f; if applicable) details on a 5/10 minutes presentation of a relevant topic.

148.2 The list of names will be shared with Admin department.

148.3 List of documents candidate are to bring to interview would be (a) updated CV, (b) copy of CNIC, (c) two passport size photographs, (d) all original academic documents, (e) One photo copy set of all academic documents arranged chronologically, and (f) One photo copy set of all experience letters & certificates. Items (a, b, c, e, f) would be handed over to HR Department before the commencement of interview. [444]

444 Meeting # 13/18

148.4 In case of PhD applicants, the following list of documents must be explicitly requested for interview in shortlisting email: (a) HEC approved supervisor letter, (b) Attested PhD Degree from HEC if PhD is from Pakistan, (c) HEC Equivalence Letter for overseas PhD, (d; if applicable) HEC equivalence letter for overseas MS, and (e; if applicable) HEC equivalence letter for overseas BS.[445]

148.5 Department HoD may suggest to convener campus selection committee for bringing on board subject specialist for facilitating interviews.

148.6 Candidates will be interviewed in this order: (a) Females before everybody else, (b) Non-locals by longest distance first before everybody else, (c) In case of test, highest marks first before everybody else.

148.7 Online interviews can be conducted in case a candidate is out of country, or they are from exceptionally far off location of the country. However, it would be the candidates responsibility to ensure good connection at their end. Decision of online interview will be made by department HoD.

148.8 Before commencement of interviews, convener selection board will brief committee members on terms of the day, along with request to declare conflict of interest as per policy.

148.9 A concerned committee member who has declared conflict of interest will not participate in asking any questions from the said candidate, without permission of the chair.

148.10 Each selection board member will perform scoring on the basis of: (a) 5 marks qualification, (b) 5 marks experience, (c) 5 marks relevant skills, (d) 5 marks personality, (e) 5 marks HEC approved supervisor, if applicable, (f) 5 marks publications, (g) 5 marks test score, if applicable, and so on. Convener campus selection committee may adjust these parameters, or add/remove parameters as needed.

148.11 On the basis of obtained scores along with qualitative judgement, each selection board member will present ordered priority sequence of candidates. Most common name against each rank order will be finalized for university selection board. The sequence length will be 3 for hiring of 1 person, 5 for hiring of 2 persons, 7 for hiring of 3 persons, and so on.

148.12 A concerned committee member who has declared conflict of interest will not contribute name of said candidate to their priority sequence. However, with permission of chair, the name may be included with half weightage.

149 Selection Processes (Interview University Selection Board)

149.1 Subject Expert

445 Yasir Nazir email dated 16/Feb/2023

149.2 Agenda items for university selection board on prescribed format will be submitted two weeks before conduct of meeting to head office.

149.3 Agenda items must be printed on double side print to save paper. Candidates may be asked to provide short CV's of maximum 1, 2, or 4 pages only.

149.4 Call for selection board will be circulated to (a) All candidates by email and phone, (b) Rector, (c) BoG representative, (d) Registrar, (e) Dean, (f) Director campus, (g) Department HoDs, (h) one external subject specialist, and (j) one internal subject specialist from another campus nominated by HoD.

149.5 Courtesy calls will be made to external invitees by relevant HR official, HoD, or Director.

149.6 HR will maintain list of subject experts. Where possible, preference should be given to specialists already on approved subject expert list.

149.7 HR will issue time & date-wise schedule of interviews. The list will contain (a) candidate name, (b) designation applied for, (c) Interview mode: physical/online, (d) Contact Number, (e) Expected time of interview. All slots will be grouped by department.

149.8 The schedule list will also contain list of internal & external subject experts along with their affiliation and phone numbers.

149.9 Each candidate will be given at most 15 minutes of interview slot.

150 Selection Processes (Case Processing)

150.1 Appointment cases shall have (a) A covering note duly endorsed and signed by Reporting Officer, Campus HR, and the Director, (b) Copy of advertisement clearly stating the qualification/expertise required for the post, (c) Summary of Selected/Rejected candidates stating reason for rejection, (d) Minutes of the Campus Selection Committee meeting, (e) Documents of the selected candidates.[446]

150.2 The candidate last degree + transcript should be attached with the covering note. [447] In case the candidate expects to get his/her degree in due course of time, then campus HR should ask him/her to submit degree completion certificate on official letterhead. Missing document detail(s) should be submitted separately for record and future tracking purpose. [448]

150.3 Selection shall be based on proper merit work out on the basis of (a) qualification (b) relevant selection test score (c) experience and (d) interview by the Campus Selection Committee (CSC). [449]

446 IOM No. 4-HR/22, dated February 3, 2022
447 Email HR.HQ dated 17 February 2023
448 Email HR.HQ dated 17 February 2023
449 IOM No. 4-HR/22, dated February 3, 2022

150.4 Offer of appointment letters will be marked by director campus to HR, who will in turn inform candidates on joining the campus (via form H05; See 226.5) subject to go ahead from the candidates' respective reporting officers.

151 Trainings

151.1 Professional Development trainings will be carried out under the Faculty Mentoring and Training Policy. [450]

151.2 Incoming faculty members will be trained under the Faculty Mentoring and Training Policy. HoD/Senior faculty member will lead 30-45 minutes ice breaking informal session which identifies areas of mentorship required by the faculty members, while campus HR will announce call for mentors. All mentors will be appointed for 1 year and list will be shared publicly. [451]

151.3 For CDD training, frequency will be four activities on campus per year. [452]

151.4 Each PhD faculty will deliver 2 seminars per calendar year. The seminars will be open to both faculty and students, and presence of PhD students will be compulsory. Each seminar will be of one hour duration, followed by Q&A session.[453]

151.5 Labs/Classrooms/Hall offering to outside entities for trainings will be at cost, to be mutually agreed between campus representative and outside entity, with approval of director.[454]

151.6 Income accrued from offering of labs/classrooms/hall to outside entity would be deposited in University's account through account office. No payment to university faculty/staff involved would be made directly by these organizations. [455]

152 Transfers

152.1 Inter-department transfer requests will be processed through form H03.

153 Visiting Cards

153.1 HR will arrange for visiting cards to: (a) Professors, (b) Associate Professors, (c) Assistant Professors, (d) All Line 1 & 2 Reporting Officers / Department Heads. For all other employees who are more likely to be exposed to public dealing, HR will seek permission from Director.

153.2 All cards would be as per approved design with no deviation.

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450 Faculty Mentoring and Training Policy, Approved 39th BoG held 28th January 2023
451 Faculty Mentoring and Training Policy, Approved 39th BoG held 28th January 2023
452 Meeting # 09/15
453 Meeting # 02/17
454 Meeting # 21/19
455 Meeting # 21/19

153.3 Only allowed information on cards would be: (a) Name, (b) Email Address, (c) Designation, (d) Department, (e) Mobile Number, (f) Contact Official Phone + Extension, and (g) University Address. The information will be received with counter-sign/email of employee and presented to approved vendor for printing.

153.4 Printing batch will not be more than 1000.

154 Warnings & Advisories

154.1 Reporting Officer should first advise and warn such employees verbally/through email to improve their performance. In case, improvement is not made despite repeated warnings, then report would be submitted to the Director so that formal written warning is issued to such employees and placed in their personal file. [456]

155 Working Hours and Attendance

155.1 Normal working hours of the campus would be 8:00 AM to 4:30 PM.

155.2 Summer working hours of the campus would be 8:00 AM to 3:30 PM.[457]

155.3 For administrative activities, Ramazan working hours would be 8.00 AM to 2.00 PM (Monday to Thursday), and 8.00 AM to 12.00 Noon (Friday). Notification to this effect will be issued every year by HR.[458]

155.4 For academic activities (class/exam schedule), Academics Office will issue a separate timetable.

155.5 Faculty having classes later than closing hours will be compensated by allowing them to come late by equivalent number of hours.

155.6 Library timings would be from 08:00 AM to 6:00 PM. Duty timings of library staff would be adjusted accordingly.[459]

155.7 Employees who have to arrive later than 9.00 AM, or leave earlier than 4:00 PM must inform reporting officer as such. In case prior intimation is not possible, employee must record reason in sign-in register. [460]

155.8 The break time to be followed would be from 1:15 pm to 2:15 pm (1 hour).[461] Staff / Faculty must inform their immediate reporting officer before going outside of the Campus during the break for any reason and must ensure that their mobile phone is switched on. [462]

155.9 Only essentially required faculty and staff members would come to the

456 Meeting # 16/09
457 Meeting # 14/14
458 Meeting # 16/14
459 Meeting # 08/18
460 Meeting # 19/15
461 Meeting # 36/2020
462 Meeting # 36/2020

campus on Saturday who would avail compensatory leave with approval of the HoD/concerned sectional head.

155.10 Use of the campus facilities beyond office timings is allowed only to those who are actively involved in research or some other activity assigned by the Director/HoD. HoDs/Section Heads would make sure that no faculty/staff member stays in the campus beyond office timings except researchers or those who have been assigned some official tasks.

155.11 Attendance register record will be updated to excel worksheets for cadres of all departments, other than Attendants. [463]

155.12 Reception desk will be responsible for data entry on a daily basis. Manual register pages will be signed after every data entry update. Non-recoverable data will be marked by default with sign-in:08:00 and sign-out 16:00.[464]

155.13 Excel report of inter and intra departmental view with comparison of (a) average late arrival, (b) average early departure, (c) Average weekly hours short, (d) Missing absentees, etc., with color coded information, etc. will be shared with concerned line managers upon request (e.g. for observance of repeated violation pattern, annual performance review, etc.). [465]

155.14 Excel report of Individual View will be shared with departmental heads through incharge HR in print form after every 3 months for correction and rectification by employees. [466]

155.15 IT Office will help in creating forwarding filters on all reporting officer gmail accounts so that NUMUN leave approvals are automatically forwarded to reception desk.[467]

156 Workload (General)

156.1 Each faculty is expected to contribute in (a) Research or academic creative work, (b) Thesis/Projects supervision, (c) Student guidance and counselling, (d) Administrative activities, (e) Participation in different committees formed for running and streamlining campus operations, (f) Supervision and Mentoring of cocurricular and extracurricular activities of the campus, and (g) Representing the University at different forums.[468]

156.2 Course allocation should be entered in Flex prior to start of semester. Information relating to course-load should always be up-to-date. HODs and Managers (Academics) are responsible for up-keep of latest information in Flex.[469]

463 CMC Meeting # 55/2021
464 CMC Meeting # 55/2021
465 CMC Meeting # 8, dated 20 Oct 2022
466 CMC Meeting # 8, dated 20 Oct 2022
467 CMC Meeting # 55/2021
468 IOM No. 5-HR/22, dated February 3, 2022
469 Teaching Load Policy No. 24-08-R/20 dated 24 August 2020

157 Workload (Research)

157.1 Research workload for a faculty would be to publish, on an average, a minimum of one article per year in a JCR impact factor journal, and actively submit research funding proposals and secure funding from external funding sources.[470]

157.2 A faculty member may supervise at any point in time a maximum of 12 graduate students, of which not more than five may be PhD students, at any time. Payment of honorarium will only be released for supervisory services complying with HEC policy.[471]

158 Workload (Teaching)

158.1 Teaching workload will be three courses or sections (9 credit hours at minimum) in each regular semester (spring and fall semester) and one course in summer every three years.[472]

158.2 If two or more courses are of 2 credit hours, the minimum load in a semester shall be four courses.[473]

158.3 Normal Teaching Load (NTL) for Lab Engineers/Instructors is at least FOUR lab sections per semester, where one credit hour of lab is equivalent to three contact hours.[474] Exception can be three distinct labs.[475]

158.4 A lab engineer/instructor shall be eligible for extra payment for teaching additional lab sections, provided the student strength exceeds 120.[476]

158.5 Faculty members should teach at least 60 students in a regular semester. Those teaching two courses, due to preapproved course load reduction, should teach at least 40 students in a semester. For exceptions, prior permission must be obtained from the Registrar.[477]

158.6 Courses with less than 10 registered students (hereinafter referred to as Low Strength Course or LSC), irrespective of degree program or mode of instruction, will not be included in NTL. Such courses will be taught as Additional Teaching Load (ATL).[478]

158.7 For each course, faculty members shall give at least six assessment items (quizzes, assignments, evaluations, etc.), conduct midterm and final exams, and

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470 IOM No. 5-HR/22, dated February 3, 2022
471 IOM No. 13-ORIC/21, dated August 24, 2021, Letter No. 10-4/NU-R/03-Vol-XII & HEC Letter No. 1-1(NF)/QAD/2017/HEC/502 dated 17 July 2017
472 IOM No. 5-HR/22, dated February 3, 2022
473 IOM No. 17-1-R/24, dated January 17, 2024, Letter No. 2-65/NU-R/19
474 Teaching Load Policy No. 24-08-R/20 dated 24 August 2020
475 Explanation of Teaching Load Policy No. 24-08-R/20 dated
476 Teaching Load Policy No. 24-08-R/20 dated 24 August 2020
477 Teaching Load Policy No. 24-08-R/20 dated 24 August 2020
478 Teaching Load Policy No. 24-08-R/20 dated 24 August 2020

maintain course files (for QEC purposes).[479]

158.8 The following are given one course reduction in their workload. They are required to teach TWO courses/sections (6 to 8 credit hours) in a regular semester. They shall not be entitled to receive payment for taking any extra course/work load: (a) Directors, (b) HoDs having minimum 500 students in the degree program offered by the department, (c) FYP coordinators with minimum 25 FYPs, (d) MS Thesis/Project coordinators with minimum 75 MS Theses/Projects, (e) Researchers, whose projects have been found to meet or exceed the minimum prescribed criteria.[480]

158.9 Faculty members are encouraged to diversify their course offerings keeping in view the overall teaching scheme and new developments in their subject area.[481]

158.10 HODs are advised to manage the load in a way that each faculty member has at most two distinct courses (e.g., two sections of Course A and one section of Course B).[482]

158.11 HODs are advised to balance the load of PhD faculty members, so that they also teach Bachelor degree students.[483]

158.12 For teaching in addition to the Normal Teaching Load (NTL), faculty members will be paid extra for at most one course/section/lab.[484]

158.13 Remuneration for a Low Strength Course (LSC) will be minimum of 50% of total tuition fee paid by the students for this course and the amount paid for an additional course to a full-time faculty member.[485]

Part I. IT

159 General

159.1 Computing lab closing time will be 05:00 PM [486]

159.2 Any lab usage special needs or events must be pre-approved and brought to notice of lab management.[487]

159.3 No food or drinks; including carrying or consuming, are permitted inside the computer labs; including water bottles, cups, cans, snacks, and meals.[488]

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479 Teaching Load Policy No. 24-08-R/20 dated 24 August 2020
480 Teaching Load Policy No. 24-08-R/20 dated 24 August 2020
481 Teaching Load Policy No. 24-08-R/20 dated 24 August 2020
482 Teaching Load Policy No. 24-08-R/20 dated 24 August 2020
483 Teaching Load Policy No. 24-08-R/20 dated 24 August 2020
484 Teaching Load Policy No. 24-08-R/20 dated 24 August 2020
485 Teaching Load Policy No. 24-08-R/20 dated 24 August 2020
486 Meeting # 2/09
487 Meeting # 2/09
488 4th CMC 8 August 2025

159.4 Writing, scratching, or placing stickers on computer monitors, CPUs, keyboards, mice, desks, chairs, or any lab infrastructure prohibited.[489]

159.5 Chairs must be used properly, with no tilting, spinning aggressively, or standing on them. Chairs must be returned to their original position after use.[490]

159.6 Unplugging, removing, or tampering with power cables, network/LAN cables, USB devices, or any hardware is prohibited. If needed, ask for permission.[491]

159.7 Tampering with system settings is not allowed. If needed, ask for permission.[492]

159.8 Noise must be kept to a minimum to avoid disturbing others. Users must behave respectfully and responsibly within the lab environment.[493]

159.9 In case of violation of computing lab policy, students will be notified: (a) verbally along with request to leave lab, for first time violation, (b) in writing along with fine for second time, (c) in writing along with fine + referral to DC committee for third and onward times.[494] In writing notification will be through email containing reason of fine, fine amount, and appeal process.[495]

159.10 Students will have appeal window of three working days. Applications are to be made in writing to lab Manager, with final decision to be made by head of department of concerned student. [496]

159.11 In case of damage to physical lab infrastructure, university may charge full repair or replacement cost of damaged infrastructure. [497]

159.12 Applicable penalties will be:[498]

	Penalties		Fine	
Discipline Violation Type	Minimum	Maximum	Minimum	Maximum
Eating in lab	Verbal Warning	Fine	Rs 0/-	Rs 400/-
Spillage leading to damage*	Fine	Fine	Rs 400/-	Rs 400/-
Unauthorized cable disconnection	Fine	Fine	Rs 300/-	Rs 300/-
Vandalism of IT lab infrastructure**	Fine	Fine	Rs 400/-	Rs 400/-
Improper chair usage leading to damage*	Verbal Warning	Fine	Rs 0/-	Rs 300/-

* Plus damage incurred, if any.
** Plus cleaning cost / replacement cost if cleaning not possible.

489 4th CMC 8 August 2025
490 4th CMC 8 August 2025
491 4th CMC 8 August 2025
492 4th CMC 8 August 2025
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494 4th CMC 8 August 2025
495 4th CMC 8 August 2025
496 4th CMC 8 August 2025
497 4th CMC 8 August 2025
498 Meeting # 2/09

159.13 All students need to sign an acknowledgement confirming that they have read and understood the computer lab policy, and they agree to abide by all the rules and regulations mentioned.[499]

160 Domains

160.1 The domain ieeenuces.org will be maintained by IT department for usage by IEEE Student Chapter. From the landing page, Peshawar campus activities may be linked to pwr.ieeenuces.org.

161 Bandwidth

161.1 To rationalize bandwidth, (a) single gadget will be registered per student wherever possible, (b) access to any Social Media service should be blocked for students on Wi-Fi, (c) Torrents should be completely blocked, (d) Access to YouTube should be permitted in designated location such as library/FYP lab/Graduate Lab, etc.[500]

161.2 Fair bandwidth usage limit (upload + download) of student will be: (a) 1.5 GB / day; or 46 GB / month for all students, and (b) 3 GB / day; 90 GB / month for on-campus hostelites.

162 Computing

162.1 Students requiring issuance of space + university/specialized equipment for thesis works are required to fill form P07 (Section 230.7). FYP Coordination incharge will be responsible for seat assignment. The signed form will be kept on file with IT department.[501]

162.2 IT section will ensure that on specialized equipment return, due diligence would be carried out on returning goods, which will include general on/off test, and ensuring that the parts along with equipment have been accounted for. Where consumables are used, they will be documented as expensed.[502]

162.3 Both students & issuing department may take photographs of items at the time of issuance and receiving to avoid disputes.

162.4 High-end computers on campus will be issued by priority to research active faculty members. [503]

162.5 Each computing lab will have some racks for equipment / items frequently used.

163 Email

499 Meeting # 2/09
500 Meeting # 18/19
501 CMC Meeting 6 dated 8 Oct. 2025
502 CMC Meeting 6 dated 8 Oct. 2025
503 Meeting # 2/09

163.1 Students will have a combined storage limit of 10GB for their inbox, drive and photos. Staff are allowed a maximum storage limit of 20GB. Users should try to use cloud storage for attachments of large files. [504]

163.2 Student university email accounts will be deactivated or deleted upon graduation or degree completion. At such time, critical communication needs to be moved to personal email accounts.

163.3 Users are required to keep passwords confidential, and enable two factor authentication for enhanced security. [505]

163.4 Sharing of email account credentials or personal details is strictly prohibited.[506]

163.5 New joiner Email ID username and password will be Emp ID and Date of Birth ddmmyyyy. [507]

163.6 For paper submission and research purposes, students and faculty are required to provide both their university and personal email addresses.[508]

163.7 Non-name official emails will be assigned to employees who are appointed against a rotating / regular post of the university.

Non-Name Email	Designated to
pwr.dir@nu.edu.pk	Director
pwr.cs@nu.edu.pk	HoD (CS)
pwr.ee@nu.edu.pk	HoD (EE)
pwr.sh@nu.edu.pk	HoD (S&H)
pwr.gsc@nu.edu.pk	GSC Coordinator

163.8 Non-name official emails assigned to non-campus employees who are appointed incharge against regular post of the university.

Email	Designated to
chief.librarian@nu.edu.pk	Chief Librarian (Head Office)

163.9 Non-name official emails assigned to campus employees who are appointed incharge against regular post of the university.

Email	Designated to
pwr.hr@nu.edu.pk	Incharge (HR)
iqae.pwr@nu.edu.pk	Incharge (IQAE)
library.pwr@nu.edu.pk	Incharge (Library)

504 IoM No. 10-1-R/24, dated 10 January 2024
505 IoM No. 10-1-R/24, dated 10 January 2024
506 IoM No. 10-1-R/24, dated 10 January 2024
507 Email Yasir Nazir dated 16 Feb 2023
508 IoM No. 10-1-R/24, dated 10 January 2024

media@pwr.nu.edu.pk	Media (Peshawar)
cso.pwr@nu.edu.pk	Career Services (Peshawar)
placement.pwr@nu.edu.pk	
pwr.invigilator@nu.edu.pk	
pwr.library@nu.edu.pk	
pwr.it@nu.edu.pk	
pwr.admin@nu.edu.pk	
pwr.gscsupport@nu.edu.pk	
pwr.accounts@nu.edu.pk	
pwr.academics@nu.edu.pk	
hod.cs@nu.edu.pk, hod.engineering@nu.edu.pk, hod.humanities@nu.edu.pk, hod.management@nu.edu.pk	Non-named and named emails of all hod's and Named HoD email of all campuses

163.10 Email groups of other university/FAST officials are as under:

Email	Designated to
directors@nu.edu.pk	Non-named and named emails of all director designated employees (campus directors, director IQAE, director ORIC, etc.), registrar, and rector.
BOG.fast@nu.edu.pk	Members Board of Governors of FAST Foundation

163.11 Email groups of campus

Email	Designated to
academic@pwr.nu.edu.pk	Academics
mod.pwr@nu.edu.pk	For Announcements (No Reply)
csg.pwr@nu.edu.pk	For IT Issues
itsc@pwr.nu.edu.pk	IT Support
it.support@pwr.nu.edu.pk	IT Support

163.12 Email groups and their composition for current students are as under:

Email	Designated to
pwr.students@nu.edu.pk students.pwr@nu.edu.pk	All Current Students of Peshawar Campus
pwr.<deg>@nu.edu.pk	All current students of Peshawar campus enrolled in their respective degree programs. pwr.bba@nu.edu.pk, pwr.bscs@nu.edu.pk, pwr.bste@nu.edu.pk, pwr.mba@nu.edu.pk, phdcs@nu.edu.pk, phdmath@nu.edu.pk

pwr.alumni@nu.edu.pk	All Former Students of Peshawar Campus who have completed their studies.
pwr.batch<yr>@nu.edu.pk	pwr.batch01@nu.edu.pk, pwr.batch02@nu.edu.pk, pwr.batch03@nu.edu.pk, pwr.batch04@nu.edu.pk, pwr.batch05@nu.edu.pk, pwr.batch06@nu.edu.pk pwr.batch07@nu.edu.pk, pwr.batch08@nu.edu.pk, etc.
pwr.batch<yr>.bste@nu.edu.pk	pwr.batch01.bste@nu.edu.pk, pwr.batch02.bste@nu.edu.pk, pwr.batch03.bste@nu.edu.pk, pwr.batch04.bste@nu.edu.pk, pwr.batch05.bste@nu.edu.pk, pwr.batch06.bste@nu.edu.pk, pwr.batch07.bste@nu.edu.pk, pwr.batch08.bste@nu.edu.pk,
Pwr.batch<yr>.bscs@nu.edu.pk	pwr.batch02.bscs@nu.edu.pk, pwr.batch03.bscs@nu.edu.pk, pwr.batch04.bscs@nu.edu.pk, pwr.batch05.bscs@nu.edu.pk, pwr.batch06.bscs@nu.edu.pk, pwr.batch07.bscs@nu.edu.pk, pwr.batch08.bscs@nu.edu.pk,
pwr.batch<yr>.bba@nu.edu.pk	pwr.batch03.bba@nu.edu.pk, pwr.batch04.bba@nu.edu.pk, pwr.batch05.bba@nu.edu.pk, pwr.batch06.bba@nu.edu.pk, pwr.batch07.bba@nu.edu.pk, pwr.batch08.bba@nu.edu.pk,
pwr.batch<yr>.mba@nu.edu.pk	pwr.batch06.mba@nu.edu.pk, pwr.batch06.mba@nu.edu.pk, pwr.batch08.mba@nu.edu.pk,
pwr.batch<yr>.mscs@nu.edu.pk	pwr.batch07.mscs@nu.edu.pk, pwr.batch08.mscs@nu.edu.pk,
pwr.batch<yr>.msmath@nu.edu.pk	pwr.batch07.msmath@nu.edu.pk, pwr.batch08.msmaths@nu.edu.pk,
pwr.batch<yr>.phdmaths@nu.edu.pk	pwr.batch08.phdmaths@nu.edu.pk
asg.pwr@nu.edu.pk	Islam.gul@nu.edu.pk, jawad.khan@nu.edu.pk <?>

163.13 Employee email accounts will be deactivated promptly upon termination of employment, including resignation, retirement, or termination for any other reason. In the case of retirement, email accounts may be retained for a specified period as determined by management or HR. [509]

163.14 Employees will be notified in writing (resignation letter) or through an exit interview of the upcoming deactivation of their email accounts. The notification will include the effective date of deactivation or time frame and instructions regarding data backup, transfer, and access to alternative email options. [510]

163.15 Exceptions to the account deactivation policy may be granted on a case-to-case basis subject to approval of management or the HR department. Exceptions can be considered for employees who require temporary or extended access to their email accounts for specific transition or knowledge transfer purposes. [511]

163.16 Student email accounts will be deactivated two weeks after their closure

509 Email De-Activation Policy for Employees, IOM No. 20-06-R/23 dated 20th June 2023
510 Email De-Activation Policy for Employees, IOM No. 20-06-R/23 dated 20th June 2023
511 Email De-Activation Policy for Employees, IOM No. 20-06-R/23 dated 20th June 2023

of admission. Notification will be sent to students upon clearance prior to the account deactivation date, informing them of the impending deactivation.

164 Flex Rights

164.1 All HoD's/Directors are to have Flex Rights for the pages: (a) Academic Warnings, (b) Admission Lists: Generates Admission report, (c) Admission Summary, (d) Approve Course Withdraw Request, (e) Approve Grade Change Request, (f) Approve Tentative Grades, (g) Attendance Register: Displays the view of student Attendance details course-wise, (h) Attendance/Grade Sheet: Displays to print Attendance/Grade Sheet, (i) Contact Hours: Displays Contact Hours, (j) Contact Hrs with Semester Evaluation: Displays Contact Hours with Semester Evaluation, (k) Course Clashes, (l) Course Section Clashes, (m) Course Withdraw Request, (n) Course-Wise PLO Report, (o) Coursewise Strength: Displays list of all offered courses with number of students registered, (p) Dashboard, (q) Degree-Batch Registration Count: Displays the list of Students Degree Reports Batch and Genderwise, (r) Detailed Eval/Attend Report, (s) Detailed Grade Report, (t) Document Verification Summary, (u) Employees Courses List: Displays Courses of Employee Campus-Semester Wise, (v) Eval/Attendance Summary Report: Display information of course with no attendance and no results entered, (w) Evaluation Report, (x) Evaluation Report Merged: Displays Section Merged Evaluation Report, (y) Evaluation Report OBE: Displays all Evaluations, (z) Faculty Course Review, (aa) Fee Exemptions Requests, (bb) Feedback Analysis, (cc) Feedback Summary: Displays the Feedback Summary Report School-wise, (dd) Generate Grades, (ee) Grade Change Request, (ff) Grade Change Request Report: Display information of change grade with students and teachers, (gg) Grade Report: Displays the semester grade report program and batch wise, (hh) Grading Coordinator: Select Grading Coordinator, (ii) Late Course Registration Request HOD, (jj) Manage Attendance, (kk) Manage Evaluations, (ll) Mark Sheet: To print students semester evaluation marks report, (mm) MS Degree Duration Summary: Displays the statistics of MS degree duration campus and program-wise, (nn) Next Sem. Offering Summary: Next Sem. Offering Summary, (oo) Offered Course Detail: Displays the details related to offered course and concernd teacher, (pp) Offered Course List: View list of offered courses program, batch and section wise, (qq) PLO/CLO Course Mapping: Mapping the PLOS/CLOS of all courses, (rr) Program-Wise PLO Report: Program-Wise PLO Report, (ss) Registered Students List, (tt) Registration Count: Displays course section-wise Registration count, (uu) Retake Exam Request HOD, (vv) Retake Exam Request Report, (ww) Semester Evaluation Count: Displays the total Evaluations submitted by the Teacher in a Semester, (xx) Set Marks Distribution: In the start of the semester Teachers must have to set Evaluation weightages, (yy) SGPA Forcasting: Forcasts SGPA on the basis of CGPA, (zz) Student Consolidated Horizontal: Student Consolidated Horizontal, (aaa) Student Consolidated Vertical: Displays complete student academic record, (bbb) Student Course Reg. Count: Displays the list of students along with number of courses they are registered in, (ccc) Student Grade

Choice Report: Student Grade Choice Report, (ddd) Student Study Plan: Displays Student Study Plan for the specific batch, (eee) Students List, (fff) Teacher Activities: Manages Teachers Activities, (ggg) Teaching Workload: Displays Teaching Workload report, (hhh) View Announced Results, (iii) View Course List: Displays Course Pre-requisits, (jjj) View Grade Report Prog-Sem Wise, (kkk) View Incomplete Grades: Displays the Incomplete Grades count in a semester, (lll) View Students Profile, (mmm) View Transcript, (nnn) Visiting Student Registration: Information about students registered for courses at other campus.[512]

165 Laptop Loan

165.1 Process would be: (a) Employees requesting laptop loan would file for Loan Application through reporting officer, (b) Application processed by accounts for clearance of any financial liability, (c) Approved by director, (d) Referred to accounts with copy to HR for record, (e) Preparation of funds request to HO, (f) Recommendation through treasurer, (g) Approval by rector, (h) Referred to SG FAST for release of funds to campus, with copy to HR-NQ for record and incorporation into HRIS, (j) Funds received by campus, (k) Referred to IT department of campus for collection of old laptop, if any, (m) Employee makes purchase with copy of invoice containing specifications, price, and serial number of purchased laptop. [513]

165.2 The head office will decide about the number of applications to be approved for loan. [514]

165.3 If an employee is given loan to purchase a laptop, then s/he must return the university issued laptop. [515]

165.4 Employee shall submit an affidavit (Form FJ06; page 243) on stamp paper of Rs 20 that he/she shall (a) repay the oustanding loan in the stipulated monthly installments, (b) In case of employee disassociation from the university, he/she agrees to immediately repay the entire outstanding loan or authorize the university to deduct it from his salary, or adjust against provident fund balance. [516]

165.5 Laptop Loan requests, if any, will be accumulated and dispatched at the end of the month.[517]

166 Video Conference

166.1 Video conference setup should be configured in consultation with head office 10 minutes before the start of the meeting. Cooling / heating at the conference room should be turned on 20 minutes before the start of the meeting.

166.2 In case of Zoom/Google Meet, all hosted meetings by the campus would

512 Registrar Email dated 29 Oct. 2025, “HoDs/Directors access right to Flex applications”
513 Compiled from IOM No. 4-HR/21
514 Compiled from IOM No. 4-HR/21
515 Compiled from IOM No. 4-HR/21
516 Compiled from IOM No. 4-HR/21
517 Meeting No. 45/2021

be created using itsc@pwr.nu.edu.pk, added to google calendar, and 1 additional person would be added as co-host.

166.3 In case of statutory body meetings, VC based meetings would be the primary medium, with google meet/zoom as backup.

166.4 In case of campus as host of meeting, mock meeting will be carried out 1 day before the actual meeting.

166.5 There shall be no obstruction between PTZ camera and the participants of meetings. Extra empty chairs should be out of sight of PTZ camera views.

166.6 The PTZ camera will have the following zoom settings: (a) 1 for full view of participants sitting on left side of chairperson, (b) 2 for full view of all participants, (c) 3 for full view of participants sitting on right side of chairperson, (d) 0 for full view of chairperson.

166.7 The PTZ camera, meeting table, and chair-person should be in straight line. The participants seating on left and right would be symmetric to this straight line. If there is any mis-alignment, the table/camera should be moved for alignment.

166.8 Attendants should be weary of noise in vicinity of conference room (e.g. printing, student movement & chattering, students chattering near conference room fire-exit), whenever there is a meeting.

166.9 IT would ensure required bandwidth is diverted to video conference facility at the time of meeting. For troubleshooting, packet drops at both sides of the video conference (i.e. head office and campus side) may be analyzed.

166.10 Conference room would have a permanent computer system pre-configured with required facilities for video conferencing through PTZ system, zoom, google meet, and so on.

166.11 Conference room would have a dedicated UPS system which will ensure power to the video feed remains on even if there is electricity outage.

167 Website

167.1 HR department will forward notifications to media office on all joining / resignation cases for record updation on campus website. [518]

167.2 HR will generate email to all academic / non-academic reporting officers to verify their employee data at the end of a semester. OK reports of RO's will be shared with director. [519]

167.3 Campus website would preferably be hosted on campus. DNS update would be carried out to make on-campus host as primary website. If needed (e.g.

518 CMC Meeting # 1, dated 1 Feb 2023
519 CMC Meeting # 1, dated 1 Feb 2023

electricity outage), DNS entry for 3rd party hosting can be provided.[520]

Part J. Library

168 Library (General Rules)

168.1 The newspaper subscription for library would be: (a) Mashriq Peshawar, (b) Aaj, (c) Express, (d) Jang, (e) News, (f) Dawn, (g) Frontier Post,

168.2 The magazine subscription for library would be: (a) Akhbar-e Jehan.

168.3 The FAST NUCES Peshawar Campus Library provides the facility of checking your library account online through library portal https://nu.insigniails.com. While you are log in, you can perform variety of tasks through the library portal to check the items checked out, items overdue, renew books, reserve books and even modify your personal information (login/password) through library portal.

168.4 You will be required to use your patron ID and password to be able to use the library portal. You can get your patron ID and password from the library circulation desk or email at library.pwr@nu.edu.pk.

168.5 Silence must be observed in the study areas. The library staff has the right to ask the people to leave the library if they are talking anywhere in the library in a way that causes disturbance to other people working. Members who behave in an abusive, disorderly, disruptive, indecent, offensive, or unreasonable manner will be asked to leave the library. Offender will be reported to the Disciplinary Committee.

168.6 Students must carry their NU ID cards to enter the library.

168.7 Seats are not allowed to be reserved. When there is a demand for seats, Library staff can remove the unattended articles from the tables.

168.8 Chairs and study tables should not be moved around.

168.9 Discussion in the Library is not allowed.

168.10 Group Study is not allowed in the Library.

168.11 Smoking, eating and drinking are prohibited.

168.12 Personal belongings (such as file covers, briefcases, handbags etc.) must be left outside the library or at the designated place. The University would accept no responsibility for personal belongings left in the library.

168.13 Members are not permitted to use telephones (including mobile telephones) in the library. Mobile phone must be switched off in the library.

168.14 Students are not to write on, tear off, or deface library material (books, furniture etc.) by ballpoint, marker, pen, pencil etc.

520 CMC Meeting # 2, dated 7 Feb 2022

168.15 Where the Librarian or other Library Staff has reasonable grounds to suspect that a breach of library rules is being committed, he or she has the power to require that any person who is present in, or is leaving or attempting to leave the library, shall demonstrate to the satisfaction of the Librarian or Library Staff that he or she is not in possession of any book(s) or other item(s) of library property.

168.16 No users of the library shall enter areas of the library designated by the Librarian "not for public access", unless accompanied by a member of the library staff.

168.17 Students and Faculty are advised not to shelve the books once taken for reading.

168.18 Members must notify the library of any change in their postal or email addresses.

168.19 Make sure you have provided correct e-mail address while filling your library membership form.

168.20 If a member is not receiving any types of system generated notices i.e. Renew notices, Overdue notices, please report it immediately to the circulation staff at circulation desk or through email at library.pwr@nu.edu.pk

168.21 Ask for help from library staff if you are unable to find your required material.

168.22 For faculty, staff, and students, the FAST NU ID Card serves as the library card.

168.23 Most library materials are available for browsing and loans. All members are free to use these materials. However, selected materials are not available for borrowing, and are only restricted for use within the library premises such as FYP thesis, reference materials, CD-ROMs, not-to-be-issued copy of course reserve, annual reports, pamphlets, periodicals, newspapers, and other non-circulating items cannot be checked-out.

168.24 Theft of library material is a major offense that may result in immediate expulsion from the University.

168.25 The library will maintain a publicly visible index of thesis for archival purpose.[521]

169 Library (Archiving)

169.1 Thesis archiving will follow the following call name searching codes: (a) Thesis, (b) PhD/MS/BS, (c) EE/CS/SE/AI/DS/MATH, (d) FAST-NUCES, (e) Peshawar, (f) year, (g) SDG1/SDG2/SDG3/.../SDG17 (if available or applicable, and to be provided by thesis coordinator). Example is: Thesis--MS--CS--FAST-NUCES--

521 CMC Meeting # 46

Peshawar--2021--SDG2, or Thesis--PhD--EE--FAST-NUCES--Peshawar--2023--SDG2--SDG17.

170 Library (Book Issuance)

170.1 Students of (a) BS programs can issue upto 4 items for a period of 14 days, (b) MS programs can issue upto 5 items for a period of 1 semester, and (c) PhD programs can issue upto 8 items for a period of 1 semester.

170.2 In case of inter-library loan, issuing period will be determined by the period designated by the lending library. Issuance day will start from the day of dispatch of lending library.

170.3 Borrower must return or renew all library material by due date. A fine of Rs. 5 per day would be charged for each book or audio/video material returned after the due date. In case of inter-library loan, the fine will be minimum amount designated by the lending library + 5% processing charges.

170.4 Fine on local issued books only can be waived off by written permission of Director or delegated authority. Applications are to be submitted to director campus through library.

170.5 No fee would be charged from the students on issue of book from the Book Bank. Issued books would be returned by the last day of the final exam of the semester and late return would attract fine as done in case of other library books.

170.6 Renewal of borrowed books cannot be claimed as a right. Priority would be given to those in the waiting list, if any. Books issued through inter-library loan cannot be renewed.

170.7 All library material must be borrowed out before leaving the library. Un-borrowed items taken beyond the library gate are considered stolen. Offenders are liable to suspension and stern disciplinary action.

170.8 If an item is found damaged at the time of its issue, the student must immediately inform the library staff about it and get it noted in the register.

170.9 Borrowers shall be responsible for any damage to the borrowed items. The librarian can ask the borrower to replace the damaged item with the same item in excellent condition.

170.10 Members must submit any book or object for inspection, when requested by the library staff.

170.11 If an item is lost, then the borrower must (a) replace it, or (b) pay for current market price of item + 10% processing charges. If an item is not found from local market then the double cost of the item will be charged. Lost item payment will be processed through form L01 (See Clause 227.1).

170.12 Report lost books or other materials to the Library immediately at the above mentioned email addresses or personally at circulation desk to stop overdue fines.

170.13 Make sure that you know the due dates when you check out material. It will help you in renewing your book(s) online timely if it is not requested by any other member and avoiding overdue fines.

170.14 While returning library books or other materials at the circulation desk please ensure that the circulation staff has returned the book(s).

170.15 Don't give your ID card or checked out materials to others to avoid hefty overdue fines especially in case of course reserves.

170.16 Pre overdue Notices: These are sent to remind you due dates of the checked out items so that you can renew those items online or physically at the circulation desk.

170.17 Overdue Notices: Overdue notices are sent to your email address to remind you that the items have become overdue.

170.18 Pickup Notices: Pickup notices are sent to let you know that your requested book has been returned in the library and is ready to be picked up.

170.19 Fine notices: Fines notices are sent to let you know regarding the details of the fines which you have accumulated in your account.

170.20 Any borrowed item is subject to recall by the Library. Borrowers who receive recall notices are responsible for returning their requested items on or before the recall due dates. Recalls can be placed at the User Services Desk or online. Members will be notified via email to return any item before its due date. Items cannot be renewed if they have been recalled.

170.21 If you think the library has made an error or if you have a special situation that made it difficult for you to return or renew materials on time, you may file an appeal. After thorough investigation charges may be upheld, reduced or waived off. Appeals must be filed within three months of billing of any charge. You can send an email at library@nu.edu.pk or you can give an application addressing the Deputy Manager (Library) in hard format.

170.22 Interlibrary Loan service can be utilized by current full time university employees and students only.

171 Library (Vetting/Purchasing)

171.1 No book of Indian/Pakistani author would be purchased unless it is of inescapable necessity and with explicit recommendation of department HoD.[522]

522 Meeting # 14/14

171.2 Recommended publishers would be: (a) Artech House, (b) IEEE-Wiley, (c) Manning, (d) MIT Press, (e) Packt, (f) Princeton University Press, (g) Pearson, (h) Simon & Schuster, (j) Springer, (k) Macmillan, (m) McGraw Hill, (n) Oxford University Press, and (o) CRC Press.

171.3 Vetting of books should be avoided (even if it is a recommended publisher), where a book is compiled from collection of scientific articles as proceedings, or books where each chapter is written by different author and compiled by editor.

171.4 Upon request from library, each department HoD will nominate 2 faculty as book vetters to the Library (2x3=6). Minimum criteria for book vetter would be: (a) PhD and/or 3 years experience, (b) involved with research and/or curriculum design and development, and (c) regular library visitor. The library will maintain active list of 6 vetters. Vetters will be rotated after spending 1 year.

171.5 Book vetters should make a realistic assessment via cost-benefit analysis when recommending books.

171.6 Purchase of photocopy books for library are not allowed. Exceptions will be rare and difficult to get books for which explicit permission from Director through HoD would be needed.

171.7 Library will not carry out full photocopy of books for faculty/staff. These will be outsourced, and paid in full by person requesting copy.

171.8 The library will conduct a survey at the start of fiscal year from students/faculty/staff on the magazine subscriptions for the library. Subscription of magazines should be based upon popular demand and need.

171.9 The library will circulate call for books in the first week of each semester to students/faculty/staff for submission of book requests. Books nominated through call may not need to be presented before book vetters.

171.10 Currency conversion rates, prevalent for the period, issued by National Library of Pakistan will be used.

Part K. Research, Innovation, Commercialization

172 General

172.1 PhD Thesis title may only be changed if recommended by Foreign Reviewer.[523]

172.2 Faculty procuring hardware through research grants/projects will do so within procurement framework of sponsoring body.

523 52nd BASR meeting dated 26th Septmmber 2024, circulated via IoM 3-8/NU-R/02, 21 October 2024.

172.3 Upon receipt of capitalized equipment/item, the PI of research projects will complete Form P08 Good Receiving Note; duly signed by PI, department head, and store in-charge, for placing the equipment/item in the University Fixed Asset Register. In case item is of non-capitalized nature, the item will be placed under department stock-in/out register. PI should also keep a personal inventory of all fixed assets procured and issued in their name.[524]

172.4 When placing capitalized equipment/item in Fixed Asset Register, they should be marked with "ORIC".[525]

172.5 Purchased equipment will be issued to PI for the duration of the project. Upon project closure, the PI must return the equipment to the campus store in-charge. The campus store-in charge may then re-issue the equipment to the concerned laboratory/faculty through HoD and knowledge and approval of director.[526]

173 HEC Approved Supervisor Applications

173.1 In light of discontinuation of the HEC approved supervisor process at HEC, the exercise will be maintained by the university under clause 4.2.1 and 4.2.2 of the Graduate Education Policy, dated 10 July 2023. Deviation from Graduate Education Policy may invite penalties under clause 7.3 of Graduate Education Policy.

173.2 Fresh PhD faculty are eligible to supervise MS students, and co-supervise PhD students immediately after obtaining their degree. However, they can can only start supervising PhD students independently after two years of obtaining their PhD degree. Supervision load increases gradually, with one PhD student in 3rd year, two in 4th year, and upto five from the 5th year onward.[527]

173.3 Supervisor will be assigned at the date of enrollment via PhD Supervisor assignment form. The form will be initiated by student and will be submitted to the department along with potential supervision recommendation, if any. The department will process form through supervisor. Filled form will be evaluated by the department, and if checklist criteria fulfilled, will be recommended for further processing. If checklist criteria is not fulfilled, alternate supervisor should be nominated.

173.4 GSC coordinator will arrange for collating of following data only from forms that are recommended by the department: (a) Supervisor Name, (b) Designation, (c) Department, (d) Campus, (e) Subject Area, and (f) Duration.

173.5 The collated information will be submitted to registrar office for consideration of admission of student, and updation of approved supervisor through BASR. If the student is granted admission, the updated consolidated information as

524 IoM No. 11-18/NU-R/12, Letter No. 1-ORIC/25, dated 19 February 2025
525 IoM No. 11-18/NU-R/12, Letter No. 1-ORIC/25, dated 19 February 2025
526 IoM No. 11-18/NU-R/12, Letter No. 1-ORIC/25, dated 19 February 2025
527 Clarification obtained from Dr. Abaidullah Anwar, Deputy Director QAD/HEC Focal Person on Graduate Education Policy 2023, dated 24 July 2024.

per format will be circulated as annexure of BASR minutes.

174 PhD Supervision

174.1 If a PhD supervisor leaves the university prior to the students synopsis defence, the supervisor will be replaced by another faculty member who holds approved PhD supervision status.[528]

174.2 If the PhD supervisor leaves the university after the PhD synopsis has been approved, he/she may continue to supervise the student as a co-supervisor. However, in such cases, a supervisor must be appointed from among the university's regular faculty members who are authorized to supervise PhD research.[529]

174.3 If the PhD supervisor leaves the university after the journal article (which is the requirement of HEC) has been published, and the student has completed Thesis III, he/she will continue to supervise the student. However, in such cases, a committee constituted by campus GSC may assess the need of a co-supervisor, and a co-supervisor may be appointed from among the university's regular faculty members who are authroized to supervise PhD research.[530]

174.4 The clauses apply to all faculty members who leave the university to join another organization and does not apply in cases of temporary leave such as Hajj or maternity leave.[531]

174.5 A faculty may supervise at any time a maximum of 12 graduate students, of which not more than 5 may be PhD students (at any time).

174.6 A fresh PhD is eligible to supervise MS student(s) and co-supervise PhD student(s) immediately after obtaining his/her degree. However, he/she can only start supervising PhD student(s) independently after two years of obtaining the PhD degree. The supervision load increases gradually, with 1 PhD student in 3rd year, 2 in the 4th year, and up to 5 from the 5th year onwards.

Part L. Other Matters

175 Alumni

175.1 In order to highlight achievements of our Alumni and motivate students studying in NU Peshawar Campus, the committee decided to establish "Hall of Fame" in the campus. Alumni would be approached to send their achievements if they wish to display these in Hall of Fame. [532]

176 Cafeteria

528 BASR meeting # 55, dated 17 June 2025
529 BASR meeting # 55, dated 17 June 2025
530 BASR meeting # 55, dated 17 June 2025
531 BASR meeting # 55, dated 17 June 2025
532 Meeting # 12/18

176.1 Cafeteria contract will be valid for one year only. In interest of competitiveness, and rate control, call for new contract will be floated two months before contract expiry.

176.2 Male & female students, and staff & faculty would use their designated areas inside the cafeteria.

176.3 Food Committee approved rates along with grams of item must be displayed in cafeteria for transparency.

176.4 Cafeteria TV is only for purpose of viewing sports/news/educational channels and must be used judiciously. Songs, music, entertainment content is not allowed to be played by anybody without prior permission. Students are not allowed to cast (any) content to the Cafeteria TV without permission. Both students/cafeteria may be fined in case of violations.

176.5 Cafeteria contractor must prominantly display menu for the entire week in the cafeteria. The menu must not contain any item on two consecutive days.

176.6 If in case rates need to be revised for any reason, then a revised proposal can be presented by cafeteria contractor before the food committee. The proposal must contain columns of (a) Current Rate, (b) Current Grams, (c) Proposed Rate, (d) Proposed Gram. This will be accompanied along with additional document of specimen weekly menu. Valid reason for increase in rates must be provided and rationalized. The proposal will be presented to director campus / CMC for final approval.

176.7 In case of gas cylinder usage by contractor for cooking, the following will be adhered: (a) LPG cylinders will be physically placed outside of kitchen, (b) Inlet valves, Regulators, and Hose will be of approved quality, (c) Emergency shut-off valves will be installed on the cylinder, and no direct hose will be used, (d) Only 1 spare LPG cyclinder will be kept on standby, that too physically placed out of building, Contractor will bear full responsibility of safe supply, handling, storage, use, and maintainance of LPG cylinders, and will fully comply with all local and national codes for safety and safe usage, (e) Contractor will bear full liability and regulatory compliance in all respects regarding installation, use, and damage incurred due to use of LPG cylinder, (f) In case of leak or suspected risk, contractor will immediately isolate by use of emergency shut-off valve, cease operations, vacate cafe, and notify campus security, (g) University will have right to inspect the LPG installation and storage at any time, (h) In case of violation of safety guidelines, contractor will dismantle the LPG installation.

176.8 Contractor will provide credentials of delivery drivers associated with recharge/supply of materials and services to cafeteria.

176.9 In case of violation of contract, campus food committee may apply fine to cafteria service provider of: (a) Rs 1,000/complaint for overpricing, (b) Rs

500/complaint for under-weight, (c) Rs 2,000/complaint for lack of cleanliness/hygiene, (d) Rs 1,000/hostelite student if food is not sufficiently cooked. (to be discussed CFC)

177 Covid

177.1 In lockdowns, university can call any Staff / Faculty Member for duty (if needed). Any Faculty / Staff member shall not leave the city as anyone can be called for duty on Campus.[533]

177.2 In lockdowns, every reporting officer will announce a duty roster for his staff, if "Competent Authority" or "duty-call" requires presence of concerned staff on campus.[534]

177.3 In extended lockdown, Administration is to nominate a person who will visit the campus once a week and will give a report to Administration regarding the facilities on Campus such as Electricity, Plantation etc. [535]

177.4 All Faculty / Staff on Campus are to ensure social distancing and safety measures (wearing masks, gloves etc). Communication between offices shall be made via intercoms.

177.5 Administration will ensure presence of Soaps / Sanitizers at all necessary checkpoints.

177.6 Maintain good hygiene practices. Wash hand thoroughly with soap and water or use a hand sanitizer, dry the hands before leaving the washroom. Use a tissue or crook of your elbow when coughing or sneezing.

177.7 Maintain social/physical distancing in classrooms, albs, library, cafeteria, offices, corridors and staircases.

177.8 50% attendance roster will be followed through by CS/EE/S&H departments, Engineering Labs, Academic Office, Computing Labs. The Admin office will apply 50% attendance for cleaners, attendants, gardeners, security guards, drivers. Staff who are solely responsible for their own offices need to be present for fulfilling the operational needs of the campus.[536]

177.9 All employees of the university will be required to provide Covid Vaccination Certificate to HR.[537]

177.10 All students of the university will be required to provide Covid Vaccination certificate to student affairs. Awareness through visual indicators, and

533 Meeting # 7/2020
534 Meeting # 7/2020
535 Meeting # 8/2020
536 CMC Meeting # 46
537 CMC Meeting 51

reminders will be circulated to students not yet vaccinated.[538]

178 Discipline

178.1 Gender intermixing for matters other than professional purpose is not allowed on campus. [539]

178.2 Female students are not allowed to go out with their male counterparts in cabs, rental cars or personal vehicles for any reason. [540]

178.3 Female students while leaving the campus early or late than the normal working of the campus due to any reason in a cab, rental car or personal vehicle will record in the register placed at the main gate for this purpose.[541]

178.4 All are expected to dress keeping in view the local cultural values and norms. The dress should not have any script or image, which appears to be indecent or provocative. Dress should not be see-through. Wearing shorts or sleeveless shirts is not allowed. Females should not wear short length shirts. They should avoid wearing too much makeup and jewelry.[542]

178.5 Disciplinary action can be taken against (a) Fighting, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct that threatens, endangers or creates a climate of fear for the health or safety of a person; (b) Willful damage to or misuse of University property, or the property of any person where such property is located on the University's campus; (c) Possession or use of firearms, explosives, or other dangerous weapons on the University campus; (d) Consumption of alcoholic drinks or other intoxicating drugs within the University Campus or entering such places under the influence of intoxicate; (e) Intentionally inciting others to engage or abetting any walk-out, strike, or other form of agitation or inciting any one to violence, disruption of the peaceful atmosphere of the University, making inflammatory speeches, issuing of pamphlets or cartoons casting aspersions on the teachers or staff of the University; (f) Sitting in blind corners or unfrequented places with fellow students of opposite sex; (g) Smoking in the class-room, laboratory, workshops, library, examination hall, during academic functions or any other place prescribed by the university; (h) Organizing or taking part in any function within the University Campus or organizing any club or society of students except in accordance with the prescribed rules and regulations of the University; (j) Alteration of grades or marks in an effort to change the earned grade or credit; (k) Alteration of academically-related university forms or records, or unauthorized use of those forms; (m) Collect money or receive donations or financial assistance for or on behalf of the university without written permission of the Campus Director concerned; (n) All forms of student academic dishonesty, including but not limited to cheating,

538 CMC Meeting 51
539 Meeting # 20/19
540 Meeting # 20/19
541 Meeting # 20/19
542 Meeting # 20/19

fabrication, facilitating academic dishonesty, and submission of plagiarized work for an Academic requirement.[543]

178.6 Disciplinary action can be taken against Theft or other abuse of computer account privileges, equipment, software, network resources or time, including but not limited to: (a) Unauthorized entry into an account, file or network, to use, read, or change the contents, or for any other purpose; (b) Unauthorized transfer or copying of accounts, programs or files; (c) Unauthorized use of another individual's account, identification and password; (d) Use of computing facilities to interfere with the work of another student, faculty member, staff or computer network operations; (e) Use of computing facilities to send obscene, abusive or threatening messages; (f) Use of computing facilities to interfere with normal operation of the University or network computing system; (g) Install and or use any pirated software / material or equipment in the premises of this campus.[544]

178.7 Proctorial board members would be authorized to oversee discipline related matters of clause 178.5 and refer to disciplinary committee as per laid down process.

178.8 Penalties:

	Penalties		Fine	
Discipline Violation Type	Minimum	Maximum	Minimum	Maximum
Not wearing ID Card	Verbal Warning	Fine	Rs 0/-	Rs 500/-
Smoking / Display of Cigarette/Velo, etc.	Verbal Warning	Fine	Rs 500/-	Rs 1000/-
Gender Mixing	Verbal Warning	Fine	Rs 0/-	Rs 500/-
Improper Dressing	Verbal Warning	Fine	Rs 0/-	Rs 500/-
Property/Asset Damage	Fine	Suspension	As per Committee	
Fighting	Written Warning	Fine	Rs 1000/-	Rs 2000/-
Harassment	Verbal Warning	Expulsion	As per Committee	
Disruptive Behavior	Verbal Warning	Fine	Rs 500/-	As per C.
Drugs and Alcohol	Fine	Expulsion	Rs 5000/-	As per C.
Safety Violation	Verbal Warning	Fine	Rs 0/-	Rs 1000/-
Non-Vacation of Campus after COB*				

* Defined as 1 hour after close of any activity marked in timetable (exam/classes), or as mentioned for program schedule of an event

178.9 Penalties of removal from classroom, laboratory, workshop, for a period not exceeding one week can be applied by teacher incharge, or head of department. [545]

178.10 Penalties in form of fine not exceeding Rs 1,000 can be applied by Head

543 Meeting # 20/19
544 Meeting # 20/19
545 Meeting # 20/19

of Department, Director, or Head Proctorial Board.[546]

178.11 Penalties in form of payment of compensation for loss of damage to property belonging to university or others due to willful act or negligence can be issued by Disciplinary Committee.[547]

178.12 Penalties in form of written warning of reprimand can be issued by Disciplinary Committee.[548]

178.13 Penalties in form of suspension from university for a specific period can be issued by Director on the recommendation of Campus Disciplinary Committee.[549]

178.14 Penalties in form of removal from hostel can be issued by Director on the recommendation of the recommendations of Disciplinary Committee.[550]

178.15 Penalties in form of expulsion from university, or transfer to another campus on serious disciplinary grounds can be issued by Rector on the recommendation of Disciplinary Committee through Director.[551]

178.16 Procedure for dealing with a disciplinary matter would be: (a) The Director will deal with act/acts of indiscipline committed by the student through a Discipline Committee constituted under the Regulations; (b) On receipt of complaint / report, the committee will issue a show-cause notice to the student charged with an act of indiscipline/misconduct; (c) The Discipline Committee will ensure that the student against whom disciplinary proceedings have been initiated is given adequate opportunity to explain his conduct including personal hearing. Suspension or expulsion from the university, being a major penalty, will be imposed only after completion of due process. The committee may ask the parents of defaulter student to visit the university, if required; (d) In case the reply to the show-cause notice is not received within the specified time, or if the student concerned fails to appear before the committee when so required, the committee will take an ex- parte decision; (e) An appeal against the decision of the Discipline Committee can be filed to the Rector within 15 days of the decision. Appeal will be filed through the Director of Campus concerned. The decision of the Rector shall be final; (f) In order to create an effect of deterrence against acts of indiscipline, the notification of the decision of punishments and penalties will be placed on the University Notice Board and, where necessary, to other universities/institutions.[552]

178.17 Appeal against punishment of suspension or expulsion shall lie to a committee comprising the Rector, the Director of a campus and the Registrar.[553]

546 Meeting # 20/19
547 Meeting # 20/19
548 Meeting # 20/19
549 Meeting # 20/19
550 Meeting # 20/19
551 Meeting # 20/19
552 Meeting # 20/19
553 Meeting # 20/19

178.18 No appeal shall lie against the decision of an authority imposing a penalty other than suspension or expulsion except on the ground that such authority has imposed penalty which it was not competent to impose.[554]

178.19 An appeal on the grounds that an authority has imposed a penalty which was not competent to impose shall lie with the Rector.[555]

178.20 No appeal by a student shall be entertained unless it is presented within fifteen days from the date on which the decision is communicated to him.[556]

179 Financial Aid

179.1 Financial aid will be awarded against both quantitative and qualitative criteria developed by the Campus Financial Aid Committee, within the framework of guidelines issued by the head office.

179.2 Applications for financial aid will be collected at the time of admission. All financial aid forms must be available at the admission counter. Instructions on financial aid availing, along with terms and conditions must be available on display on admission office noticeboards, and campus website.

179.3 All financial aid applications received will be marked with date of receipt, time of receipt by handling officer on the first page of financial aid application form. The handling officer may issue acknowledgement receipt, or photocopy of the first page of the application as proof of receipt of application.

179.4 When receiving financial aid applications, spot interviews of the student/parent may be conducted immediately by designated persons of financial aid committee in the admissions office or other designated place.

179.5 The spot interviewers will ensure that relevant proof / documents are attached along with application form.

179.6 The spot interviewer will determine a “Financial Aid Need Score” (FANS), calculated as FANS = floor(Need Score / Divisor) * Multiplier. In ideal cases, both Divisor and Multiplier would equal to 25. However, if the total award amount exceeds budgeted amount, then the divisor and multiplier scores may be adjusted by the Financial Aid Committee. The Need Score calculation details are given in following points.

179.7 The need score would be a weighted score out of 100 calculated on the basis of (a) Mother / Father salary, (b) Campus of choice, (c) Siblings supported by parent, (d) Support from family members, (e) Asset score, (d) Utility Bills, (e) Interview score. Example scoring against these criteria are as such:

A	B	Score	Weight

554 Meeting # 20/19
555 Meeting # 20/19
556 Meeting # 20/19

Mother Salary	Father Salary	If B > 0 (Father and/or Mother earning) 0.00 if A+B ≥ 200,000 0.25 if A+B ≥ 100,000 0.50 if A+B ≥ 25,000 1.00 if A+B < 25,000 If B = 0 & A > 0 (If Mother earning only) 0.00 if A ≥ 200,000 0.50 if A ≥ 100,000 1.00 if A < 100,000	30
Home District	Campus 1st Choice District	1.00 if B in Khyber Pakhtunkhwa, OR A = B 0.50 if A in Khyber Pakhtunkhwa, AND A ≠ B 0.25 if A ≠ B	10
	Siblings	1.00 if B ≥ 4 0.75 if B = 3 0.50 if B = 2 0.25 if B = 1	15
Mother + Father Salary	Support from Family/Friends	0.00 if A ≥ 100,000 AND B/2 ≥ 25,000 0.25 if A ≥ 100,000 AND B/2 < 25,000 0.75 if A < 100,000 AND B/2 ≥ 25,000 1.00 if A < 100,000 AND B/2 < 25,000	10
House	Car	0.00 if No Data Provided 0.25 if A = “Own” AND B = “Yes” 0.50 if A = “Own” AND B = “No” 0.75 if A = “Rent” AND B = “Yes” 1.00 if A = “Rent” AND B = “No”	10

Average Yearly Electricity Bil	Average Yearly Gas Bill	If (A > 0 AND B > 0)
		0.5 * {1 - [A - MIN(A of all Applicants)] /
		[MAX(A of all Applicants) – MIN(A of all Applicants)]} +
		0.5 * {1 - [B - MIN(B of all Applicants)] /
		[MAX(B of all Applicants) – MIN(B of all Applicants)]} +
		If (A = 0 AND B > 0)
		1 - [B - MIN(B of all Applicants)] /
		[MAX(B of all Applicants) – MIN(B of all Applicants)]
		If (A > 0 AND B = 0)
		1 - [A - MIN(A of all Applicants)] /
		[MAX(A of all Applicants) – MIN(A of all Applicants)]
		If (A = 0 AND B = 0)
		Award zero score
			25

179.8 The Financial Aid Need Score (FANS) determines the actual percentage of financial aid that can be awarded to the student based on available evidences and interview. However, the score is only to be used as a guiding tool on what is to be awarded. The committee may perform any necessary ± adjustments to this percentage.

179.9 The Financial Aid Committee may call parents and/or students for additional interview to verify or ascertain any claim.

179.10 Upon approval of loan percentages, a final award email will be sent to all successful applicants, and a copy of the email will be placed on file.

179.11 Upon award of loan, student will need to provide the following on judicial stamp paper one-time: (a) a loan agreement given as per template FJ01 (clause 232.1), and (b) a loan guarantee given as per template FJ02 (clause 232.2).

179.12 The student will need to provide the following on judicial stamp paper at the start of each semester: (a) a demand promissary note, as per template FJ03 (clause 232.3).

179.13 Appeals against awarded amount will be communicated in writing to one stop student services, along with any supporting or additional document highlighting change or better reflection of circumstances. Initial working on the appeals will be processed and communicated to student within 2 weeks.

179.14 In case parent income is not verifiable from all available documents, student is to provide duly attested income certificate FJ07.

179.15 List of organizations with whom working relationship on Fee exists: (a) The Citizen Foundation, (b) PEEF, (c) Ihsan Trust, (d) FAANA, (e) BCMEF, (f) Worker Welfare Board, (g) FAST.

180 Guest Room

180.1 The purpose of the guest room is to facilitate officials and employees of the university in their short-term residency requirements while visiting Peshawar on official purpose.

180.2 The guest room will be free for persons bearing university employee identity card. Guest room may be provided to student parents, or friends / relatives of any university employee having short term residency need in Peshawar upon payment, subject to approval of director, and availability of the room.

180.3 Guest room rent charges would be: (a) Rs 0 / day for university employees, (b) Rs 3,000 / day from 1st April to 30th September, (c) Rs 2,500 / day from 1st October till 31st March.

180.4 Fixed Inventory items of guest room would be: (a) 2x Beds, (b) ...

180.5 Running Inventory items of guest room would be: (a) 4x Pillows, (b) 6x Bed Sheets, (c) Tooth paste, (d) Soap, (e) Shampoo, (f) Air-Freshner, (g) Mosquito Repellent Lotion, (h) Biscuits, (j) ...

180.6 Applications of booking may be made through guest room booking form and referred to director campus through PS.

180.7 For Non-Employees, provision of CNIC copy with form is mandatory.

180.8 For Non-Employees as well as Non-Students, employee referral is

mandatory.

180.9 All guest room bookings will be maintained on file and should be made available for inspection, if and when needed.

181 Media Office

181.1 The usage of university logo(s) will be followed as per FAST-NUCES Brand Identity Policy, issued 23 October 2024 (IOM No. 23-10-R/24).

181.2 Media office will arrange for social media posts and have them vetted from HoDs and/or Director.[557]

181.3 All communication with social media outsourced expert will be made for (a) Campus events through director office, (b) Staff advertisements through NUCES-HQ-HR, (d) Externally Funded Project Ads through NUCES-HQ-ORIC.[558]

182 National Days

182.1 National Flag hoisting ceremony would be held on every 14th August 2014. All faculty and staff members would wear collar National Flag. Attendance of the function is compulsory by all faculty and staff members. After the ceremony, a talk on significance of Independence Day in conference room will be arranged. For the arrangement, provision of flag and pole will be provided by Administration, whereas display of national anthem would be arranged by system manager IT. [559]

183 One-Stop Student Services Window

183.1 The facility will have 1 member from St. affairs, Academics, IT, and accounts.[560]

183.2 Be operated under a supervisor, who will be responsible for documenting (in a database) all services handled at the facility on a daily basis.[561]

183.3 All emails like academics.pwr, admissions.pwr, mod.pwr, etc. would be merged/unified and queries on it will be handled through single resource person of the one stop shop.[562]

183.4 Facility will be operated as a one window. Students will not be referred/forwarded to any other office.[563]

183.5 Facility will have a self help counter automated kiosk / window.[564]

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557 CMC Meeting # 48
558 IoM No. 23-10-R/24 (Communication with the social media expert), dated 23 October 2024.
559 Meeting # 18/14
560 CMC Meeting # 52
561 CMC Meeting # 52
562 CMC Meeting # 52
563 CMC Meeting # 52
564 CMC Meeting # 52

183.6 Premises of the office would be the current Academics + Admin + Accounts office as a single hall.[565]

184 Official Correspondence (Email)

184.1 Email would be the primary means by which university will communicate important information to students and staff.[566]

184.2 University email accounts are provided for official communication related to academic, administrative, and professional activities only.[567] Anonymous emails are not allowed to be sent, neither should be addressed.[568]

184.3 Non-academic or personal use should be limited and kept to a minimum during working hours.[569] Unless it is an emergency, emails in non-working hours should be sent using delayed sending feature of email clients.

184.4 A respondent from whom a task is needed should be mentioned in To of email. Respondent who are kept in loop as information only should be in CC. The roles should not be mixed up.

184.5 Wherever possible, seniority and/or relevant persons first protocol should be followed in email ordering in both To and CC of an email.

184.6 Email can easily be misinterpreted, therefore keep your messages brief and to the point. Never send an email when angry. Profanity, prejudicial references, or slander should be avoided.[570]

184.7 Reply to All in case of chain messages (e.g. congratulations, obituaries) should be avoided. Employees should familiarize themselves with “Reply” and “Reply to All”.[571]

184.8 Users are encouraged to respond to university emails in a timely manner. If a response is required by a specific deadline, it should be clearly communicated in the email. [572]

184.9 Copies of e-mails should not be sent to the University administration, if no action is desired. For any action, e-mail shall only be sent by the Director of the campus.[573]

184.10 Email should not be sent if: (a) it contains confidential or secret information, (b) you don’t want it to be forwarded by others, (c) the email is intended

565 CMC Meeting # 52
566 IoM No. 10-1-R/24, dated 10 January 2024
567 IoM No. 10-1-R/24, dated 10 January 2024
568 Email Protocol No. 180/07, dated 15 August 2007, sent by Registrar.
569 IoM No. 10-1-R/24, dated 10 January 2024
570 Email Protocol 180/07, dated August 15, 2007 from Registrar
571 Email Protocol No. 180/07, dated 15 August 2007, sent by Registrar.
572 IoM No. 10-1-R/24, dated 10 January 2024
573 Email Protocol No. 180/07, dated 15 August 2007, sent by Registrar.

to be a chain or spam mail, or (d) it contains a contentious issue. [574]

184.11 Contentious issues should be settled one on one basis and not through e-mails. Emotive and contentious e-mails promoting conflicts should not be sent. If you're having an argument or disagreement, or you're angry, don't send e-mail. Pause before you send an email message you might later regret. Avoid personal attacks. A good rule of thumb is: If you wouldn't say it to a person's face, don't send it.[575]

184.12 Do not send a message to a group when you could simply send it to the five or six people who need to know it. Avoid sending e-mail to block addresses. It is extremely easy to forward e-mail messages to large numbers of people and this should be kept in mind when composing your message and considering the appropriate style to use.[576]

184.13 When forwarding documents, delete the list of previous email addresses as a courtesy to the reader and for the privacy of the previous recipients.[577]

184.14 Spam emails, harassment emails, profanity, prejudicial references, or slander etc. are strictly prohibited and would be liable to disciplinary action.[578]

184.15 Usage for social or financial activities (e.g. online shopping or banking) is not allowed.[579]

184.16 Any illegal activity leading from email addresses will bring sole liability on the email account user. University is not responsible for any legal obligations incurred due to non-compliance with the email policy. [580]

184.17 Violation of email policy may lead to disciplinary action, including but not limited to warnings, suspension of email privileges, or other appropriate consequences.[581]

185 Official Correspondence (IOM)

185.1 Official letterhead/letterpad will be used for communication to external entities only. Internal correspondences will be carried out through Inter Office Memos (IOM) on plain paper.

185.2 The correct formating of the university name is only: (a) National University of Computer & Emerging Sciences, (b) National University of Computer & Emerging Sciences; NUCES, (c) FAST National University of Computer & Emerging Sciences, (e) FAST National University of Computer & Emerging

574 Email Protocol No. 180/07, dated 15 August 2007, sent by Registrar.
575 Email Protocol No. 180/07, dated 15 August 2007, sent by Registrar.
576 Email Protocol No. 180/07, dated 15 August 2007, sent by Registrar.
577 Email Protocol No. 180/07, dated 15 August 2007, sent by Registrar.
578 IoM No. 10-1-R/24, dated 10 January 2024
579 IoM No. 10-1-R/24, dated 10 January 2024
580 IoM No. 10-1-R/24, dated 10 January 2024
581 IoM No. 10-1-R/24, dated 10 January 2024

Sciences; NUCES, (f) NUCES, (g) FAST NUCES, (h) FAST-NUCES.[582] It is not allowed to use any other university name variation, including: (a) NUCES-FAST, (b) FAST, (c) FAST University, (d) National University, (e) NU, (f) FAST-NU, etc.[583]

185.3 Standard header template (template FA01; clause 231.1) for IOM's should be used between both inter/intra campus correspondence. The template should contain fields: (a) Header with name of university and IOM, (b) Page number, (c) From, (d) To, (e) Through; if applicable, (f) Subject, (g) Date, (h) Outgoing correspondence number, (j) Status of request[584], (k) Sign off information[585], (l) Line officer comment blocks, (m) CC, and (n) List of annexures.

185.4 Standard IoM format is: A4 with 0.75 margins all sides, Font Times New Roman 12pt, single line spacing, 0.06 spacing above and below paragraphs. In case of official letterhead, there should be no gap between letterhead and letter contents.

185.5 Extra care should be taken to accommodate all IOM contents preferably within one page only, without changing font size or paper margins. The following measures should be considered: (a) Bulleted points should be used instead of lengthy texts, (b) Lengthy texts explaining cases, if needed, should be moved to appendices, and (c) Any spill over signatures to next page should be avoided, i.e., first responder signs must appear on the same page as main IOM contents.

185.6 For any manual marks / comments on IOM, all handwriting should be: (a) Neat and legible, (b) Written in horizontal layout instead of tilted/diagonal text, (c) Occupy limited space so that other persons may also add up their comments on the same page.

185.7 File numbers for official correspondences (incoming) are as follows, with naming convention of HC-F/NU-R/YY (H: Head number, C: Campus, F: File number, R: Reference number, YY: Year of start of file):

Description (A-M)	Number	Description (N-Z)	Number
Advertisement-NU	1-19/NU-R/04	NCEAC File	15-6/NU-R/21
Annual Report	2-18/NU-R/02	ORIC Correspondence	11-69/NU-R/21
Appointment Letters	11P-281/NU-R/22	PEC Accreditation	14-16/NU-R/21
Boards Minutes	3-36/NU-R/21	Promotions	2-46/NU-R/12
Cafeteria	2-35/NU-R/10	Research Assistants	9-26/NU-R/21
Campus Management	2-36/NU-R/11	Salary Revision/Relief	2-47/NU-R/12
Construction Activities	2-66/NU-R/21	Selection Boards	3-10/NU-R/02
Convocation	2-7/NU-R/02	Student Societies	2-63/NU-R/16

582 FAST-NUCES Brand Identity, 23-10-R/24, dated 23 October 2023, Letter No. 8-3/NU-R/03
583 IOM No. 4-10-R/23 Dated 4 October 2023
584 Urgent, Immediate, Routine, or Information Only
585 Prepared by, Verified by, Recommended by, etc., whichever applicable.

Court Cases	12-19/NU-R/21	Teaching Assistants	2-65/NU-R/16
Covid-19 Vaccination	8-33/NU-R/21	Workload	2-27/NU-R/09
Disposal Committee	8-41/NU-R/23		
EOBI File	4-32/NU-R/16		
Faculty Staff Transfers	8-35/NU-R/21		
Financial Aid	4-20/NU-R/10		
Group Insurance Policy	4-14/NU-R/06		
GSC File	11-70/NU-R/21		
HEC Correspondence	10-28/NU-R/21		
Hostels	2-54/NU-R/13		
HR Notifications	8-34/NU-R/21		
KP IT Board	8-36/NU-R/22		
Land Record	2-5/NU-R/02		

185.8 File numbers for official correspondences (outgoing) are as follows, with naming convention of Pwr/DDDD/XRR/Y (DDDD: Department shortcode, X: Department File 1 Digit Short number, R: Two digit internal Reference number, Y: Letter starting sequence per day):

Desc. (A-E)	Number (From)	Number (To)	Desc. (F-Z)	Number (From)	Number (To)
Academics	Pwr/Acad/201/1	Pwr/Acad/300/1	HR	Pwr/HR/501/1	Pwr/HR/600/1
Accounts	Pwr/Fin/301/1	Pwr/Fin/400/1	IT	Pwr/IT/761/1	Pwr/IT/790/1
Admin	Pwr/Adm/401/1	Pwr/Adm/500/1	Library	Pwr/Lib/791/1	Pwr/Lib/780/1
Career	Pwr/CPO/941/1	Pwr/CPO/960/1	Media	Pwr/Med/931/1	Pwr/Med/940/1
CS	Pwr/CS/701/1	Pwr/CS/760/1	IQAE	Pwr/IQAE/601/1	Pwr/IQAE/700/1
Director	Pwr/Dir/1/1	Pwr/Dir/100/1	S&H	Pwr/S&H/901/1	Pwr/S&H/930/1
EE	Pwr/EE/801/1	Pwr/EE/840/1	Stores	Pwr/Stor/841/1	Pwr/Stor/900/1
			St. Aff.	Pwr/SA/101/1	Pwr/SA/200/1
			Hostel	Pwr/Host/961/1	Pwr/Host/999/1

185.9 Hard copy of outgoing correspondences must be kept on file by the respective department.

185.10 All official correspondences will be made in line with administrative hierarchy. As an example, no official request of any nature will be processed forward without the signature or knowledge of immediate reporting officer.

185.11 Incoming official post will be processed through Director office, and subsequently diaried, and marked for distribution to other concerned offices. It will be responsibility of concerned offices to keep received copies of letters (marked with

diary number) on file. Missing physical record will count as violation.

185.12 Official Correspondence (Whatsapp)

185.13 Official Correspondence (Student Notifications)

186 Photographs

186.1 Photographs for prospectus will be taken in formal attire.

187 Plagiarism

187.1 Anonymous complaints of plagiarism will not be considered for any further action. [586]

187.2 Plagiarism complaints can be filed with HoD/Director/Dean/Rector on plain application along with (a) copy of CNIC/Passport, (b) citation and certified copy of original manuscript, (c) citation and certified copy of alleged manuscript, (d) name, designation, organization, email address, and telephone number of complainant, (e) report of examiner or reviewer, if available, (f) any additional evidence that can help the investigation. [587]

188 Promotional Campaigns

188.1 Overseas education promotion teams will not be allowed to campaign on campus. However, their material can be displayed on notice boards. [588]

189 Reference Letters

189.1 Faculty are advised not to issue reference letters to students directly. Instead, confidential references should be provided through online means directly to university/employers. In case of any compulsion otherwise, personal/character reference instead of academic references may be provided.

189.2 Faculty requiring reference letter printing on official letterhead will send its soft copy to the Academic Office. Letter head will not be issued to any faculty.[589]

189.3 Academics will provide only 3 copies of reference letter to student. Additional letters (in original) will be charged at Rs 50/- per reference letter.

190 Research Reward

190.1 Research reward policy will be governed under University IF Research Reward Policy Issued 22/Nov/23 IOM# 7-ORIC/23, Issued 9/Dec/2024 IOM # 9-12-R/24. [590]

586 HEC Plagiarism Policy 2023
587 HEC Plagiarism Policy 2023
588 Meeting # 3/10
589 Meeting # 6/09
590 83rd Rector meeting dated 15 July 2025, Circulated via IoM No. 18-7-R/25 dated 18 July 2025, No. 11-18/NU-R/12.

190.2 Research reward applications will be submitted on NUMUN.[591] Focal person for any queries would be Mr. Aatif Saif (aatif.saif@nu.edu.pk) who will be contacted through Director Office PS.

190.3 A journal is eligible for reward if: a) it is listed in ~~WoS and Scopus as per HJRS~~ FAST Journal Recognition System[592] on the date of application submission, b) faculty affiliation is National University of Computer & Emerging Sciences, d) it has not received reward previously, e) it is online with DOI number or published with an assigned volume number, f) faculty member is currently employed and on active service of NUCES at the time of application submission, g) journal paper does not have more than 6 authors[593], h) the Turnitin similarity index of article, duly vetted by campus librarian per defined threshold.[594]

190.4 Turnitin similarity index defined threshold will be ≤ 19%, with: (a) no single source ≥ 5%, (b) removal of self similarity if cited, (c) removal of table of contents and bibliography. In case similarity is >19%, satisfactory justification in writing should be provided.[595]

190.5 A staff member[596] is eligible for research reward if: a) they are the first author of the paper, b) they are co-authors with another NUCES faculty, c) they are currently employed and on active service of NUCES at the time of application submission.[597]

190.6 In case of multiple faculty/staff on a paper, the honorarium shall be divided equally among NUCES authors. In case of external co-authors, the total reward amount will be divided equally among NUCES faculty only.[598] Only one applicant needs to be submitted with submitting author as primary applicant, and remaining authors to sign declaration in the application form. [599]

190.7 Research reward brackets are: a) Platinum: Rs 110,000, b) Gold: Rs 100,000, c) Silver: Rs 90,000, d) Bronze: Rs 75,000, e) Honorable Mention: Rs 40,000, f) Clay: Rs 25,000, g) Null: ~~Rs 10,000~~ [600] no award.[601]

190.8 Maximum faculty member can receive per fiscal year as journal reward is Rs 500,000/- with effect from 1 July 2025.[602]

190.9 The campus librarian is required to exercise due diligence in verifying

591 IoM No. 2-ORIC/24, File 11-18/NU-R/12, dated 15 May 2024
592 Included through IOM No. 09-12-R/24 dated 9 December 2024 (Reference File #: 11-18/NU-R/12)
593 Publications with more than 6 authors may only be considered if the journal is in Platinum/Gold category of FJRS, and the position of the faculty member in the list of authors shall also be considered in the evaluation.
594 IF Publication Reward Policy No. 7-ORIC/23 dated 22 Nov. 2023
595 IF Publication Reward Policy No. 7-ORIC/23 dated 22 Nov. 2023
596 Staff members hired for research projects only are not eligible.
597 IF Publication Reward Policy No. 7-ORIC/23 dated 22 Nov. 2023
598 Faculty members are encouraged to utilize the reward money for Article Processing Charges.
599 IF Publication Reward Policy No. 7-ORIC/23 dated 22 Nov. 2023
600 Included through IOM No. 09-12-R/24 dated 9 December 2024 (Reference File #: 11-18/NU-R/12)
601 IF Publication Reward Policy No. 7-ORIC/23 dated 22 Nov. 2023
602 83rd Rector meeting dated 15 July 2025, Circulated via IoM No. 18-7-R/25 dated 18 July 2025, No. 11-18/NU-R/12.

whether a journal is listed in the Predatory and/or Retraction List. Papers published in journals included in these lists will not be eligible for any award consideration.[603]

191 Scholarship (PEEF)

191.1 Focal person of PEEF scholarship is Mr. Nasir Tufail (Dep. Manager HR), Lahore Campus. Focal person in PEEF is Mr. Zeeshan Javaid, Assistant Manager (Officiating, Planning, Coordination & Implementation) at zeeshan@peef.org.pk. However, direct contact with PEEF should be avoided and only done through university focal person. Focal person from Peshawar is Incharge (Student Affairs), Mr. Miraj Ahmad.

191.2 For MS students, eligibility criteria of PEEF scholarship is: (a) Punjab Domicile, (b) 60% or 2.5 CGPA in BS, (c) Secured admission, (d) Parents monthly income from all sources is Rs 60,000 or less[604], and (e) Not availing any other educational scholarship.

191.3 Applications for availing PEEF scholarship as per format are made through (a) filled application form, (b) income affidavit as per specimen, and (c) Minutes of financial aid / scholarship committee.

191.4 Stipends will be paid by PEEF scholarship cards which can be redeemed at any Bank of Punjab. Pin codes for cards will be sent to campus by PEEF.

191.5 Upon receipt of pin codes, the focal person will: (a) Inquire from students' HoD on satisfactory or unsatisfactory status of student[605], and arrive at suitable conclusion[606], (b) Fill and get PEEF acknowledgement sheet signed, (c) Send acknowledgement to PEEF, (d) Handover received pin code envelope + acknowledgement copy to student, (e) place acknowledgement copy on PEEF file at student affairs, (f) send copy to academics for placing in student personal file, and (g) Maintain record in excel sheet as per format[607].

192 Smoking

192.1 No student or employee would smoke in the campus. Moreover, no one would smoke on road side in front of the campus gates. [608]

192.2 All smoking/drug cases will be processed in line with HEC's policy on drug and tobacco abuse in HEI.[609]

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603 Included through IOM No. 09-12-R/24 dated 9 December 2024 (Reference File #: 11-18/NU-R/12)

604 Children of government employees BPS 1-4 are exempted from this condition if salary is only source of income, Children of civilians martyred in terrorist attacks are exempted from this condition

605 Status in terms of Academic standing, Attendance, and General Conduct

606 Suitable conclusion can be: (a) Continue scholarship, (b) Give Counselling to Student, (c) Issue Letter of Concern, (d) Issue Warning Letter, and (e) Discontinue Scholarship

607 Column Format is: (a) PEEF Code, (b) Roll Number, (c) Student Name, (d) Degree, (e) Monthly Stipend amount, and (f) Total amount received.

608 Meeting # 01/17

609 IOM No. 20-08-R/24 dated 22 Aug. 2024

193 Turnitin

193.1 Faculty with turnitin access should not invite students to submit assignments through turnitin class codes. Instead, assignments should be collected through other means (e.g. email / slate / google classroom). Google classroom and slate options allow for turnitin check automatically.[610]

193.2 If it is unavoidable to send invitation to class via code, then the assignment must be expired before end of the month to avoid excess billing.[611]

193.3 Faculty/staff using turnitin should not keep long expiry times of folders meant for archive of papers/thesis. Folders of long expiry times should be relatively empty. Wherever possible, papers should be downloaded locally for archive, or moved to a turnitin folder which is close to expiry.

193.4 For research reward applications, similarity report must be generated through library only. Library will not carry out exclusion of sources. Instead, faculty must file an application along with their reward application form, mentioning the sources that need to be removed.[612]

193.5 Similarity check in findings and conclusions should not be more than 9%. If similarity index is > 19% on a whole document, and >= 5% of a single source, then it needs to be checked as a basis for potential plagiarism. If source(s) are authors own, they may be withdrawn provided it does not lead to duplicate publications.[613]

194 University ID Cards

194.1 All students and employees are required to wear university's ID cards while entering to and remaining in the campus. ID cards have been issued to all employees and the students. [614]

194.2 Keeping NU-ID card in pockets, wallets, purses etc. and not properly displaying them at all times is not allowed, and every student should use a neck cord or ribbon to display their cards.

194.3 Students violating ID Card display would be issued (a) verbal warning on first checking, (b) Fine of Rs 200 on second checking, and (c) written warning on third checking. [615] Students misbehaving with the student proctors would be referred to the Discipline Committee (DC) along with a fine.

194.4 Loss of University ID card will be reported in writing to campus Director through reporting officer. New card will be issued on payment of Rs 250. [616]

610 CMC Meeting No. 56/2021
611 CMC Meeting No. 56/2021
612 IOM No. 33-ORIC/22 dated 22/Dec/2022 & IF Publication Reward Policy clause 3.7.
613 HEC Plagiarism Policy 2023
614 Meeting # 6/09
615 Meeting # 19/09
616 Meeting # 19/09, Meeting # 09/17

194.5 Students without card will not be allowed to board campus transport facilities.

195 Visiting Faculty

195.1 Attendance of the visiting faculty would be regularly monitored by the Academic Office and submit report to the respective HoD on weekly basis. [617]

195.2 Visiting teacher who did not observe class timings or frequently rescheduled classes would then be advised/warned by the concerned HoD. Director would be kept informed on performance of the visiting faculty.[618]

195.3 Manager Academics was asked to ensure issue of formal appointment letters to all visiting teachers specifying that income tax could be deducted as per the government's rules. Their CVs should also be kept in record.[619]

195.4 Visiting faculty rates w.e.f Fall 2022 for all AI, CS, CY, DS, SE courses are: a) Professor: Rs 4,000/-, b) Associate Professor: Rs 3,500/-, c) Assistant Professor: Rs 3,000/-, d) Lecturer: Rs 2,600/-, and e) Lab Engineer/Instructor: Rs 1,400/-.[620]

195.5 Visiting faculty rates w.e.f Fall 2022 for all AF, BA, CV, EE, IO, ME, MG, RB courses are: a) Professor: Rs 3,800/-, b) Associate Professor: Rs 3,300/-, c) Assistant Professor: Rs 2,800/-, d) Lecturer: Rs 2,400/-, and e) Lab Engineer/Instructor: Rs 1,200/-.[621]

195.6 Visiting faculty rates w.e.f Fall 2022 for all MT, NS, SS courses are: a) Professor: Rs 3,500/-, b) Associate Professor: Rs 3,000/-, c) Assistant Professor: Rs 2,600/-, d) Lecturer: Rs 2,200/-, e) Lab Engineer/Instructor: Rs 1,200/- for general and Rs 1,600/- for English Language MS/MPhil labs.[622]

Part M. Quality (Institutional Quality Assessment & Effectiveness IQAE)

196 General Rules

196.1 Mission statement of faculties and program educational objectives (PEO/PO) will be reviewed after every 5 years by the corresponding BoS/BoF.[623]

196.2 University vision and mission statements will be reviewed after every 10 years by IQC, and suggestions will be forwarded to the respective body of the

617 Meeting # 03/15
618 Meeting # 03/15
619 Meeting # 14/16
620 Email Yasir Nazir dated 15 August, 2022
621 Email Yasir Nazir dated 15 August, 2022
622 Email Yasir Nazir dated 15 August, 2022
623 34th Academic Council, 30th June 2025

university body of the university for further consideration.[624]

Part N. Research Innovation Commercialization (ORIC)

197 General Rules

197.1 In case of collection, usage, storage, and export of Human Biological Materials, the guidelines of National Bioethics Committee on Transporting Human Biological Materials of 2020 would be complied with.[625]

197.2 Categories of national and international journals of class W, X, and Y would be as per Adoption of Policy of Journals and Publications by HEC.[626]

197.3 A faculty member who did not study Research Methodology during Master's degree must pass it during coursework in PhD at FAST-NUCES before appearing for a Comprehensive Exam.[627]

198 Faculty Research Support Grant

198.1 FRSG grants will be covered under Faculty Research Supporot Grant Policy and procedures of FAT-NUCES.[628]

198.2 PI of FRSG must: (a) be a full time faculty member, (b) be active in service at the time of application, (c) be active in service for the duration of the project, (d) not be engaged in any externally funded project as PI at the time of application.[629]

198.3 In case a PI leaves the university during the execution of the project or is unable to continue with the project for any reason, then either of these would apply: (a) The PI transfers the project to a Co-PI or any other faculty member who agrees in writing to take up the project and achieve the objectives, (b) At least six months before discontinuing, the PI should submit an application to Rector requesting readjustment of project outcomes and budget. In case no readjustment is made or an application is not furnished and the project objectives are not met, the PI will be liable to return all the released funded amount to the university.[630]

198.4 A PI can again apply for the FRSG after two years of his/her previous (FRSG) project completion. The preference will be given to those who have successfully completed at least one external project after their previous FRSG.[631]

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624 34th Academic Council, 30th June 2025
625 Available on: http://nbcpakistan.org.pk
626 53rd BASR meeting dated 2 Jan. 2025, Notified 3-8/NU-R/02, dated 15 January 2025.
627 3-8/NU-R/02, dated October 17, 2025
628 IoM: No. 22-7-R/25, Letter 11-18/NU-R/12 dated 22 July, 2025.
629 IoM: No. 22-7-R/25, Letter 11-18/NU-R/12 dated 22 July, 2025.
630 IoM: No. 22-7-R/25, Letter 11-18/NU-R/12 dated 22 July, 2025.
631 IoM: No. 22-7-R/25, Letter 11-18/NU-R/12 dated 22 July, 2025.

198.5 A PI in FRSG can be Co-PI in other non-FRSG projects.[632]

198.6 No course exemption will be provided to the PI. [633]

198.7 A faculty member enrolled in PhD is eligible as a PI but in this case his/her supervisor or some other faculty member holding PhD degree must be a Co-PI.[634]

198.8 Admissiable funding heads would be: (a) Salaries of research staff, (b) Stipend for BS/MS/PhD students, (c) Fees for FAST-NUCES students, (d) Industry and Field Visits, (e) Cloud Services, (f) Data Collection. Any other head will require special approval. No remuneration of PI, conference travel, or purchase of equipment is admissible from this fund. For such support, PI is encouraged to obtain other funding.[635]

198.9 The applications can be submitted Twice (2) in a year on the declared deadlines; and will be duly filled on the prescribed form including the budget sheet, and Executive Summary; mentioning (a) importance of work in your field, and (b) how the results could enhance the potential for obtaining external grants or provide the basis for larger grant applications.[636]

198.10 Upper limit of FRSG project would be: (a) Up to a maximum of Rs. 1,500,000/- for 12 months, (b) Up to a maximum of Rs. 1,800,000/- for 24 months.[637]

198.11 Admissable payments would be: (a) Rs 60,000/- month for full time HR, (b) Rs 40,000/- month for part time HR, (c) Rs 75,000 for industry and field visits with preapproval, (d) Maximum Rs 100,000/- for cloud services, (e) Maximum Rs 100,000/- for data collection.

198.12 The funds will be distributed monthly on receipt of request from the Principal Investigator given that all required deliverables have been submitted.[638]

198.13 Attendance of students working under FRSG will be recorded by concerned supervisor of the student. It will be reconciled in the salary sheet for each month of payment. Each absence will be deducted from total paydays of the month. In case student has applied for leave, it will not be counted as an absence.

198.14 Hiring rules of university, especially conflict of interest must be observed during the employee hiring.[639]

198.15 Mandatory deliverables of the FRSG project would be: (a) Project initiation letter including employment contracts, (b) Quarterly technical report

632 IoM: No. 22-7-R/25, Letter 11-18/NU-R/12 dated 22 July, 2025.
633 IoM: No. 22-7-R/25, Letter 11-18/NU-R/12 dated 22 July, 2025.
634 IoM: No. 22-7-R/25, Letter 11-18/NU-R/12 dated 22 July, 2025.
635 Clause 6, IoM: No. 22-7-R/25, Letter 11-18/NU-R/12 dated 22 July, 2025.
636 Clause 7, IoM: No. 22-7-R/25, Letter 11-18/NU-R/12 dated 22 July, 2025.
637 IoM: No. 22-7-R/25, Letter 11-18/NU-R/12 dated 22 July, 2025.
638 IoM: No. 22-7-R/25, Letter 11-18/NU-R/12 dated 22 July, 2025.
639 IoM: No. 22-7-R/25, Letter 11-18/NU-R/12 dated 22 July, 2025.

including project-specific deliverables, (c) Quarter financial report, (d) Project completion report, including the financial report and final deliverables.[640]

198.16 The university and PI will be joint owner in case of any Intellectual Property rights/Invention.[641]

198.17 In case a faculty is not able to complete the committed objectives, the member will not be eligible for any further ORIC supported grants or awards until the committed objectives are completed.[642]

198.18 Tangible project outcomes include: (a) Submission of a paper in an impact factor journal in SJR/WoS, (b) Submission of funding application to an external funding source, (c) Industry linkages developed.[643]

198.19 For hiring of human resources IoM would be dispatched by Project PI to ORIC NUCES-HQ. The IoM would detail: (a) project summary in 3-4 lines, (b) Copy of advertisement, (c) Applicants applied, shortlisted, interviewed table, (d) conflict of interest declaration, if any, (e) candidate details, and (f) all necessary attachments. Candidate details will include (e.a) Name, (e.b) post to be hired for, (e.c) CNIC #, (e.d) duration of contract, and (e.f) salary per month. Attachments will include: (f.a) Copy of advertisement, (f.b) applicant CV, (f.c) applicant CNIC, (f.d) BS degree and transcript, and (f.e) MS degree and transcript. The IoM closing will contain space for initials of "Verified by; Manager ORIC", "Endorsed by; Director ORIC", "Recommended by; Registrar", and "Approved by; Rector".

199 FAST PhD Fellowship

199.1 Fellowship disbursement shall be subjct to submission of progress report by his/her supervisor as per proforma to be created by Director ORIC.[644]

199.2 Supervisor would communicate in writing (with CC to NUCES-HQ) to the scholar about expected outcomes and quality expectations from fellowship holders. [645]

200 FAST PhD Faculty Support

200.1 100% tuition fee waiver will be given irrespective of teaching load of the faculty member.[646],[647]

200.2 Salary paid to the faculty member will be proportional to teaching load.

640 IoM: No. 22-7-R/25, Letter 11-18/NU-R/12 dated 22 July, 2025.
641 IoM: No. 22-7-R/25, Letter 11-18/NU-R/12 dated 22 July, 2025.
642 IoM: No. 22-7-R/25, Letter 11-18/NU-R/12 dated 22 July, 2025.
643 IoM: No. 22-7-R/25, Letter 11-18/NU-R/12 dated 22 July, 2025.
644 BASR Meeting # 41, dated 24 Dec 2021
645 BASR Meeting # 41, dated 24 Dec 2021
646 IOM No. 19-10-R/23 MS/PhD Support Policy for NUCES Faculty w.e.f Spring 2024 semester, dated 19 Oct. 2023, superceding Policy #310/17 dated 22 Sep. 2017 and 03-02-R/21 dated 3rd Feb. 2021.
647 IoM No. 23-02-R/24 dated 23 Feb. 2024

Option of course reduction with full salary on payment of tuition fee is not allowed.[648],[649]

200.3 Fee waiver will not be given for repeat/replacement courses or courses not needed to complete the degree requirements.[650],[651]

200.4 A faculty member can avail tuition fee waiver if he/she has not exceeded the maximum time allowed by HEC to complete the degree.[652],[653]

200.5 A faculty member cannot register for more than 6 CH/semester.[654] Exceptions are MBA 60-CH degree, and MS Business Analytics 43-CH degree, or any 30-CH degree where registration in a maximum 9-10 CH/semester is allowed, provided the faculty takes 2/3rd workload at 2/3rd salary.[655]

200.6 A faculty member registered in MS/PhD course is not allowed to take extra teaching load on extra payment.[656]

200.7 A newly appointed faculty member cannot embark on an MS/PhD degree program in his/her first semester at NUCES.[657]

200.8 Semester freeze fee will be paid by the faculty member.[658]

201 FAST PhD External Support

201.1 Those faculty members who intend to register for MS/PhD at other universities must get prior permission from the HoD/Director before enrolling in the MS/PhD programs.[659]

201.2 They are required to provide a formal undertaking which should affirm their commitment to ensuring that their MS/PhD program participation will not jeopardize their work-hour commitments, quality, and duties/responsibilities at the university.[660]

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648 IOM No. 19-10-R/23 MS/PhD Support Policy for NUCES Faculty w.e.f Spring 2024 semester, dated 19 Oct. 2023, superceding Policy #310/17 dated 22 Sep. 2017 and 03-02-R/21 dated 3rd Feb. 2021.
649 IoM No. 23-02-R/24 dated 23 Feb. 2024
650 IOM No. 19-10-R/23 MS/PhD Support Policy for NUCES Faculty w.e.f Spring 2024 semester, dated 19 Oct. 2023, superceding Policy #310/17 dated 22 Sep. 2017 and 03-02-R/21 dated 3rd Feb. 2021.
651 IoM No. 23-02-R/24 dated 23 Feb. 2024
652 IOM No. 19-10-R/23 MS/PhD Support Policy for NUCES Faculty w.e.f Spring 2024 semester, dated 19 Oct. 2023, superceding Policy #310/17 dated 22 Sep. 2017 and 03-02-R/21 dated 3rd Feb. 2021.
653 IoM No. 23-02-R/24 dated 23 Feb. 2024
654 IOM No. 19-10-R/23 MS/PhD Support Policy for NUCES Faculty w.e.f Spring 2024 semester, dated 19 Oct. 2023, superceding Policy #310/17 dated 22 Sep. 2017 and 03-02-R/21 dated 3rd Feb. 2021.
655 IoM No. 23-02-R/24 dated 23 Feb. 2024
656 IOM No. 19-10-R/23 MS/PhD Support Policy for NUCES Faculty w.e.f Spring 2024 semester, dated 19 Oct. 2023, superceding Policy #310/17 dated 22 Sep. 2017 and 03-02-R/21 dated 3rd Feb. 2021.
657 IOM No. 19-10-R/23 MS/PhD Support Policy for NUCES Faculty w.e.f Spring 2024 semester, dated 19 Oct. 2023, superceding Policy #310/17 dated 22 Sep. 2017 and 03-02-R/21 dated 3rd Feb. 2021.
658 IOM No. 19-10-R/23 MS/PhD Support Policy for NUCES Faculty w.e.f Spring 2024 semester, dated 19 Oct. 2023, superceding Policy #310/17 dated 22 Sep. 2017 and 03-02-R/21 dated 3rd Feb. 2021.
659 Registrar IOM No. 02-11-R/23 dated 2 November 2023
660 Registrar IOM No. 02-11-R/23 dated 2 November 2023

201.3 The case, along with the supporting documents should reach the NUCES-HQ for formal approval by the competent authority.[661]

Part O. Student Societies

202 General Rules

202.1 Student societies will be segregated into 4 major guilds: (a) Sports, (b) Creativity, (c) Community Services, and (d) Professional/Technical.[662] ~~To minimize administrative and accounting load, campus will group student societies will be grouped (as guild / groups) on the basis of like-minded interests or activities related to central themes of (a) Technology, (b) Physical & Mental fitness, (c) Creativity, (d) Character-building, and (e) Innovation.~~[663]

202.2 For conduct of any society event, students will use form S04 Student Society Event Request Form (See clause 225.4)

202.3 Shields/souvenirs are to be presented to external guests in different events. Practice of awarding them to internal members (if exists) will not be carried out.[664]

202.4 Student heads will not meet directly with Director for conduct or participation in any event. If approval of Director for conduct or participation in any event is required, concerned faculty advisor would personally submit/discuss the case.[665]

202.5 Registration fee and donations, received in cash or through cheques, would be properly accounted for and all spending made as per standard procedure. Explicit approval of the Director would be obtained for items/expenses not included in the budget.

202.6 Prize money to winners of events will be handed over to faculty representative accompanying team, or sent as cheques to winning university in case faculty representative is not available.

202.7 Non consumable items left over after events will be handed over to campus stores.

202.8 Students on warning are required to concentrate more on Academic Studies therefore, such students would not be included in any student's societies. Names of students who are on warning and also working as member of some student's society would be immediately removed if found.[666]

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661 Registrar IOM No. 02-11-R/23 dated 2 November 2023
662 34th Academic Council, 30th June 2025
663 CMC Meeting # 52
664 IOM No. 25-04-R/24, dated 25 April 2024
665 Meeting # 05/14
666 Meeting # 2/19

202.9 Students beyond their 4th year of studies are not allowed be appointed in any society organizational membership. They should focus on completion of their studies.

202.10 All types of co-curricular and extra-curricular activities would be funded from the Students Activities Fund.

202.11 Each society would plan at least one event each semester.[667]

202.12 All types of curricular and extra-curricular activities taking place on the campus are required to be reflected in the University's News Letter and Monthly Reports sent to the Head Office.

202.13 Post event report (minimum 1 page, See Section 225.7) along with few good pictures and expense report would be initiated by the concerned faculty advisor of the students' society within three but not later than seven days after its conduct. The report will be submitted to director, who will refer it to media office for dissemination. [668] [669]

203 Society Organizational Structure

203.1 Guild Conveners would be as under:[670]

S. #	Guild Group / Name	Guild Convener	From	Till
1	NU Technology Guild	Dr. Usman Abbasi	1 Aug. 2025	31 Jul. 2026
2	NU Sports Guild	Mr. Hamid Mansoor	1 Aug. 2025	31 Jul. 2026
3	NU Creativity Guild~~Takhleeq Creativity Guild~~	Mr. Abdul Basit	1 Aug. 2025	31 Jul. 2026
4	NU Community Building Guild~~Kirdar; Character Building Guild~~	Mr. Fazl-e Basit	1 Aug. 2025	31 Jul. 2026
5	~~FAST Innovation & Commercialization Guild (FASTics)~~			
6	Society Operations Coordinator/ Secretary	Mr. Miraj Ahmad	Permanent	
7	Society Media Coordinator	Outsourced	N/A	N/A
8	Society Treasurer	Mr. Faheem Khan	Permanent	

203.2 Society Head Composition under NU Technology Guild would be:[671]

S. #	Society Name	Society Convener	From	Till

667 Meeting # 1/2020
668 Meeting # 07/16
669 Meeting # 1/2020
670 5th Campus Management Committee of 2025, Peshawar Campus, held on 15 September 2025
671 CMC Meeting # 53

1	ACM Student Chapter	Dr. Usman Wajid	1 Aug. 2025	31 Jul. 2026
2	MSP Microsoft Students Professional	Mr. Samin Ahmed	1 Aug. 2025	31 Jul. 2026
3	IEEE Student Chapter	Dr. Suleman Mir	1 Aug. 2025	31 Jul. 2026
4	IEEE Women in Engineering	Dr. Suleman Mir	1 Aug. 2025	31 Jul. 2026
5	Web Development Society	Dr. Omar Khan	1 Aug. 2025	31 Jul. 2026
6	Google Student Developer Club	Mr. Samin Ahmed	1 Aug. 2025	31 Jul. 2026
7	Amazon AWS Cloud Club Rayyan Shaheer (23P-0557)	Mrs. Sara Rehmat	1 Aug. 2025	31 Jul. 2026
8	OpenAI Academy	Mr. Zulqarnain	1 Aug. 2025	31 Jul. 2026

203.3 Society Head Composition under NU Sports Guild would be:[672]

S. #	Society Name	Guild Convener	From	Till
1	FAST Trekking Club	Miraj Ahmed	1 Aug. 2025	31 Jul. 2026
2	E-gaming Society	Mr. Usama Musharaf	1 Aug. 2025	31 Jul. 2026
3	Sports Society	Dr. Hafeez-ur Rehman	1 Aug. 2025	31 Jul. 2026
4	NU Chess Society	Dr. Omar Khan	1 Aug. 2025	31 Jul. 2026

203.4 Society Head Composition under NU Creativity Guild would be:[673]

S. #	Society Name	Guild Convener	From	Till
1	Metal Society	Dr. Omar Khan	1 Aug. 2025	31 Jul. 2026
2	Debating Club	Mr. Shahzad Hassan	1 Aug. 2025	31 Jul. 2026
3	Book Club	Dr. Shams-ul Arifeen	1 Aug. 2025	31 Jul. 2026
4	FAST Box Office	Miraj Ahmed	1 Aug. 2025	31 Jul. 2026
5	FAST Media Club	Dr. Omar Khan	1 Aug. 2025	31 Jul. 2026
6	FAST Innovation Club	Mr. Riaz Nawab	1 Aug. 2025	31 Jul. 2026

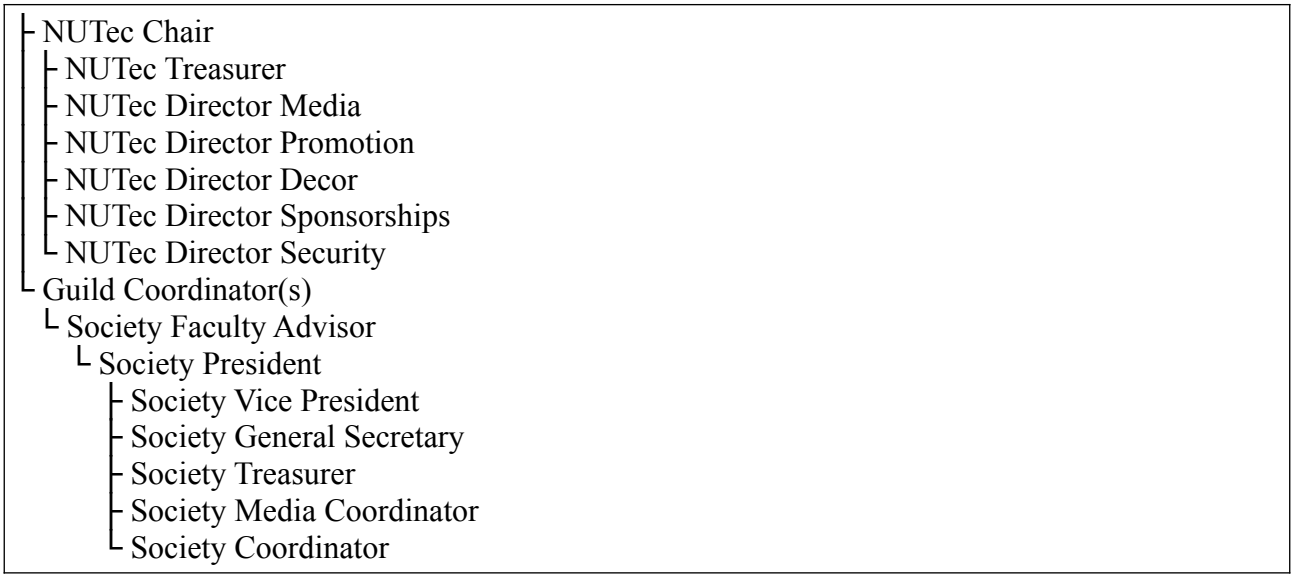
203.5 Society Head Composition under NU Character Building Group:[674]

S. #	Society Name	Guild Convener	From	Till
1	Quran Society	Fazl-e Basit	1 Aug. 2025	31 Jul. 2026
2	Community Services Society	Maqsood Khan	1 Aug. 2025	31 Jul. 2026
3	Green Environment Society	Dr. Usman Abbasi	1 Aug. 2025	31 Jul. 2026

203.6 Society organizational structure and JD would be as follows:[675]

Director
├ Secretary
├ Society Treasurer

672 5th Campus Management Committee of 2025, Peshawar Campus, held on 15 September 2025
673 5th Campus Management Committee of 2025, Peshawar Campus, held on 15 September 2025
674 5th Campus Management Committee of 2025, Peshawar Campus, held on 15 September 2025
675 CMC Meeting # 53



203.7 JD of Director in terms of society activities would be: (a) Overlook processes, (b) ensure university objectives & student interests are met, (c) Approve Bills, (d) Approve payments and/or advances, (e) Approve event calendar & budget.[676]

203.8 JD of Society Secretary would be: (a) Attend all society meetings, (b) Play supportive role wherever possible, (c) Pre-event publicity & circulation, (d) Write/Refine Post Event description & photographs, (e) Ensure post-event publicity & circulation, (f) Newsletter coverage, (g) Prepare minutes of meetings.[677]

203.9 JD of Society Treasurer would be: (a) Advise on financial management & budget preparation, (b) Issue Advances, (c) Advise compliance with university financial manual, (d) Fund requests, (e) Maintain reasonable list of vendors & service providers, (f) Present Bills for approval.

203.10 JD of Guild Coordinator would be: (a) Overlook processes, (b) ensure campus objectives are met, (c) Collate and reconcile bills in coordination with treasurer, (d) Coordinate for creation of event calendar & budget, (e) Resolve conflicts, (f) Vet bills if needed, (g) Select additional staff/faculty if needed, (h) Request support from ASG/CSG.[678]

203.11 JD of faculty advisor would be: (a) On-Ground Event Supervision, (b) Vendor selection if needed, (c) Vetting of bills, (d) Initiate student membership drive, (e) Oversee election/selection processes for society president, (f) Decide society student organizational structure.[679]

203.12 JD of society president would be: (a) Event planning for full semester or year, (b) Event Management, (c) Vendor liaison in consultation with Faculty Advisor,

676 CMC Meeting # 53
677 CMC Meeting # 53
678 CMC Meeting # 53
679 CMC Meeting # 53

(d) good/service receiving signatures.[680]

203.13 JD of society Vice-President would be: (a) Support President, (b) Serve with all JD roles of President if President is not available.[681]

203.14 JD of society treasurer would be: (a) Handle billing information, (b) arrange bills, (c) get bills signed by society president and faculty advisor, (d) submit bills to accounts through faculty advisor, (e) Give input in event planning.[682]

203.15 JD of society general secretary would be: (a) Responsible for coordinating communication between society student members, (b) First responder in resolving issues.[683]

203.16 Society general secretary would be cross-gender role, i.e. if President = Male, then SGS = Female, and vice versa.[684]

203.17 Society Media Coordinator JD would be: (a) Prepare media report along with photographs, (b) Maintain society social media pages, (c) Marketing.[685]

203.18 Society Coordinator JD would be: (a) Décor, (b) sponsorship, (c) security.[686]

203.19 The NUTEC body will be a central body selected / elected from amongst all student societies, whose task would be to plan and execute the NUTEC flagship event of the campus.[687]

203.20 There will be one meeting of student societies / month, falling either on the 2nd or 4th Monday of the month. The meeting will be chaired by director. Participation will be as per society members other than student members, however, student president may attend. The presence of society secretary, society accounts incharge, and guild convener (or appointee) would be mandatory. Minutes will be compiled by society secretary.

203.21 The campus will sponsor from student activity fund upto 6x student body members + 1 faculty for maintaining IEEE student chapter, upto 2x student body members for maintaining IEEE Women in Engineering branch, and upto 6x student body members + 1 faculty for ACM student chapter.

203.22 Each society will prepare an event calendar containing the following information: (a) Name of Society, (b) Event Detail, (c) Tentative Date, (d) Proposed Expenses.

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680 CMC Meeting # 53
681 CMC Meeting # 53
682 CMC Meeting # 53
683 CMC Meeting # 53
684 CMC Meeting # 53
685 CMC Meeting # 53
686 CMC Meeting # 53
687 CMC Meeting # 53

204 Society Working (ACM Society)

204.1 Objective of ACM student society would be: (a) Enhance computational problem-solving and programming skills through workshops and competitions UM2, (b) Foster a collaborative community of computing enthusiasts for innovation and professional growth UM1, (c) Promote research and development in computing aligned with emerging trends UM3.[688]

204.2 Every year at the start of Fall Semester, students will be announced for the selection of the core committee. Students will apply for various posts in the priority order. The core team will be decided on the basis of applicants' priorities and scores computed by the faculty advisor.

204.3 A core committee member can't be a part of more than 1 society as a core committee member. The faculty advisor can change the criteria with the approval of campus director any time.

204.4 The following criteria can be used for choosing society members:

Description	Max Score	Evaluation
University Year of Studies	10	2.5 * [5 – min (5, Year of Studies)]
ACM Membership	10	2.5 * [4 – abs (4 – min(4, Years of Membership))]
CGPA	10	2.5 * CGPA
Events Management Experience	20	Interview by Faculty Advisor Each ACM Event managed is of 1-3 scores Each ACM event managed as lead is of 1-5 scores Event managed as lead in campus is of 1-3 scores Event management in general as Lead 0-2 scores
Tech Events Attended	5	Interview by Faculty Advisor
Tech Competitions Participated	10	Interview by Faculty Advisor
Tech Awards Won	5	Interview by Faculty Advisor
Behavior	10	10 – min(10, 5 * No. of DC Cases)
Recommendation of Ex President	10	Decided by Faculty Advisor
Interview Score	10	Decided by Faculty Advisor

205 Society Working (Book Club)

205.1 Objectives of the book club would be to: (a) Foster a love for reading and intellectual growth through book discussions UM1, (b) Organize reading challenges and author meetups to inspire creativity UM2, (c) Promote critical analysis and knowledge sharing among members UM3. [689]

206 Society Working (Chess)

688 3rd Institutional Quality Circle (IQC) Meeting held 10 March 2025.
689 3rd Institutional Quality Circle (IQC) Meeting held 10 March 2025.

206.1 Objectives of the Chess Society would be to: (a) Enhance cognitive abilities through strategy and critical thinking in chess UM1 UM3, (b) Organize competitions to foster a culture of intellectual engagement UM2, (c) Build a network of chess enthusiasts for skill-sharing and collaboration UM3.[690]

207 Society Working (Community Building)

207.1 Objective of the society would be to: (a) Foster a spirit of volunteerism and social responsibility through community projects UM1, (b) Organize charity drives and awareness campaigns for societal development UM2, (c) Provide students with opportunities to engage in impactful social initiatives UM3.[691]

208 Society Working (Debating Club)

208.1 Objectives of the Debating Club would be to: (a) Develop critical thinking and public speaking skills through regular debates UM1, (b) Organize inter-university debating championships to promote intellectual discourse UM2, (c) Encourage open-mindedness and respect for diverse perspectives UM3.

209 Society Working (E-Gaming Society)

209.1 Objectives of the E-gaming society is to: (a) Organize gaming tournaments to enhance strategic thinking and teamwork UM1 UM3, (b) Promote healthy gaming habits and integrate gaming into skills development UM2, (c) Build a community of enthusiasts exploring the gaming industry's career potential UM1 UM2.[692]

210 Society Working (FAST Box Office)

210.1 Objectives of the FAST Box Office would be to: (a) Provide a platform for students to explore their filmmaking and acting talents UM1, (b) Organize film screenings and discussions to encourage creative storytelling UM2, (c) Facilitate workshops on film production and media-related skills UM3.[693]

210.2 Protocols for arranging screening event would be to request faculty/staff advisor for screening with information: (a) Name of movie/show, (b) Date of screening, (c) Time of screening, (d) Venue of screening, and (e) information on paid / free tickets collection.

210.3 In case of late screening involving female students, consent form S06 from parents / guardians / hostel wardens is required. It is mandatory for faculty to be present if there is late screening + female student participation.

210.4 No outsiders are allowed for any screenings strictly.

690 3rd Institutional Quality Circle (IQC) Meeting held 10 March 2025.
691 3rd Institutional Quality Circle (IQC) Meeting held 10 March 2025.
692 3rd Institutional Quality Circle (IQC) Meeting held 10 March 2025.
693 3rd Institutional Quality Circle (IQC) Meeting held 10 March 2025.

210.5 Monetary collection of tickets only allowed with permission of Director.

210.6 Overtime of drivers / attendants, if appicable for late screening will be charged from the student society.

210.7 Where possible, cafeteria TV screen should be utilized for screenings.

210.8 Faculty/staff advisor can authorize upto 2 movie screenings / semester. For additional screenings, permission of Director is required.

210.9 Protocols for screening event would be: (a) Students will show event ticket for entry, (b) Entry will close 10 minutes after movie starts, (c) No pushing/rushing, (d) No hooting/loud talking during event, (e) Mobile phones silent, (f) No walking around before projectors/display, (g) No blocking of exits, (h) No standing in doors, (j) Respect personal space of others, (k) No disrespectful behavior towards organizers and volunteers, (l) seating only in designated areas, (m) no moving of chairs without permission, (n) No meals other than light snacks / water, and (o) No touching of hall equipment, sound systems, projectors, or lights.

211 Society Working (Green Environment)

211.1 The objective of the Green Environment Society would be to: (a) Spread awareness about environmental sustainability and eco-friendly practices UM1, (b) Organize tree plantation drives and waste management workshops UM2, (c) Collaborate with organizations for environmental conservation projects UM3. [694]

212 Society Working (Google Developer Club)

212.1 Objective of the Google Developer's Club would be: (a) Introduce students to Google technologies and foster innovation in software development UM3, (b) Conduct coding sessions and bootcamps to strengthen programming expertise UM2, (c) Provide a platform for students to collaborate on impactful projects UM1.[695]

213 Society Working (IEEE Student Chapter

213.1 Objective of IEEE Student Chapter would be: (a) Promote awareness of engineering and technology advancements through technical seminars and conferences UM2, (b) Facilitate student-led research and innovation in electrical and electronics engineering UM3, (c) Establish a network for professional development and industry collaborations UM1.[696]

214 Society Working (Media Club)

214.1 Objectives of the FAST Media Club would be to: (a) Develop digital media skills through hands-on projects and workshops UM1, (b) Promote the university's activities and achievements through creative media content UM2, (c)

694 3rd Institutional Quality Circle (IQC) Meeting held 10 March 2025.
695 3rd Institutional Quality Circle (IQC) Meeting held 10 March 2025.
696 3rd Institutional Quality Circle (IQC) Meeting held 10 March 2025.

Build a community of aspiring media professionals for collaborative learning UM3.[697]

215 Society Working (Metal)

215.1 Objectives of the Metal Society is to: (a) Provide a platform for students interested in metal music and culture UM1, (b) Organize events to showcase musical talent and creativity UM2, (c) Foster artistic expression and collaboration among music enthusiasts UM3. [698]

216 Society Working (Microsoft Student Professionals)

216.1 Objective of MSP society would be: (a) Equip students with hands-on experience in Microsoft tools and technologies UM2, (b) Organize training sessions to bridge the gap between academia and the tech industry UM1, (c) Encourage innovative projects using Microsoft platforms to address real-world challenges UM3.[699]

216.2 Every year at the start of Fall Semester, students will be announced for the selection of the core committee. Students will apply for various posts in the priority order. The core team will be decided on the basis of applicants' priorities and scores computed by the faculty advisor.

216.3 A core committee member can't be a part of more than 1 society as a core committee member. The faculty advisor can change the criteria with the approval of campus director any time.

216.4 For MSP society president-ship, student must be having highest membreship of MLSA (i.e. gold membership), provided there is no academic warning or disciplinary action.

216.5 The following criteria can be used for choosing society members:

Description	Max Score	Evaluation
University Year of Studies	10	2.5 * [5 – min (5, Year of Studies)]
CGPA	10	2.5 * CGPA
Events Management Experience	20	Interview by Faculty Advisor Each MSP Event managed is of 1-3 scores Each MSP event managed as lead is of 1-5 scores Event managed as lead in campus is of 1-3 scores Event management in general as Lead 0-2 scores
Tech Events Attended	5	Interview by Faculty Advisor
Tech Competitions Participated	10	Interview by Faculty Advisor

697 3rd Institutional Quality Circle (IQC) Meeting held 10 March 2025.
698 3rd Institutional Quality Circle (IQC) Meeting held 10 March 2025.
699 3rd Institutional Quality Circle (IQC) Meeting held 10 March 2025.

Tech Awards Won	5	Interview by Faculty Advisor
Behavior	10	10 – min(10, 5 * No. of DC Cases)
Interview Score	30	Decided by Faculty Advisor

217 Society Working (Quran Society)

217.1 Objectives of the Quran Society would be to: (a) Organize sessions to explore Quranic teachings and their relevance in modern life UM1, (b) Promote interfaith harmony and ethical values through discussions UM2, (c) Encourage community engagement based on the principles of compassion and service UM3. [700]

~~217.2 The scope of the character building society would be as such: (a) To devise and practice a code of conduct aimed at character building. (b) To devise a code of conduct for teachers. (c) To behave as models for others. (d) Inculcate a strict sense of self discipline through personal examples taking inspirations from religious values/obligations. (e) To discharge their obligations towards the community's needs and expectations. (f) To harness their social, ethical and academic values in consonance with educational and cultural curriculum. (g) To act as whistle blower against malpractices, corruption and related issues to concerned quarters without any exploitative motive or design,~~ [701] ~~(h) To harness a comprehensive and long lasting culture of honesty & truthfulness among students, (j) To discourage the un-disciplined, irregular, unfair & corrupt means and practices among the upcoming generation.~~

~~217.3 The code of conduct for students would be: (a) Honestly and truthfulness (b) Punctuality in all walks of life (c) Respect for elders and follow up rules/law (d) Keep parents informed about all outdoor activities. The code of conduct for faculty would be: (a) Punctuality (b) Professional competence (c) Fair in dealings.~~ [702]

217.4 There must be at least one motivational talk delivered to students in a month. The talks should also cover technologies and industrial trends. [703]

217.5 It is not allowed to invite political & religious leaders, or mainstream social media influencers to the university for engagement with students. If so, approval of the director would be needed. In case of conflict, approval of rector will be needed.

218 Society Working (Sports)

218.1 Objectives of the sports society are to: (a) Encourage partitipation in sports to foster teamwork and discipline UM1, (b) Organize sports tournaments to showcase athletic talent and to promote inclusivity UM2, (c) Highlight the significance of physical fitness as a foundation for a balanced lifestyle, enabling

700 3rd Institutional Quality Circle (IQC) Meeting held 10 March 2025.
701 Meeting # 06/14
702 Meeting # 06/14
703 Meeting # 06/15

students to contribute to a healthier and inclusive society UM1.[704]

218.2 Late return of sports items would attract a fine at the rate to be decided by Advisor Campus Sport Society. Habitual late comers will not be issued sport items.[705]

218.3 Female students can use sports facilities (Table Tennis, Badminton, Basket Ball, Volley Ball etc.) from 10:00 A.M to 1:00 P.M (Monday to Friday) as dedicated time. [706]

219 Society Working (Trekking Club)

219.1 Objectives of the Trekking club is to: (a) Promote physical and mental well being through organized trekking and outdoor activities UM1, (b) Encourage environmental conservation by spreading awareness during trips UM2, (c) Foster teamwork and leadership skills in challenging outdoor settings UM1.[707]

219.2 Booking for seats on trekking trips would be: (a) subject to availability of seats, (b) As per criteria laid down by trip organizers.

219.3 Guidelines for trip would be: (a) No Drugs/Alcohol, (b) No Misbehavior/Fooling Around, (c) Maintaining respect and courtesy to fellow students, (d) Maintaining cooperation with trip organizers, (e) No wandering away from assigned group, (f) Keep contact number of trip in-charge, and group incharge saved in your phone, (h) To remain seated while the vehicle is moving, (j) Keep the bus clean, (k) Keep the trip locations clean by disposing trash properly.

219.4 Girls will not travel in combined transport with boys, neither stay in same hotel/destination.

219.5 Violations of trip guidelines would invite Disciplinary Action.

219.6 All students going on a trip and outstation for any event would pay their due share equally. There is no exemption for organizers of the event.[708]

219.7 All students will be required to provide consent form S06 before embarking on trips.

219.8 Packing list for students would be: (a) (b)

219.9 Vehicle check process would be: (a) (b)

220 Society Working (Web Development Society)

220.1 Objective of Web Development Society would be: (a) Train students in modern web technologies through workshops and projects UM2, (b) Build a

704 3rd Institutional Quality Circle (IQC) Meeting held 10 March 2025.
705 Meeting # 6/19
706 Meeting # 20/19
707 3rd Institutional Quality Circle (IQC) Meeting held 10 March 2025.
708 Meeting # 4/2020

community of developers to create innovative and user-friendly web solutions UM1, (c) Organize hackathons and coding challenges to enhance technical skills UM3.[709]

221 Events (External Participation)

221.1 Each society advisor should make allocation of some funds in society calendar for participating in an external event. As such, student participation can be sponsored through student activity fund. [710]

221.2 Students interested to attend a particular category of competition in an external event should approach the student body dealing with similar events at the campus (E.g. students interested in speed programing in an external event would approach ACM society, students interested in cricket match would approach the sports society, and so on.)[711]

221.3 In case of multiple students, society advisor may select from amongst the interested students by applying some selection criteria (e.g. CGPA, past participation history, fair participation chance to other students, selection committee, conduct of test, etc. etc.) [712]

221.4 Society advisors will ensure maximum students are given a chance in minimum possible resources. [713]

221.5 Society advisor will deny participation of a student in external event, if (a) he/she is on warning, (b) is on probation / disciplinary case, and (c) has prior adverse feedback.

221.6 Societies who want to send students for an external event (of another campus, or another university) would be required to file an application to director, containing the following information: (a) details of event, e.g. brochure, (b) proof of registration fees, (c) list of participants with name, roll number, CNIC, and CGPA, and (d) breakdown of funds requested.

221.7 If university transport is required for participation, the application to director (clause 221.6) should contain such request explicitly, along with additional information of (a) Accompanying Coach Name, (b) date / time of departure, (c) date / time of arrival, and (d) Consent letters (clause 225.6) from parents / guardian of student (mandatory). Furthermore, driver overtime / honorarium should be mentioned in fund request as well.

221.8 Faculty advisor may cover short-fall in approved funds by carrying out collection activity in order to cover transport, registration, and food charges, etc.

222 Events (Welcome and Farewell Party)

709 3rd Institutional Quality Circle (IQC) Meeting held 10 March 2025.
710 3rd Institutional Quality Circle (IQC) Meeting held 10 March 2025.
711 Meeting # 06/14
712 Meeting # 06/14
713 Meeting # 06/14

222.1 The parties can be conducted on saturdays during day-time.[714]

222.2 The parties will be supervised by member of Society Core Committee Members.[715]

222.3 All society office bearers will play role in smooth conduct of welcome & farewell party.[716]

222.4 All societies would have representation/participation in welcome party, motivate students for memberships, etc.[717]

222.5 Batch X will be giving welcome to Batch X+1 in Fall semester.[718]

222.6 Batch Y will be giving farewell to Batch Y+1 in Spring semester.[719]

~~222.7 Medals and other certificates issued to students for academic performance can be awarded in simple ceremonies every semester.[720]~~

~~222.8 Medal distribution of Spring semester will be part of welcome party, whereas distribution of Fall semester will be part of farewell party.[721]~~

Part P. Annexure 1 (Forms)

223 Academic Forms

223.1 A01 Degree Clearance Form

A01	**CLEARANCE CERTIFICATE**

National University of Computer and Emerging Sciences

Peshawar Campus

It is certified that nothing is outstanding against:

Name:_____ Roll Number:_____ Discipline:_____

Step 1:

Cafeteria	Sports	Hostel Warden
Accounts	Administration	Library

714 Meeting # 2/09
715 CMC Meeting # 53
716 CMC Meeting # 53
717 CMC Meeting # 53
718 CMC Meeting # 53
719 CMC Meeting # 53
720 Meeting # 2/09
721 CMC Meeting # 53

223.2 A02 Semester Freeze Form

A02

SEMESTER FREEZE REQUEST

National University of Computer and Emerging Sciences

Peshawar Campus

Semester: ☐ Spring ☐ Fall Year: _____

Name: | Roll Number: | Earned Credits:

Warning: | CGPA: | Previous Freeze History:

Freeze Request Reason

☐ I understand that semester freeze implies dropping of all registered courses in current semester
☐ I understand that semester freeze will still be counted towards duration of degree program
☐ I understand that it is my responsibility to ensure that HEC specified degree duration is not crossed.

Student Sign: **Signature Date:**

Documents Attached	☐ No ☐ Yes (Please specify)

Advisor / GSC / GPC Comments

Sign: **Signature Date:**

HoD Comments

☐ Recommended ☐ Not Recommended

Sign: **Signature Date:**

Director: ☐ Approved ☐ Not Approved

Sign: **Signature Date:**

Accounts: ☐ Fee Processed

Sign: **Signature Date:**

Academics Sign: _____ **Signature Date:** _____

223.3 A03 Add / Drop Form for Change of Course

A03

ADD/DROP FORM

National University of Computer and Emerging Sciences

Peshawar Campus

Semester: ❒ Spring ❒ Fall Year: _____

Name: _____ Roll Number: _____ Discipline: _____

Section: _____ CGPA: _____ Credits Currently Registered: _____

Course(s) Dropped				Course(s) Added			
Code	**Course Title**	**Section**	**Credits**	**Code**	**Course Title**	**Section**	**Credits**

Student Sign: _____ Signature Date: _____

Transcript Seen by Advisor: ❒ Yes ❒ No

Advisor Comments:

Advisor Sign: _____ **Signature Date:** _____

HoD Decision ❒ Approved ❒ Not Approved

HoD Sign _____ **Signature Date:** _____

Academics Sign: _____ **Signature Date:** _____

223.4 A04 Admission Cancellation

A04

ADMISSION CANCELLATION FORM

National University of Computer and Emerging Sciences

Peshawar Campus

Name: _____ Roll Number: _____ Discipline: _____

Reasons for Cancellation (Tick whichever Applicable)	☐ I cannot afford Fees ☐ I found admission close to my home town ☐ I am no longer interested in degree program being offered ☐ I received offer from another NUCES campus ☐ I could not find suitable hostel ☐ I could not find space in hostel ☐ Any Other Reason (Specify Below):

Student Sign:		**Signature Date:**	
Parent Sign:		**Signature Date:**	

HoD Recommendation	☐ Recommended ☐ Not Recommended		
HoD Sign		**Signature Date:**	

Director Decision	☐ Approved ☐ Not Approved		
Director Sign		**Signature Date:**	

223.5 A05 Course Replacement

A05

COURSE REPLACEMENT FORM

National University of Computer and Emerging Sciences

☐ Faisalabad ☐ Islamabad ☐ Karachi ☐ Lahore ☐ Multan ☐ Peshawar

To be Filled by Student:

Name: Roll Number:

Program:

☐ BS(CS) ☐ BS(SE) ☐ BS(EE) ☐ MS(CS) ☐ MS(EE) ☐ MS(DS) ☐ PhD (CS) ☐ PhD (EE)

Course to be Replaced:		**Replacement Course:**	
Code		Code	
Title		Title	
Type	☐ Elective ☐ Core	Type	☐ Elective ☐ Core
Semester where Failed:	☐ Fall ☐ Spring	Semester where Taken:	☐ Fall ☐ Spring

Student Sign:		**Signature Date:**	

Man (Acad) Comments:					
Name:		**Sign:**		**Date:**	

HoD Comments:

Name: **Sign:** **Date:**

Director Comments:

Name: **Sign:** **Date:**

Controller Examiner Comments: ☐ Allowed ☐ Not Allowed

Sign: **Date:**

Flex Team Sign: **Signature Date:**

223.6 A06 Sessional Re-Adjustment

A06

SESSIONAL RE-ADJUSTMENT FORM

National University of Computer and Emerging Sciences

☐ Faisalabad ☐ Islamabad ☐ Karachi ☐ Lahore ☐ Multan ☐ Peshawar

Name: Roll Number: Discipline:

Examination		**Semester**	
☐ Sessional I	☐ Sessional II	☐ Spring	☐ Fall

Program:

☐ BS(CS) ☐ BS(SE) ☐ BS(EE) ☐ MS(CS) ☐ MS(EE) ☐ MS(DS) ☐ PhD (CS) ☐ PhD (EE)

Examinations Missed

S #	Course	Section	Date of Exam	Reason for Missing
1				
2				
3				
4				
5				

Student Sign: **Signature Date:**

Documents Attached (whichever applicable)	☐ Medical Certificate	☐ Director Approval
	☐ Prescription from Doctor	☐ HoD Approval
	☐ Original Bill of Pharmacy	☐ Court Summon
	☐ Lab Test Report	☐ Interview Summon (e.g. ISSB)
	☐ Death Certificate	☐ Eyewitness Statement (if no documents)

	☐ Pictures (In Case of Accident) ☐ Other (Please Mention) ☐ Wedding Card

HoD Comments:

☐ Re-adjustment in Sessional II ☐ Re-adjustment in Final ☐ Not Allowed

HoD Sign: **Signature Date:**

☐ Approved ☐ Not-Approved

Director Sign: **Signature Date:**

223.7 A07 Intra Campus Course Registration Form

A07

INTRA CAMPUS COURSE REGISTRATION

National University of Computer and Emerging Sciences

☐ Faisalabad ☐ Islamabad ☐ Karachi ☐ Lahore ☐ Multan ☐ Peshawar

Semester: ☐ Spring ☐ Fall ☐ Summer Year: _____

Name: Roll Number: Earned Credits:

Warning: CGPA: Course Section: Lab Section:

Program:

☐ BS(CS) ☐ BS(SE) ☐ BS(EE) ☐ MS(CS) ☐ MS(EE) ☐ MS(DS) ☐ PhD (CS) ☐ PhD (EE)

Courses Required				
S #	Code	Course Title	Credit Hours	Notes (if any)
1				
2				
3				
4				
5				
6				
7				
8				

Student Sign: **Signature Date:**

Transcript Seen by Advisor: ☐ Yes ☐ No

Load type: ☐ Normal Load ☐ Abnormal Load

Batch Advisor Recommendation

Name:

Sign: **Signature Date:**

HoD Comments:

☐ Approved ☐ Not-Approved

HoD Sign: **Signature Date:**

Academics Sign: **Signature Date:**

223.8 A08 Inter Campus Course Registration Form

A08

INTER CAMPUS COURSE REGISTRATION

National University of Computer and Emerging Sciences

Peshawar Campus

Semester: ☐ Spring ☐ Fall ☐ Summer Year: _____

Name: Roll Number: Earned Credits:

Warning: CGPA: Course Section: Lab Section:

Program:

☐ BS(CS) ☐ BS(SE) ☐ BS(EE) ☐ MS(CS) ☐ MS(EE) ☐ MS(DS) ☐ PhD (CS) ☐ PhD (EE)

.Courses Required				
.S #	.Code	.Course Title	.Credit Hours	.Notes (if any)
.1	.	.	.	.
.2	.	.	.	.
.3	.	.	.	.

Desired Visiting Campus: ☐ Faisalabad ☐ Islamabad ☐ Karachi ☐ Lahore

☐ By ticking this mark, I understand that I will be responsible for my clearance from visiting campus and will report back to Peshawar with all necessary documents.

Student Sign: **Signature Date:**

Transcript Seen by Advisor: ☐ Yes ☐ No

Load type: ☐ Normal Load ☐ Abnormal Load

Batch Advisor Recommendation

Name:

Sign: **Signature Date:**

HoD Comments:

Name:

Sign: **Signature Date:**

Director: ☐ Approved ☐ Not-Approved

Name:

Sign: **Signature Date:**

Accounts: ☐ Fee Information Updated

Sign: **Signature Date:**

Academics Sign: **Signature Date:**

223.9 A09 Course Withdrawal Form

A09

COURSE WITHDRAWAL FORM

National University of Computer and Emerging Sciences

Peshawar Campus

Semester: ☐ Spring ☐ Fall ☐ Summer Year: _____

Name: Roll Number: Earned Credits:

Warning: CGPA: Course Section: Lab Section:

☐ BS(CS) ☐ BS(SE) ☐ BS(EE) ☐ MS(CS) ☐ MS(EE) ☐ MS(DS) ☐ PhD (CS) ☐ PhD (EE)

Courses Required to be Withdrawn				
S #	Code	Course Title	Credit Hours	Previous Grade
1				
2				
3				
4				

Are you Availing Loan? ☐ Yes ☐ No

☐ I understand that by withdrawing a course, its associated lab (if any) will also stand withdrawn.
☐ I understand that my withdrawal will still be marked as W on my transcript.
☐ I understand that withdrawing a course will invalidate loan facility (if any)
☐ I understand that withdrawing a course will make me inelligble for medals / deans list, etc.
☐ I will be responsible if this withdrawal has any adverse affect on clearing of warning (if any).

Student Sign: **Signature Date:**

Guardian Name: **Guardian Cell Phone:**

Guardian Sign: **Signature Date:**

Advisor

Comments			
Name:			
Sign:		**Signature Date:**	
HoD Recommendation	☐ Recommended ☐ Not Recommended		
HoD Sign		**Signature Date:**	
Director Decision	☐ Approved ☐ Not Approved		
Director Sign		**Signature Date:**	
Academics Sign		**Signature Date:**	

223.10 A10 Credit Transfer Form

A10	**CREDIT TRANSFER FORM**
	National University of Computer and Emerging Sciences Peshawar Campus

Name of Student			
Old Roll #		New Roll #	
Study Plan	☐ BS(AI) ☐ BS(CS) ☐ BS(SE) ☐ BS(EE) ☐ MS(CS) ☐ MS(DS) ☐ MS(EE) ☐ PhD (CS) ☐ PhD (EE)	Sess: ☐ Fall ☐ Spring Year:	
Campus of Already Passed Courses		☐ CFD ☐ ISD ☐ KHI ☐ LHR ☐ PSH ☐ N/A	
If Already Passed Courses from another University, fill below:			
University Name of Already Passed Courses			
Transcript Seen	☐ Yes ☐ No	Course Descr. Seen	☐ Yes ☐ No

NUCES Equivalent Courses			**Already Passed Courses**		
Code	Title	Credits	Code	Title	Credits

Advisor Comments					
Name		Sign		Date	

HoD Recommendations	☐ Recommended ☐ Not Recommended
HoD Comments	

Name		Sign		Date	

Dean Approval	❒ Approved ❒ Not Approved				
Dean Comments					
Name		Sign		Date	

Flex Processed By

Name		Sign		Date	

223.11 A11 PhD Admission Form

A11

PhD Admission Form

National University of Computer and Emerging Sciences

Peshawar Campus

Application for Admission In: ❒ PhD (CS) ❒ PhD (EE), from ❒ Fall ❒ Spring, Year: _____

Full Name			
Email		Mobile #	
Currently Employed	❒ Yes ❒ No	Interested in Fellowship?	❒ Yes ❒ No

NTS-GAT/GRE/GMAT

Subject	Score	Percentile	Valid Till

Education

	Degree Name	CGPA / %	University	Duration	Graduating Year
Masters					
Bachelors					

Total Years of Education	❒ 18 ❒ < 18 years	MS by Research	❒ Yes ❒ No

Attached Document Checklist

S#	Document Type	Attached	Reason if Missing
1	2x Passport Size Photograph	❒ Yes ❒ No	
2	Copy of CNIC	❒ Yes ❒ No	
3	MS Transcript	❒ Yes ❒ No	
4	MS Degree	❒ Yes ❒ No	
5	HEC MS Equivalence (if applicable)	❒ Yes ❒ No	
6	BS Transcript	❒ Yes ❒ No	

7	BS Degree	❒ Yes ❒ No	
8	HEC BS Equivalence (if applicable)	❒ Yes ❒ No	
9	NTS-GAT/GRE/GMAT Subject Result	❒ Yes ❒ No	
10	Detailed CV of applicant	❒ Yes ❒ No	
11	Research Proposal (1-2 pages)	❒ Yes ❒ No	

Applicant Signature		Signature Date	

To be Filled by Supervisor

Supervisor Comments					
Specialty Area of Supervision					
Name		Sign		Date	

To be Filled by Campus GSC

Eligible for Fellowship	❒ Yes ❒ No				
Recommended for Admission	❒ Yes ❒ No				
Comments					
Name		Sign		Date	

HoD Recommendations	❒ Recommended ❒ Not Recommended				
HoD Comments					
Name		Sign		Date	

Director Endorsement	❒ Endorsed ❒ Not Endorsed				
Name		Sign		Date	

223.12 A12 PhD Student Research Evaluation Form

A12

PhD Research Evaluation Form

National University of Computer and Emerging Sciences

Peshawar Campus

This form needs to be filled by each scholar in research semesters.

Name		Campus	
Discipline		Roll #	

Supervisor		Current Semester	
PhD Thesis Title			

Progress Summary

	Milestone		Assigned Grade	Registered In	Remarks
Thesis I	Yes	No			
Synopsis Document	❒	❒			
Synopsis Defence	❒	❒			
Thesis II					
Thesis III					
Paper Submitted	❒	❒			
Paper Accepted	❒	❒			
Not Registered Reason					
Residency Requirement	❒ Satisfactory ❒ Not Satisfactory				

Overall Evaluation

❒ Student's performance is satisfactory and should be assigned "S" grade ❒ Student's performance is not satisfactory and should be assigned "U" grade ❒ Student should be given "CN" grade in the current semester & allowed to work in next semester

Supervisor Comments

Official Use Only

Remarks	❒ Approved ❒ Not Approved				
HoD Name		Date		Signature	
GSC Coordinator Name		Date		Signature	
Flex Grades Updated	❒ Yes ❒ No				
Academic Officer Name		Date		Signature	

223.13 A13 PhD Extension in PhD Duration[722]

	PHD DURATION EXTENSION FORM

722 IOM No. 13-HR/21, dated 18 May 2021.

A13	**National University of Computer and Emerging Sciences** Peshawar Campus

Scholar Name		Roll #	
Admission Date		Supervisor Name	

<Supervisor>

Current Progress	
Milestone set for Scholar for next Semester	
Extension Required	
Recommended	☐ Yes ☐ No
Sign & Date	

<GSC Coordinator>

Previous Extensions

Duration		BASR Approval	
From	To	Meeting #	Meeting Date

GSC Coordinator Name		Sign:		Date:	

Campus Director

Approved	☐ Yes ☐ No				
Feedback:					
		Sign:		Date:	

223.14 A14 FYP Log Book

A14	**FYP LOG BOOK** **National University of Computer and Emerging Sciences** Peshawar Campus

FYP Title				
Student Particulars	1 Name		1 Roll #	
	2 Name		2 Roll #	
	3 Name		3 Roll #	
	4 Name		4 Roll #	

Meeting #	
Issues Discussed	
Recommendations	
Outcomes of Recommendations	

Supervisor Particulars	Name		Signature & Date	

223.15 A15 Internship Registration Form

A15

INTERNSHIP REGISTRATION FORM

National University of Computer and Emerging Sciences

Peshawar Campus

Semester: ☐ Spring ☐ Fall ☐ Summer Year: _____

Student Name		Roll Number	
Current Semester	Semester ☐ 1 ☐ 2 ☐ Higher	CGPA:	

Organization Details

Company Name			
Company Address			

Week-Wise Work Breakdown

Week #	Intended Task	Learning Outcomes	Deliverable Description	Hours Marked In
1				
2				
3				
4				
5				

6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

Internship Supervisor at Organization

Nature of Work	❒ Remote ❒ On-Site
Total Hours Worked	
Internship Supervisor Name	
Internship Supervisor Email	
Internship Supervisor Contact #	
Internship Supervisor Signature	

Faculty Advisor: ❒ Recommended ❒ Not Recommended

Name	
Signature	

HoD ❒ Approved ❒ Not Approved

Name	
Signature	

Career Services Office

Signature	

223.16 A16 Research Lab Information Form

A16

RESEARCH LAB INFORMATION FORM

National University of Computer and Emerging Sciences

Peshawar Campus

Lab Name	
Website URL of Lab	

Lab Overview	150 words	
Lab Objectives	1	
	2	
	3	
Lab Members (Mention Group Head, Co-Group Head, and other members; max 5)	1	
	2	
	3	
	4	
	5	
Areas of Expertise		
Collaborations (Mention University with Country; max 3)	1	
	2	
	3	
Research Grants/Projects (Mention Title, Grant Body Name, Year of Award/Closing, Amount of Funding, 50 words abstract; recent/max 3)	1	Title:
		Grant Body:
		Year:
		Amount of Funding:
		Abstract:
	2	Title:
		Grant Body:
		Year:
		Amount of Funding:
		Abstract:
	3	Title:
		Grant Body:
		Year:
		Amount of Funding:
		Abstract:

Checklist

☐ Filled Application Form

☐ High Quality Logo of Lab

☐ 2x Lab Photo / Member Group Photo / Lab Equipment Photo / Lab Project Photo

223.17 A17 Final Exam Paper Showing Form

A17	**FINAL EXAM PAPER SHOWING** **National University of Computer and Emerging Sciences** Peshawar Campus

Semester: ☐ Spring ☐ Fall ☐ Summer **Year: _____**		Date	
Student Name		Roll Number	
Degree	☐ BS(AI) ☐ BS(CS) ☐ BS(SE) ☐ BS(EE) ☐ BS(CE) ☐ MS(CS) ☐ MS(DS) ☐ MS(EE) ☐ PhD (CS) ☐ PhD (EE)		
Course		Teacher Name	
Current Obtained Marks		Current Total Marks	

Student Comments (Note: To be restricted to Errors/Ommissions in Paper Checking Only. No requests for marks to be made)	**Teacher Comments / Marks Added**

Revised Obtained Marks		Revised Total Marks	
		Teacher Sign & Date	

223.18 A18 FYP Minimum Requirements Assessment

A18	**FYP MIN. REQUIREMENTS ASSESSMENT** **National University of Computer and Emerging Sciences** Peshawar Campus

FYP Title				
Student Particulars	1 Name		1 Roll #	
	2 Name		2 Roll #	

	3 Name		3 Roll #	

To be filled by Supervisor

Comments	It is stated that as supervisor, I hereby abstain from assessing students thesis for the following reason: ☐ Conflict of Interest ☐ No meetings by the student/student group ☐ Other: Student not complied with supervisor line of action for Thesis As such, I request department for constituting committee to assess minimum requirements of work carried out under this FYP.		
Name		Signature	

To be filled by assessing committee

Assessment 1 – Low 10 - High	Clarity of Research Problem: _____ Literature Review & Context: _____ Methodology & Analysis: _____ Quality of Argument & Discussion: _____ Formatting & Presentation: _____		
Recomm-endation	☐ Fail (Major Revisions Required) ☐ Pass (Minor Revisions Required) Recommended Grade (D/D+): ____ ☐ Pass (Major Revisions Required) Recommended Grade (C-/C): ____		
Committee Member 1 Name		Sign:	
Committee Member 2 Name		Sign:	

FYP Coordinator		Sign:	
HoD		Sign:	

223.19 A19 PhD Thesis Defence Evaluation

A19

PhD Thesis Defence Evaluation

National University of Computer and Emerging Sciences

Peshawar Campus

Scholar Name		Roll Number	
Thesis Title			
Supervisor		Co-Supervisor	
Defence Date		Department	

Kindly tick the appropriate box

1	Recommended for the award of PhD degree with no change in the PhD Thesis.	☐
2	Recommended for the award of PhD degree with minor changes in the PhD Thesis. - The scholar can make the changes in one month's time. - Each examiner should indicate whether they wish to review the revised thesis and compliance report[723] after the PhD scholar has addressed the suggested changes:	☐

	External Examiner 1: ☐ I do not wish to see the revised thesis and compliance report. ☐ I wish to see the revised thesis and compliance report. External Examiner 2: ☐ I do not wish to see the revised thesis and compliance report. ☐ I wish to see the revised thesis and compliance report. Internal Examiner: ☐ I do not wish to see the revised thesis and compliance report. ☐ I wish to see the revised thesis and compliance report.	
3	Recommended for the award of PhD degree with major changes in the PhD Thesis.[724]	☐

Name	Designation	Affiliation	Signature	Date
External Examiners				
Internal Examiner				
Head of Department				
Director Campus				

223.20 A20 PhD Thesis (Pre-Viva Review) Form

A20

PHD THESIS (PRE-VIVA REVIEW) FORM

National University of Computer and Emerging Sciences

Peshawar Campus

Thesis Title	
Student Name & Roll Number	
Supervisor Name	

<Reviewer Section>

1. In what way does this thesis show evidence of being a significant contribution to knowledge in its field?

Not at all				To Some Extent		Suitable			Very Suitable	
0	1	2	3	4	5	6	7	8	9	10

723 (a) The compliance of the revisions shall be the responsibility of the Supervisor, (b) If all examiners do not wish to see changes, supervisor will review revisions & submit signed report to GSC Office, (c) If any examiner wishes to see changes, supervisor will verify revisions, submit thesis and signed compliance report to GSC, and GSC will forward it to the respective examiner(s) for review.

724 Requires re-submission, including further oral examination, with work re-submitted within 6 months from date of first PhD Defense. Supervisor will verify all revisions, submit the thesis and signed compliance report to GSC.

If you rate below six, please suggest a suitable alternative:

2. Please outline any corrections and modifications, substantial ammendments, or major revisions that, depending on the viva, the candidate may be required to undertake:

3. Please comment on the overall presentation, layout, and technical writing quality of the thesis.

Unsatisfactory				Satisfactory		Good			Excellent	
0	1	2	3	4	5	6	7	8	9	10

If you rate below six, please provide comments to elaborate your opinion:

Final Recommendation[725]: Considering the contributions, please specify one of the following:

1. Recommended for the award of PhD Degree with no change in the PhD Thesis	☐
2. Recommended for the award of PhD Degree with minor changes In the PhD Thesis ☐ I do not wish to see the revised thesis.[726] ☐ I wish to see the revised Thesis.[727]	☐
3. Recommended for the award of PhD Degree with major changes.[728]	☐

Name	Affiliation	Review Date	Signature

223.21 A21 FYP Registration Form

A21	**FYP REGISTRATION APPROVAL**
	National University of Computer and Emerging Sciences Peshawar Campus

Roll Number	
Student Name	

725 This is a preliminary recommendation. You may change your recommendation after oral examination.
726 Supervisor will review and submit signed compliance report to Graduate Studies Committee
727 Revised thesis will be sent to reviewer, along with signed compliance report for final approval. The supervisor will submit signed compliance report to the Graduate Studies Committee.
728 Requires re-submission of the thesis within six months. The supervisor will verify the revisions, submit the thesis, along with signed compliance report to the Graduate Studies Committee.

Reason for Early FYP Selection	

Documents to Attach:
☐ Academic Transcript

To be filled by Batch Advisor

Earned CGPA		
Credits Earned		
Registered Credits (Current Semester, inc. FYP-I)		
Required Credits (Next Semester, inc. FYP-II)		
Declarations Needed (Tick Mark which Apply)		
(1)	I understand that I am registering for FYP despite my low CGPA and contrary advice from the department/campus management.	
(2)	I understand that if I receive Academic Warning I while taking FYP-I, I will not be allowed to register FYP-II in upcoming semester.	
(3)	I understand that I cannot register for more than 21 credits.	
(4)	I understand that registering for 21 credits in any semester is subject to head office approval. In case of non-approval, I will study the extra course in a subsequent semester.	
(5)	I understand that if I withdraw/fail a course during FYP-I, I will take it again in the spill-over semester, and its offering during FYP-II is subject to it being offered as a regular course (not reading).	
(6)	I understand that if I pick any course after completion of FYP-II, I will myself deal with any violation matters arising with HEC/NCEAC.	
Advisor Sign & Date:		

☐ I acknowledge and understand the declarations identified, and associated repercussions.

Student Sign & Date:	

HoD Credits Exempted		HoD Sign & Date	
Director Credits Exempted		Director Sign & Date	

224 Administrative Forms

224.1 D01 Transport Requisition Form

D01	**TRANSPORT REQUISITION**
	National University of Computer and Emerging Sciences
	Peshawar Campus

Employee Name:	

Category of Visit:	☐ Bank ☐ Receive Guests ☐ Procurement Activity ☐ Repair Work Activity ☐ Other/Student Society Activity
Purpose of Visit:	
Vehicle Required From:	Date D D / M M / Y Y Time H H : M M ☐ AM ☐ PM
Vehicle Required Till:	Date D D / M M / Y Y Time H H : M M ☐ AM ☐ PM
Special Instructions:	

Reporting Officer Sign & Date:	☐ Recommended ☐ Not Recommended
Director Sign & Date:	☐ Approved ☐ Not Approved

<By Admin Office>

Requisition Details	Vehicle Assigned:	
	Driver Name:	

<By Driver>

Odometer اوڈومیٹر	Start (روانگی کے وقت):			
	Start (واپسی کے وقت):			
Fuel تیل یا سی این جی	Litre / Kg (لیٹر یا کلو):			
	Rate (ریٹ):			
	Amount (رقم):		Sign (دستخط):	

<By Admin Office>

Requisition Details	KM Covered:	
	Driver Name:	

224.2 D02 Entertainment Request

D02

ENTERTAINMENT REQUEST

National University of Computer and Emerging Sciences

Peshawar Campus

Reporting Officer Name:			
Purpose of Event:	☐ Faculty/Staff Meeting ☐ Official Guests for Thesis Defence ☐ IQAE Activity ☐ Student Society Event ☐ Other:		
Name of Event:			
Number of Guests:		Number of Hosts:	
Date (From):		Date (To):	
Time (From):		Time (To):	

Entertainment Required			
❒ Breakfast	❒ Black Tea ❒ Coffeee	❒ Eggs ❒ Other:	❒ Paratha ❒ Toast
	❒ Other:		
❒ Tea Serving Note: ❒ / person ❒ Table serving ❒ Buffet	❒ Black Tea ❒ Coffeee	❒ Green Tea ❒ Suleimani Tea	
	❒ Plain Biscuits ❒ Bakery Cake	❒ Assorted (Sweet + Saltish): Details:	
❒ Lunch Serving Note: ❒ / person (Lunchbox type) ❒ Table serving ❒ Buffet	❒ Rice (Pulao/Biryani), Chicken Handi, BBQ Piece, Salad, Raita		
	❒ Rice (Chinese), Shashlick/Chilli Dry, Fish Piece, Salad, Raita		
	❒ Other:		
❒ Dinner Serving Note: ❒ / person (Lunchbox type) ❒ Table serving ❒ Buffet	❒ Rice (Pulao), 1 Chicken Handi, BBQ Piece, Salad, Raita		
	❒ Rice (Chinese), Shashlick/Beef Chilli Dry, Fish Piece, Salad, Raita		
	❒ Other:		
Special Instructions:			

Reporting Officer	Name:	Sign & Date:
Director:	❒ Approved ❒ Not Approved	Sign & Date:

224.3 D03 TA Fund Request Form

D03

TA FUND REQUEST FORM

National University of Computer and Emerging Sciences

Peshawar Campus

Semester
❒ Spring ❒ Fall ❒ Summer Year: _____

Department
❒ CS ❒ EE ❒ S&H

S#	Course Details				TA Details		Rate per Student * B	Total (Rs) **
	Code	Sections	Class Strength A	Assessments C	Roll #	Previous Grade		
1	MT4031	2	34	8	22P-1234	A+	150	15,000

* (a) Rs 250 for CS courses with programming assignments, (b) Rs 190 for CS courses without programming assignments, (c) Rs 250 for Engineering courses where TAs are involved in OBE support, (d) Rs 190 for Engineering courses where TAs are not involved in OBE support, (e)

Rs 190 for MG courses, (f) Rs 150 for S&H courses; Math, Physics, Statistics, (g) Rs 190 where S&H courses are OBE based and TAs are involved in OBE support, (h) TAs for programming courses in all depts are eligible for Rs 250
** If (C<5), then D=A*B*C/6, Else D=A*B

Accounts		
Code & Name	Budgetted Funds	Available Funds
703000002 Salaries – TAs		

Prepared By	Reviewed By
Sec. Name Dept. Name	HoD Name Department Name
Accounts By	Recommended By
Incharge Name Accounts, Peshawar	Dr. Omar Khan Director, Peshawar

224.4 D04 Car Parking Sticker Request

D04

PARKING STICKER REQUEST

National University of Computer and Emerging Sciences

Peshawar Campus

Date	

Name			
Roll Numer / Emp. ID		CNIC	
Degree (If Student)	☐ BS(AI) ☐ BS(CS) ☐ BS(SE) ☐ BS(EE) ☐ MS(CS) ☐ MS(DS) ☐ MS(EE) ☐ PhD (CS) ☐ PhD (EE)		
Vehicle Details			
Vehicle Reg. #:		Make & Model:	
Vehicle Color:		Car Owner Name:	
Car Owner CNIC:		R/ship w. Owner:	
License Details			
License #:		License Expiry	
Issuing Authority:			

Declaration: ☐ I Undertake that my car is fit and will not cause any inconvenience to others. ☐ I shall comply with all government traffic and NUCES vehicle rules. ☐ I assure that I will park my vehicle at designated locations in proper manner. ☐ I will not play loud music inside the campus premises. ☐ I will comply with 15 km/h speed limit within campus. ☐ I will paste sticker at front windscreen at passenger side. ☐ I understand that on special days, management can restrict vehicle entry.	Signature:
Documents Attached	
☐ Valid CNIC Copy (If Student) ☐ Father / Guardian CNIC Copy (If Student)	☐ Driving License Copy (If Student) ☐ Car Registration Copy

Official Use Only:

Car Sticker #	

Valid From:		Valid To:	
Processed By (Name)		Signature	

Sticker Receiving:

Receiver Name & Sign:		Receiving Date	

224.5 D05 SNGPL Gas Bill Payment

D05	**SNGPL GAS BILL PAYMENT**
	National University of Computer and Emerging Sciences
	Peshawar Campus

From SNGPL Gas Bill

Meter	Previous Reading	Current Reading	Current Reading Date	Difference A
SNGPL Main Meter				

From Hostel Administration

Meter	Previous Reading	Current Reading	Current Reading Date	Difference B
Sub-Meter 1				
Sub-Meter 2				
Sub-Meter 3				
Sub-Meter 4				
			Total	
			Distribution Ratio C=∑B/A	

Bill Estimation

SNGPL Gas Charges	SNGPL Bill Total D	University Share E = D * C/100	Cafeteria Share F = D-E

Warden

Comments					
Name		Sign		Date	

Director

Approved	❒ Yes ❒ No				
Name		Sign		Date	

224.6 D06 Guest Room Booking Form

D06	**GUEST ROOM BOOKING FORM** **National University of Computer and Emerging Sciences** Peshawar Campus

	Date:	D	D	M	M	Y	Y	Y	Y

Name:	

Reservation For:	☐ Employee (Campus: ☐ CFD ☐ ISD ☐ KHI ☐ LHR ☐ PSH)						
Employee ID:					Visit Type:	☐ Personal ☐ Official	

Reservation For:	☐ Student ☐ Other (Note: Charges Applicable)														
Roll #	(If Student)														
Refferred By	(If Other)														
CNIC						-								-	
Purpose of Visit															

Visit From (Date):	D	D	M	M	Y	Y	Y	Y	Visit To (Date):	D	D	M	M	Y	Y	Y	Y
Arrival Time	H	H	:	M	M	A/PM			Departure Time	H	H	:	M	M	A/PM		
Mobile Number:									Email:								

Director

Approved	☐ Yes ☐ No	Sign		Date	

Accounts (If applicable)

Fee Paid		Sign		Date	

Admin Liaison

Pre-Arrival SOP Checklist		☐ Hot Water Switch On ☐ Mosquito Spray	☐ Air-Freshner Spray ☐ Feedback Form Print
Refreshment:	☐ 2x Biscuit Pack	☐ Green/Black Tea Bags	☐ Sugar ☐ Milk Powder
Housekeeping:	☐ Bed Sheets	☐ Pillow	☐ Dusting
Crockery:	☐ Plate Set	☐ Tea Mug	☐ Packed Spoon / Fork
Toiletries:	☐ 2x Towels	☐ Mini Tooth Paste	☐ Mini Soap ☐ 2x Shampoo Sachet
Security Gate	Intimated ☐ Yes ☐ No		
Booking	Confirmation Intimation to Contain: ☐ Date of Booking ☐ Name of Liaison Person		☐ Time of Booking ☐ Mobile No. of Liaison Person

	Confirmation Intimated through ☐ Phone Call ☐ SMS ☐ Email ☐ Watsapp				
Name		Sign		Date	

Admin Liaison

Post Departure SOP Checklist		☐ Hot Water Switch Off		☐ Air-Freshner Spray ☐ Feedback Data Entry	
Houskeeping:	☐ Change Bed Sheets ☐ Clean Towels	☐ Change Pillow ☐ Clean Utensils		☐ Dusting	
Name		Sign		Date	

224.7 D07 CCTV Footage Request Form

D07	**CCTV FOOTAGE REQUEST** **National University of Computer and Emerging Sciences** Peshawar Campus

In the interest of personal privacy, any individual (data subjct) associated with the campus has the right to request a copy of CCTV footage, provided that:
a) Footage is of concerned data subject/individual only, AND
b) Footage is not to be used for any legal purpose, AND
In contrary, policy 73.5 is to be referred. Recorded data is held for limited days only.

Date:

Name		Designation (if Employee) Roll Number (if Student) CNIC # (if none of above)	
Mobile Number		Email Address	

Help us find your footage:

For fair-use and preventing misuse, Rs 1000/camera/hour will be charged as security for using this facility for any non-official activity.
If purpose of requesting footage is valid and fulfilled, the amount will be returned.
Payment will not be charged from external guests, and official activity through proper channel.

Incidence Type	☐ Loss of belongings ☐ Theft of belongings ☐ Damage to property/asset ☐ Discipline/Harassment ☐ Other:
Incidence Details	
Any identification to identify person(s)	

Date of Incidence	D D - M M - Y Y Y Y	Start Time of Incidence	H H - M M	☐ AM ☐ PM
Location of CCTV Camera(s)		End Time of Incidence	H H - M M	☐ AM ☐ PM

Declaration:

☐ I confirm that all of the information I have provided is correct and that I am the data subject.

Sign		Date	

Disclaimer: NUCES, Peshawar campus assumes no responsibility for damage/deletion of video footage of any of the CCTV cameras. In no event, shall NUCES or its employees be liable for damages, including but not limited to direct, indirect damage arising out in any way connected to the use of information contained in the footage.

To be filled by Student Affairs

Security Charged (Rs.)					
Name		Signature		Date	

To be filled by Director

Approved?	☐ Yes ☐ No	Allow Video to be Handed Over?	☐ Yes ☐ No
Footage to be Reviewed by	☐ Concerned HoD ☐ Harassment Committee Nominee ☐ Chief Proctor ☐ Disciplinary Committee Nominee ☐ Admin ☐ Student Affairs ☐ Other:		

Name		Signature		Date	

To be filled by Reviewer

Purpose of Request Fullfiled?	☐ Yes ☐ No	Save Video?	☐ Yes ☐ No
		If 'yes', duration to keep archive for:	

Name		Signature:		Date:	

To be filled by IT

Filename			
Filesize		Footage Duration	

Name		Signature:		Date:	

To be filled by Student Affairs

Security Returned (Rs.)		Initials/Sign of Applicant (for security receiving back)			
Name		Signature		Date	

224.8 D08 Fire Evacuation Drill Report

D08	**FIRE EVACUATION DRILL**

National University of Computer and Emerging Sciences

Peshawar Campus

Drill Date:	
Drill Start Time:	

Building Clear Status (as per attendant report):

Location	Building Clear Time	Location	Building Clear Time

Academics Basement		Admin Block	
Academics Ground Floor		Hostel Floor 1	
Academics 1st Floor		Hostel Floor 2	
Academics 2nd Floor		Hostel Floor 3	

Estimated persons on campus	
Estimated persons vacated	

Alarm Status

Alarm Location	Working Condition	Alarm Location	Working Condition

Issues Faced (Crowding/Lighting/Obstruction/etc.)

Description	Proposed Remedy

Name	Sign

224.9 D09 Transport Claim Form

D09

TRANSPORT CLAIM FORM

National University of Computer and Emerging Sciences

Peshawar Campus

To be Filled by Claimant:

Name			
Designation & Scale			
University/Organization			
Cellphone		Email	
Purpose of Journey			

Journey Details:

Departure		Arrival		Journey Type	
Station/City	Date	Station/City	Date	If by Public Transport (Claim Amount)	If by Self/ Authorized Vehicle (Claim Km)
Lahore	28/10/25	Peshawar	28/10/25		550
Peshawar	29/10/25	Lahore	29/10/25		550

Note:
(a) Prior approval required in case total amount is in excess of Rs 25,000/-
(b) In case of travel by public transport, attach economy ticket. In case of travel by self/authorized vehicle, attach vehicle registration document.
(c) Public transport allowed for inter-city travel by bus/rail/air, and intra-city travel by taxi only. Inter-city travel by taxi not allowed.
(d) Reimbursements will be for direct/shortest travel route between departure/arrival station (i.e. without deviations)

Certified that: ☐ The payment for the journey claimed in this bill is not made to me before. ☐ In case of journey by commercial bus/air, I have travelled in economy class ☐ I have not been paid TA/DA by any other department/office for this journey.	Sign	Date
Complete Postal Address (to Receive Cheque):		
Name on Cheque:		

To be Filled by Accounts:

Account Head	Budgeted Funds	Available Funds	Fund Required	Sign	Date

Director:

Sign & Date	Sign

224.10 D10 Inventory Item Utilization Form / Bin Card

D10	**INVENTORY ITEM UTILIZATION FORM**
	National University of Computer and Emerging Sciences Peshawar Campus

Department	☐ Admin ☐ Stores ☐ Library ☐ Hostel ☐ CS Labs ☐ EE Labs ☐ S&H Labs
Inventory Item Name	
Inventory Item Unit	☐ Quantity ☐ Length _____ ☐ Area _____

Date	Details / Issuance / Office Number	Received Quantity	Issued Quantity	Balance	Remarks

Inventory Management Officer Name	
Inventory Management Officer Sign & Date	

225 Student Services Forms

225.1 S01 Duplicate ID Card Request

S01	**DUPLICATE ID CARD REQUEST**

National University of Computer and Emerging Sciences

Peshawar Campus

Name: _____ Roll Number: _____ Discipline: _____

Any specific Instruction: _____

Student Sign: _____ Signature Date: _____

Card Fee Rs 250 Paid: ☐ Yes ☐ No

Accounts Sign: _____ **Sign Date:** _____

MIS Comments: _____

MIS Sign: _____ **Signature Date:** _____

225.2 S02 Hostel Room Issuance/Clearance

S02	**ROOM ISSUANCE/CLEARANCE**

National University of Computer and Emerging Sciences

Peshawar Campus

Issuance

Room No:	
Electric Meter Start:	
Room Allotment Date	

Name & Roll Number	Cupboard	Study Table	Study Chair	Side Table	Bed	Mattress	Bed Sheet	Pillow	Dust bin	Locks	Joining Date
1:	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
2:	☐	☐	☐	☐	☐	☐	☐	☐			
3:	☐	☐	☐	☐	☐	☐	☐	☐			
4:	☐	☐	☐	☐	☐	☐	☐	☐			
5:	☐	☐	☐	☐	☐	☐	☐	☐			
6:	☐	☐	☐	☐	☐	☐	☐	☐			

Clearance

Fill ☑️ for item return, ☒ for item return damaged, leave blank if item missing.

Name & Roll Number	Cupboard	Study Table	Study Chair	Side Table	Bed	Mattress	Bed Sheet	Pillow	Dust bin	Locks	Clearance Date
1:	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
2:	☐	☐	☐	☐	☐	☐	☐	☐			
3:	☐	☐	☐	☐	☐	☐	☐	☐			
4:	☐	☐	☐	☐	☐	☐	☐	☐			
5:	☐	☐	☐	☐	☐	☐	☐	☐			
6:	☐	☐	☐	☐	☐	☐	☐	☐			
Electric Meter End:											
Full Room Clerance Date:											

Supervisor Comments	Room Cleaned and Ready: ☐ Yes ☐ No Other Damages: ☐ Yes ☐ No	Sign & Date	

Warden Comments		Sign & Date	

Director Comments		Sign & Date	

225.3 S03 Hostel Room Allocation Request Form

S03

HOSTEL ALLOCATION REQUEST

National University of Computer and Emerging Sciences

Peshawar Campus

Hostel Required For: ☐ Spring ☐ Fall ☐ Summer Year: _____

Name:	Affix

Roll Number:	P -
☐ BS(AI) ☐ BS(CS) ☐ BS(EE) ☐ BS(SE) ☐ Other: _____	Passport Size Photograph
Mobile No:	-
CNIC No:	- -
Blood Group:	
Postal Address:	
Medical Conditions: (If Any, give Details along with Special Needs):	
Room Preference No *:	

* Room preference will be only considered if student wants to join as room-mate of students in an existing room, subject to availability of bed.

Emergency Contacts:

Fathre / Guardian Name:	
Mobile Cell Number:	-
Alternative Mobile Number:	-
Alternative Contact Name:	
Relationship	☐ Brother ☐ Cousin ☐ Uncle ☐ Other: _____
Mobile Cell Number:	-
Alternative Mobile Number:	-

☐ I acknowledge to have read and understood hostel rules.
☐ I understand that violation of hostel rules, hostel discipline will lead to cancellation of my allotment.

Student Sign: **Signature Date:**

Documents Attached: ☐ CNIC
☐ Passport Size Photograph

Warden:

Observations:	
Room # Available:	
Warden Sign:	**Signature Date:**

Director:

Approved	☐ Yes ☐ No
Director Sign:	**Signature Date:**

Accounts:

Fee Paid:	☐ Rs 12,000 ☐ Rs 36,000 ☐ Rs 72,000
Accounts Sign:	**Signature Date:**

225.4 S04 Student Society Event Request Form

S04

SOCIETY EVENT REQUEST

National University of Computer and Emerging Sciences

Peshawar Campus

Application Date:

Event Title	
Proposed Date & Time	
Group / Guild	☐ NU Technology ☐ NU Sports ☐ NU Creativity (Takhleeq) ☐ NU Character Building (Kirdar) ☐ NU Incubation / Commercialization
Society Name	
SDG (If Applicable)	☐ 1. No Poverty ☐ 2. Zero Hunger ☐ 3. Good Health and Well-being ☐ 4. Quality Education ☐ 5. Gender Equality ☐ 6. Clean Water and Sanitation ☐ 7. Affordable and Clean Energy ☐ 8. Decent Work and Economic Growth ☐ 9. Industry, Innovation, and Infrastructure ☐ 10. Reduced Inequalities ☐ 11. Sustainable Cities and Communities ☐ 12. Responsible Consumption and Production ☐ 13. Climate Action ☐ 14. Life Below Water ☐ 15. Life On Land ☐ 16. Peace, Justice, and Strong Institutions ☐ 17. Partnerships for the Goals
Room(s) Required	☐ Hall A ☐ Conference Room ☐ Lab: _____ ☐ Classroom: _____ ☐ Other: _____

Resources Required (Payments from Purchase/Services/Cafeteria)

Item #	Description	Quantity	Unit Rate (Exp.)	Price	Required Quotations Attached
1					☐ Yes ☐ No
2					☐ Yes ☐ No
3					☐ Yes ☐ No
					:Total

Justifications for Expense:		

Resources Required (Admin/Stores/Security)

Item #	Description	Quantity
1		
2		

Resources Required (Human Resources)

Item #	Description	Quantity
1		
2		

Resources Required (IT)

Item #	Description	Quantity
1		
2		

Event Plan

Item #	Date	Event Activity Description	Event Time	Location
1				
2				
3				

Financial Plan

Expected Collections Mention sponsorships, student registration / tickets, expected university contribution, etc.				
S#	Description	Quantity	Rate	Amount
1				
2				
			Total Collections:	
Expected Expenses Provide breakdown of all expected expenses				
S#	Description	Quantity	Rate	Amount
1				
2				
3				
			Total Expenses:	

(Net) Total Income - Total Expenses:	

Signatures

Student Head Name		Roll #		Signature	
Faculty Head Name				Signature	
Guild Head Name				Signature	

Student Activity Fund Budgetary Provision (Accounts)

Available Funds (Total)	Available Funds (Society)	Required Funds	Recommendation

Director

225.5 S05 IT Services Request Form

S05

IT SERVICES REQUEST

National University of Computer and Emerging Sciences

Peshawar Campus

Name: Roll Number: Discipline:

IT Services Requested
- ☐ Office 365
- ☐ Service 2
- ☐ Service 2
- ☐ Service 2
- ☐ Service 2
- ☐ Service 2
- ☐ Service 2
- ☐ Service 2
- ☐ Service 2
- ☐ Service 2
- ☐ Service 2

Detail

Student Sign: Signature Date:

Card Fee Rs 250 Paid: ☐ Yes ☐ No

Accounts Sign: **Sign Date:**

225.6 S06 Consent Form for External Events

PARTICIPATION CONSENT

National University of Computer and Emerging Sciences

Peshawar Campus

S06

Instructions: Please comlete this form to grant or deny consent for your child to participate in a university supervised external event, which requires transportation of your child out of campus. The activity will be carried out under supervision of a university employee.

Event	
Date	
Student Name	
Student Roll #	
Student Blood Group	
Declaration	I declare that: ☐ I have no objection to the participation of my son/daughter for the said event ☐ I hereby warrant that to the best of my knowledge, my child is in good health, and I assume all responsibility for the health of my child, and that it is my responsibility to declare all medical conditions. ☐ In the event of an emergency, (a) I hereby give permission to transport my child to a hospital for emergency medical or surgical treatment, for which I will bear all financial cost, and (b) I hereby declare that I will make immediate travel arrangements to attend to my child's health needs.
Declared Student Medical Conditions: (If Any, give Details along with Special Needs):	

Emergency Contacts:

Father / Guardian Name:												
Mobile Cell Number:					-							
Alternative Mobile Number:					-							
Alternative Contact Name:												
Relationship	☐ Brother ☐ Cousin ☐ Uncle ☐ Other: _____											
Mobile Cell Number:					-							
Alternative Mobile Number:					-							

Parent Sign: **Signature Date:**

225.7 S07 Society Post Event Report

S07

SOCIETY POST EVENT REPORT

National University of Computer and Emerging Sciences

Peshawar Campus

Event Title	
Event Date	
Organizing Group / Guild	❒ NU Technology ❒ NU Sports ❒ NU Creativity (Takhleeq) ❒ NU Character Building (Kirdar) ❒ NU Incubation / Commercialization
Society Name	

Provide Brief Detail on the following:

Event Arrangements and Organization (~ 100 words)	
Text for Newsletter (~ 150 words)	
Difficulties Faced	
Recommendations for Improvement	

Society President Sign		Society Faculty Advisor Sign	

225.8 S08 Society Registration Form

S08

SOCIETY REGISTRATION FORM

National University of Computer and Emerging Sciences

Peshawar Campus

Society Name		
Closest Activity Group?	❒ Tech ❒ Sports ❒ Creativity ❒ Character Building ❒ Innovation	
Society Logo		
Society Objectives	OBJ1	
	OBJ2	
	OBJ3	
Society Benefits	Benefit 1	
	Benefit 2	
	Benefit 3	

Umbrella Body Name & Website (if available)	
URL of Similar Named Society Elsewhere	
Membership Strategy (<100 words)	

Founding President

Name		Roll #	-
Email Address		Degree:	❒ BS ❒ MS ❒ PhD
Program:	❒ CS ❒ AI ❒ SE ❒ EE ❒ DS	Mobile #:	
Motivation for registering society (< 100 words)			

Other Founding Members

Vice President Name		Roll #	-
Program:	❒ CS ❒ AI ❒ SE ❒ EE ❒ DS	Degree:	❒ BS ❒ MS ❒ PhD
Treasurer Name		Roll #	-
Program:	❒ CS ❒ AI ❒ SE ❒ EE ❒ DS	Degree:	❒ BS ❒ MS ❒ PhD
General Secretary Name		Roll #	-
Program:	❒ CS ❒ AI ❒ SE ❒ EE ❒ DS	Degree:	❒ BS ❒ MS ❒ PhD
Media Coordinator		Roll #	-
Program:	❒ CS ❒ AI ❒ SE ❒ EE ❒ DS	Degree:	❒ BS ❒ MS ❒ PhD

Annual Calendar of Events

Time	Event Title & Description (Tweet size: 280 characters)	Expected Budget
❒ Fall ❒ Spring		
❒ Fall ❒ Spring		
❒ Fall ❒ Spring		
❒ Fall ❒ Spring		
	Total:	

Founding Faculty Advisor Sign _____ Date D D - M M - Y Y Y Y

Founding Faculty Advisor

Name		Dept.	❒ CS ❒ EE ❒ S&H
Signature		Date	

<Official Use>

Referred To	☐ Technology Guild ☐ Sports Guild ☐ Creativity Guild ☐ Character Building Guild ☐ Commercialization Guild		
Guild Coordinator Comments			
Guild Budget Allocatable			
Suggested Launch Date			
Recommendation	☐ Recommended ☐ Not Recommended		
Signature		Date	

Director Comments	☐ Approved ☐ Not Approved		
Signature		Date	

225.9 S09 Job Fair Feedback Form

S09	**JOB FAIR FEEDBACK FORM**

National University of Computer and Emerging Sciences

Peshawar Campus

		Date:	
Representative Name			
Company Name			
Email		Mobile	

Please provide tentative information regarding the following:

Number of Students Visited your Stall	☐ 0-25 ☐ 26-50 ☐ 51-75 ☐ 76-100 ☐ More than 100
Number of Students Interviewed	☐ 0-5 ☐ 6-10 ☐ 11-15 ☐ 16-20 ☐ More than 20
Do you feel your attendance helped you in finding right person against vacancies?	☐ Satisfied ☐ Partially Satisfied ☐ Partially Dissatisfied ☐ Dissatisfied
Satisfaction with Provided Facilities	☐ Satisfied ☐ Partially Satisfied ☐ Partially Dissatisfied ☐ Dissatisfied
Are you interested in receiving copy of graduate directory	☐ Yes (Soft) ☐ Yes (Hard) ☐ No
Any other Input or Comments	
Will you be interested in Next Job Fair?	☐ Yes ☐ No
Suggestion for Next Job Fair	

Signature	

225.10 S10 Society Post Event Financial Closing

S10	**SOCIETY POST EVENT FINANCIAL CLOSING**

National University of Computer and Emerging Sciences

Peshawar Campus

Event Title	
Event Date (s)	

Income/Collections			
S. #	Description	Amount **Anticipated**[729]	Amount **Actual**
1			
2			
	Total:		
Expenses			
S#	Budget Head	Bills Annex. #	Amount **Budgeted**[730]	Amount **Actual**
1				
2				
3				
	Total Expenses:			
Net			
	(Net) Total Income - Total Expenses:	0	0

Documents Required:

☑ Original Approval or Form S04
☑ Post Event Media Report (Form S07) or Social Media Post Print-Out
☑ All Original and Signed Bills

Signatures

Faculty Head Remarks (in case additional approval is required)			
Faculty Head Name		Signature	
Accounts Receiving Name		Signature	

226 HR Forms

226.1 H01 Attendance Correction Form

H01	**HR RECORD CORRECTION**

National University of Computer and Emerging Sciences

Peshawar Campus

729 as per Form S04/Original Approval
730 as per Form S04/Original Approval

Name:		Employee Code:		Department:	

Current Marking (add rows as necessary)

Date:		Time In:		Time Out:	

Required Marking (add rows as necessary)

Date:		Time In:		Time Out:	

Employee Name		Employee Code		Signature	
Reporting Officer Name				Signature	

226.2 H02 Overtime Log Sheet

H02	**OVERTIME LOG SHEET**

National University of Computer and Emerging Sciences

Peshawar Campus

Name:		Department		Employee ID	

S. #.	Date	Day	Start Time A	End Time B	Time Spent C=B-A	Detail of Overtime Work	Section Head Signature
1							
2							
3							
4							
5							
6							
7							
Total Hours:							

Reporting Officer	Name		Signature	
Accounts	Hourly Rate		Total Amount	
	Name		Signature	
Director	Approved:	☐ Yes ☐ No	Signature	

226.3 H03 Inter-Department Transfer Request Form

H03	**INTER-DEPT. TRANSFER REQ.**

National University of Computer and Emerging Sciences
Peshawar Campus

Full form with Sajjad

226.4 H04 Experience Letter Request Form

H04	**EXPERIENCE LETTER REQUEST**

National University of Computer and Emerging Sciences
Peshawar Campus

Full Name	
Type of Experience Letter Required	☐ Teaching Experience ☐ Research Experience ☐ Visiting Faculty ☐ Other (If other, Please mention):
Rank / Role / Designation	
Department	
Experience From (DD/MM/YYYY)	
Experience To (DD/MM/YYYY)	
Salary Disclose in Letter?	☐ Yes ☐ No

Signature with Date:	

Instructions to Applicant:
Fill and Sign form and send it in either hard or soft form to your concerned reporting officer RO (with CC to Incharge HR pwr.hr@nu.edu.pk). In case RO is not available, then letter with only basic information will be provided.

To be Filled by Reporting Officer:

Experience Dates Verified	☐ Yes ☐ No
Any Additional Text to Mention?	☐ Yes ☐ No If yes, Mention Text (Max 100 words):
Any Special Instructions	

Reporting Officer Name:	
Reporting Officer Signature with Date:	

226.5 H05 Joining Report

H05	**JOINING REPORT**

National University of Computer and Emerging Sciences
Peshawar Campus

Full Name	
CNIC	| | | | | | - | | | | | | | - |
Joining Designation	
Joining Department	☐ CS Department ☐ EE Department ☐ S&H Department ☐ Academics ☐ Accounts ☐ Admin ☐ IT ☐ Library ☐ Stores ☐ Hostel ☐ Other:_____

☐ I hereby agree to join the National University of Computer and Emerging Sciences, Peshawar campus in accordance with the terms and conditions mentioned in the offer of appointment letter.
☐ I have fully understood the terms and conditions mentioned in my offer of appointment letter and will hereby abide by them.

Reporting for Duty Date:		**Signature**
Reporting for Duty Time:		

HR

☐ **Joining as New Employee**		
☐ **Joining after vacation or Long Leave**	**Leave From:**	D D / M M M / Y Y
	Leave To:	D D / M M M / Y Y
	Leave Purpose / Category:	
☐ **Joining as Transfer Case**	**Transfer From Campus:**	
	Personal File Received?	☐ Yes ☐ No
Line Manager 1 Name:		
Line Manager 2 Name:		
Name & Signature:	Mr. Sajjad Iqbal; Deputy Manager (HR)	

Director

Name & Signature:	Dr. Omar Khan

Copy to:

- NUCES-HQ, Islamabad
- Admin Office, Peshawar for Office Allocation
- Campus Stores, Peshawar for Office Equipment Issuance
- IT Office, Peshawar, for Email & Credentials Creation
- Academics Office, for Flex Credentials
- Personal File

226.6 H06 Performance Appraisal (Contract Employees)

H06	**PERFORMANCE APPRAISAL**

National University of Computer and Emerging Sciences
Peshawar Campus

To be filled by Employee

Reporting Period	From:		To	

Personal Information

Name	
Designation	
Date of Joining	
Date of Last Contract Renewal	
Highest Academic Qualification	
Total Experience (Years)	

Training Received (Reporting Period)

Name of Course	From	To	Institution

Duties Performed (Reporting Period)

Comments:	
Signature	

To be filled by Reporting Officer 1

Name	
Department	

Knowledge of Work

Outstanding		Exceeds Standards		Meets Standard		Below Standard		Poor	
❑ 15	❑ 13.5	❑ 12	❑ 10.5	❑ 9	❑ 7.5	❑ 6	❑ 4.5	❑ 3	❑ 1.5
Comments:									

Quality of Work[731]

Outstanding		Exceeds Standards		Meets Standard		Below Standard		Poor	
❑ 20	❑ 18	❑ 16	❑ 14	❑ 12	❑ 10	❑ 8	❑ 6	❑ 4	❑ 2
Comments:									

Volume of Work

Outstanding		Exceeds Standards		Meets Standard		Below Standard		Poor	
❑ 10	❑ 9	❑ 8	❑ 7	❑ 6	❑ 5	❑ 4	❑ 3	❑ 2	❑ 1
Comments:									

Responsiveness, Disposal and Output

Outstanding		Exceeds Standards		Meets Standard		Below Standard		Poor	
❑ 10	❑ 9	❑ 8	❑ 7	❑ 6	❑ 5	❑ 4	❑ 3	❑ 2	❑ 1
Comments:									

Punctuality[732]

Outstanding		Exceeds Standards		Meets Standard		Below Standard		Poor	
❑ 7.5	❑ 6.75	❑ 6	❑ 5.25	❑ 4.5	❑ 3.75	❑ 3	❑ 2.25	❑ 1.5	❑ 0.75
Comments:									

Team Work, Behavior, and Cooperation[733]

Outstanding		Exceeds Standards		Meets Standard		Below Standard		Poor	
❑ 15	❑ 13.5	❑ 12	❑ 10.5	❑ 9	❑ 7.5	❑ 6	❑ 4.5	❑ 3	❑ 1.5
Comments:									

Initiative and Drive[734]

731 Overall performance with reference to achievements, removal of difficulties, organizational improvements, and supervision exercised.

732 Monthly average of late arrivals, frequency of taking leaves, and general interest in office.

733 Effective working relations with colleagues, superiors, and subordinates and promotion of team work.

734 Self improvement, initiation new activities and tasks or method of work, and follow up of pending work.

Outstanding		Exceeds Standards		Meets Standard		Below Standard		Poor	
☐ 15	☐ 13.5	☐ 12	☐ 10.5	☐ 9	☐ 7.5	☐ 6	☐ 4.5	☐ 3	☐ 1.5
Comments:									

Oral and Written Communication Skills

Outstanding		Exceeds Standards		Meets Standard		Below Standard		Poor	
☐ 7.5	☐ 6.75	☐ 6	☐ 5.25	☐ 4.5	☐ 3.75	☐ 3	☐ 2.25	☐ 1.5	☐ 0.75
Comments:									

Total Score (out of 100)	
Was staff reprimenaded/advised in Reporting Period (give details if yes)	
Any other Comments	
Signature & Date	

To be filled by Reporting Officer 2 (If applicable)

Name	
Recommendation	
Signature & Date	

To be filled by Director

Comments	☐ Extend Contract (1 year) with Salary Increase ☐ Extend Contract (1 year) ☐ Extend Contract on Probation (3 Months) w. Warning ☐ Close Contract
Signature & Date	

To be filled by HR

Signature & Date	

226.7 H07 Consolidated Overtime Log Sheet

H07	**CONSOLIDATED OVERTIME LOG SHEET**

National University of Computer and Emerging Sciences

Peshawar Campus

To be filled by Department Head or Event Head Incharge

Name:	

Department	❒ Admin ❒ CS ❒ EE ❒ S&H ❒ Other:
Date of Activity:	
Day of Activity:	
Activity Start Time:	
Activity End Time:	

S. #.	Employee Name	Employee Start Time A	Employee End Time B	Employee Time Spent C=B-A	Employee Hourly Rate D	Total Amount C * D
1						
2						
3						
4						
5						
6						
7						

Prepared by: Verified by: Approval by:

_____ _____ _____

Name Name Dr. Omar Khan

Designation Designation Director Campus

226.8 H08 Monthly Duty Roster

H08

MONTHLY DUTY ROSTER

National University of Computer and Emerging Sciences

Peshawar Campus

Department:	
Month/Year:	
Daily Start Time:	
Daily End Time:	

Enter Employee Name in Cell (Modify according to calendar).

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10

11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Reporting Officer Sign:	

227 Library Forms

227.1 L01 Lost Book Proforma

L01

LOST BOOK PROFORMA

National University of Computer and Emerging Sciences

Peshawar Campus

		Date	
Student Name		**Roll Number**	
Title of Book			
Author of Book			
Book Call No.		**Accession No.**	
Date of Purchase			
Book Cost (Invoiced)	☐ USD ☐ Euro ☐ GBP ☐ INR :	☐ PKR :	Conversion Rate :
Book Cost (Current)	☐ USD ☐ Euro ☐ GBP ☐ INR :	☐ PKR :	Conversion Rate :
Amount to Deposit in Accounts[735]	☐ PKR:		

Documents Attached:
1) Book Invoice
2) Book Market Price
3) Copy of Library Currency Conversion Rate (as per Library Rates Committee, Govt. of Pakistan)
4) Borrower Library Issue Card

Library

Name	Hamid Mansoor (Librarian)
Signature	

735 As per Student Handbook 2023 (pg 19), lost item charges are current item price + 10% processing fee

Accounts

Name	
Signature	

228 IQAE Forms

228.1 Q01 Head Invigilator Exam Assessment Proforma

Q01

HI-EXAM ASSESS. PROFORMA

National University of Computer and Emerging Sciences

Peshawar Campus

To be filled by Head Invigilator

			Date:	
Examination:	☐ Sessional I	☐ Sessional II	☐ Final Examination	
Semester:	☐ Spring	☐ Fall	**Year:**	
Examinations of Programs:	☐ BS(CS) ☐ BS(SE) ☐ BS(AI)	☐ BS(EE) ☐ BS(IoT) ☐ BS(Rob)	☐ MS(CS) ☐ MS(EE) ☐ MS(DS)	☐ PhD (CS) ☐ PhD (EE)
Location:	☐ Hall A	☐ Hall B	☐ Room # _____	
Papers:				

Mark Satisfaction Level against compliance of each Aspect.

1=Hig hly Satisfied, 2=Satisfied, 3=Uncertain, 4=Dissatisfied, 5=Highly Dissatisfied

#	Aspects	Addressal By	Evaluation				
1	Seating Plan Correctness & Prominent Visibility	Academics	1	2	3	4	5
2	Examination Hall Facilities (Clock, Water, Dustbin, etc.)	Admin	1	2	3	4	5
3	Availability & Alertness of Attendants	Admin	1	2	3	4	5
4	General House Keeping & Cleanliness	Admin	1	2	3	4	5
5	Ventilation / Lighting / Cooling / Heating	Admin	1	2	3	4	5
6	Availability of Stationary / Sheets	Academics	1	2	3	4	5
7	Observation of Student Discipline in Examination Hall	-	1	2	3	4	5

Comments:	
Name	
Signature	

228.2 Q02 Superintendent Exam Assessment Proforma (Specimen to be Generated by Academics Office)

Q02

SUP. EXAM ASSESS. PROFORMA

National University of Computer and Emerging Sciences

Peshawar Campus

To be filled by Superintendent Examination

Examination:	☐ Sessional I	☐ Sessional II	☐ Final Examination	
Semester:	☐ Spring	☐ Fall	**Year:**	
Examinations of Programs:	☐ BS(CS) ☐ BS(SE) ☐ BS(AI)	☐ BS(EE) ☐ BS(IoT) ☐ BS(Rob)	☐ MS(CS) ☐ MS(EE) ☐ MS(DS)	☐ PhD (CS) ☐ PhD (EE)

			Date:	
Location:	☐ Hall A	☐ Hall B	☐ Room # _____	
Papers:				
Attendance	Invigilator 1 Invigilator 4	Invigilator 2 Invigilator 5	Invigilator 3 Invigilator 6	

Mark Satisfaction Level against compliance of each Aspect.

1=Highly Satisfied, 2=Satisfied, 3=Uncertain, 4=Dissatisfied, 5=Highly Dissatisfied

#	Aspects	Addressal By	Evaluation				
1	Invigilator Availability / Presence	HoD	1	2	3	4	5
2	Invigilator Timeliness in Arrival	HoD	1	2	3	4	5
3	Examination of Standard NUCES Pattern	HoD	1	2	3	4	5
4	Students Seated as per Seating Plan	Invigilation	1	2	3	4	5
5	Covid SOP Observations (Face masks, Distancing, etc.)	Admin	1	2	3	4	5
6	Observation of Invigilation Discipline in Examination Hall	Invigilation	1	2	3	4	5

Comments:	
Name	
Signature	

228.3 Q03 Capacity Building Training

Q03

CAPACITY BUILDING TRAINING

National University of Computer and Emerging Sciences

Peshawar Campus

To be filled by Campus IQAE

Date of Event	

Title of Event	
Organizing Body	
Number of Days	

Proposed Expenditure

Description	Amount	Remarks
1) Registration Fee		
2) Travel Expenses		
3) Accommodation		
4) Dining Cost		
Total		In Words:
Requested As	❒ Advance ❒ Reimbursement	

Name		Designation	
Signature		Date	

Campus Accounts (Accounts Code 740100004)

Name		Designation	
Signature		Date	

Director Campus

Remarks	❒ Approved ❒ Not Approved		
Signature		Date	

Director IQAE

Remarks			
Signature		Date	

228.4 Q04 Quality Assessment of Semester Course

Q04

COURSE QUALITY ASSESSMENT

National University of Computer and Emerging Sciences

❒ CFD ❒ LHR ❒ PWR ❒ ISD ❒ KHI

Course Information

Course Title		Course Code	

Teacher Name		Semester	☐ Fall ☐ Spring

	Course Documentation	4	3	2	1	0
1	Course outline has information as per approved format (learning outcomes, grading distribution, textbooks, etc.)					
2	Course contents in the outline are relevant and up to date.					
3	Weekly lecture log complies with course outlines					

	Course Delivery	4	3	2	1	0
1	Total lectures delivered meet credit hour requirement.					
2	Regularity of lectures (quantity or minimum rescheduling)					
3	Modern tools are used for delivery of content where required					
4	Assessments are evaluated timely & results are uploaded in time					

	Course Assessment	4	3	2	1	0
1	Number of Course CLO's					
2	Number of assessments of each CLO					
3	Students (%) attaining each CLO					
4	Distribution (%) of grades awarded	A	B	C	D	F

	OBE Compliance and CQI	4	3	2	1	0
1	Assessment statements comply with CLOs and CLO levels					
2	Instructor has provided appropritate response to the student feedback and identified appropriate measures for further improvement in the course review report.					

228.5 Q05 Evaluation Visit Fund Request

Q05

FUND REQUEST FOR EVALUATION VISIT

National University of Computer and Emerging Sciences

☐ CFD ☐ LHR ☐ PWR ☐ ISD ☐ KHI

Date of Visit	
Visit for:	☐ IPE ☐ PGPR ☐ AT ☐ Other:

Names of Review Panel

S#	Name	Designation	Institute	Internal/ Externmal
1				
2				

Proposed Expenditure (Account code: 740100002)

S#	Description	Amount	Remarks
1	Honorarium		
2	Travel Expenses		
3	Accommodation		
	Total		In Words:
	Amount Requested as	☐ Advance ☐ Reimbursement	

IQAE

Name:		Designation:	
Signature:		Date:	

Accounts

Name:		Designation:	
Signature:		Date:	

Director Campus

Remarks	☐ Approved ☐ Not-Approved		
Signature:		Date:	

Director IQAE

Remarks			
Signature:		Date:	

229 Repair & Maintenance Forms

229.1 R01 Generator Service/Repair Form

R01

GENERATOR SERVICE FORM

National University of Computer and Emerging Sciences

Peshawar Campus

To be Filled by Admin Official Date:

Nature of Problem in Generator:

Name of Servicing Company Hired:

Generator Make		Generator Year of Make	
Generator Under Warranty?	☐ Yes ☐ No	Generator Rating (KVA)	
Operation Hours Since Last Service		Last Service Date	

To be Filled by Servicing Agent Date:

Remedial Steps Taken:

Measurements:

Phases	Voltage (Volts)	Current (Amps)	Freq (Hz)
R			
Y			
B			

Lube Oil Pressure	
Water Temperature	
Battery Voltage	
Battery Current	
Dynamo Output	

List of Parts / Materials Replaced / Consumed or Required

1.	2.	3.	4.
5.	6.	7.	8.

General Remarks:	

Signatures:

Servicer Name:		Checked by (Name):	
Date/Time:		Designation:	
Signature:		Signature:	

229.2 R02 HVAC Maintenance Form

R02	**AC MAINTENANCE FORM**

National University of Computer and Emerging Sciences

Peshawar Campus

Asset Description

Asset Type	❒ Window ❒ Split ❒ Inverter		
Asset Make/Model/Description			
Asset Tag #		Asset Date of Purchase	
Nature of Problem			
No. of Repairs of Asset		Last Repair Date	
Building	❒ Academic ❒ Admin ❒ Hostel ❒ Other		

Floor	☐ Basement ☐ Ground ☐ 1st Floor ☐ 2nd Floor ☐ 3rd Floor
Room / Office #	

Repair Activity

High Pressure (Before)		
Low Pressure (Before)		
Activity Performed	☐ Air Filter Cleaning ☐ Evaporation / Condenser Coil Cleaning ☐ Drain Line Cleaning ☐ Fan / Blower Lubrication ☐ External Unit Blow / Wash Cleaning ☐ Electrical Wiring / Capacitor ☐ Thermostat Check ☐ Refrigerant Leak / Recharge ☐ Compressor	Cost / Repair (if any): Gas Refill (in KG):
High Pressure (After)		
Low Pressure (After)		

Signatures:

Electrician:		Officer EHS:	

229.3 R03 Asset Repair Form

R03	**ASSET REPAIR FORM**
	National University of Computer and Emerging Sciences Peshawar Campus

Asset Type *	Tag #(s)	Nature of Problem	# of Previous Repairs	Last Repair Date	Date of Purchase	NBV	Expected Repair Cost

* B: Building, F: Furniture, E: Equipment, V: Vehicle, O: Other

Signatures:

Officer Stores:		Department Manager:	

230 Procurement Forms

230.1 P01 Supplier Appraisal Form

P01

SUPPLIER APPRAISAL FORM

National University of Computer and Emerging Sciences

Peshawar Campus

Name of Supplier		Date	
Department Manager		Department	

Please rate the following information on a scale of 5% to 30%, with 5% being "Lowest Recommendation" and 30% being "Highest Recommendation".

On Campus Delivery of Goods & Services	5%	10%	15%	20%	25%	30%
Timely Delivery of Goods & services	5%	10%	15%	20%	25%	30%
Quality of After-Sale Services	5%	10%	15%	20%		
Pricing Competitiveness of Supplier	5%	10%	15%	20%		
Total	/ 100					

Signatures:

Officer Stores:		Department Manager:	

230.2 P02 Purchase Order Form

P02

PURCHASE ORDER

National University of Computer and Emerging Sciences

Peshawar Campus

Date:	27 Apr. 2022
PO #:	

Vendor Details		**Supply Details**	
Name:		Name:	National University of Computer and Emerging Sciences
Address:		Address:	160 Industrial Estate, Jamrud Road
City:		City:	Peshawar
Contact #:		Contact #:	111 128 128 (Ex: 113)

Dear Vendor/Supplier,

We are pleased to inform you that you have been (a) approved to provide the following supply/services to this university, (b) in the agreed upon delivery time-frame (c) against your quoted rates:

Item #	Description	Quantity	Unit Price	Total
Special Instructions:			Sub Total:	
			Taxes:	
			Grand Total:	

In case you have any questions, you may contact the undersigned:

Requisition/Purchase Officer					
Name:	Mr. Islam Gul	Contact #:		Sign & Stamp:	

230.3 P03 Purchase Requisition Request Form

P03

REQUISITION REQUEST

National University of Computer and Emerging Sciences

Peshawar Campus

Date:

Department: ❑ Admin ❑ Stores ❑ Hostel ❑ Accounts ❑ Library
❑ IT ❑ Academics ❑ CS ❑ EE ❑ S&H

Requisition Details & Need:

Item #	Description	Unit Measure	Quantity		Price	
			In-Hand	Required	Unit Estimated (Rs.)	Total Estimated (Rs.)
1						
2						
3						
					Total:	

Note:
(a) Attach quotations in original bearing vendor NTN #,
(b) If Total ≤ Rs 30,000/- and first time purchase, attach 1 quotation. If repeat/recuring purchase, quotation not needed if approved vendor.
(c) If Total between Rs 30-100,000/- and first time purchase, attach 3 quotations, If repeat purchase, 1 quotation needed if approved vendor.
(d) If Total between Rs 100,000/- & Rs 1,000,000/-, attach 3 quotations + call for quotation + form P04

Supervisor (If FYP):

FYP Title	

Student Particulars				
	1 Name		1 Roll #	
	2 Name		2 Roll #	
	3 Name		3 Roll #	
	4 Name		4 Roll #	

Supervisor Comments:						
External Funding Applied?	❒ Ignite R&D	Funding Amount		Current Status		
	❒ Other	Funding Amount		Current Status		
Supervisor Name		Date		Sign		

Reporting Officer:

Comments:					
Dept. Head Name		Date		Signature	

Accounts:

Budgetary Head	Budgeted Funds	Utilized Funds		Available Funds	
Account Head Name		Date		Signature	

Director:

Comments:	❒ Approved ❒ Not Approved ❒ Referred to CPC			
	Date		Signature	

230.4 P04 Purchase Committee Assessment & Recommendation Form

P04	**PURCHASE RECOMMENDATION (1 ITEM)**

National University of Computer and Emerging Sciences

Peshawar Campus

Subject Reference:	
Overall Intent:	
Department:	❒ Academics ❒ Accounts ❒ Admin ❒ CS ❒ EE ❒ IT ❒ Library ❒ S&H ❒ Stores ❒ Hostel

Comparative Statement For:

Item #	Description	Intent	Quantity

Vendor Name	NTN #	GST #	Unit Cost	Total Cost
1.				
2.				
3.				

Purchase Committee Recommendations	

Budgetary Provision (to be filled by Accounts):

Budgetary Head	Budgeted Funds	Utilized Funds	Available Funds

CPC Convener Name	CPC Member 1	CPC Member 2	CPC Member 3
Dr. Usman Abbassi	Mr. Shoaib Khan	Mr. Faheem Khan	Mr. Fazl-e Basit
Ass. Prof. (EE) Incharge (EE)	Ass. Prof. (CS)	Dep. Man. (Accounts)	Ass. Prof. (CS) Convener CPC

230.5 P05 Purchase Committee Assessment & Recommendation Form

P05	**PURCHASE RECOMMENDATION (N-ITEMS)**
	National University of Computer and Emerging Sciences Peshawar Campus

Subject Reference:	
Overall Intent:	
Department:	☐ Academics ☐ Accounts ☐ Admin ☐ CS ☐ EE ☐ IT ☐ Library ☐ S&H ☐ Stores ☐ Hostel

Company Name:				
NTN #:				
GST #:				
Item Name	**Unit Rate**	**Unit Rate**	**Unit Rate**	**Unit Rate**
1.				
2.				

3.				
Total:				

Purchase Committee Recommendations	

Shortlisted:

Vendor Name	Unit Rate	Quantity	Total	Total w. Tax
1.				

Budgetary Provision (to be filled by Accounts):

Budgetary Head	Budgeted Funds	Utilized Funds	Available Funds

CPC Convener Name	CPC Member 1	CPC Member 2	CPC Member 3
Dr. Usman Abbassi	Mr. Shoaib Khan	Mr. Faheem Khan	Mr. Fazl-e Basit
Ass. Prof. (EE) Incharge (EE)	Ass. Prof. (CS)	Dep. Man. (Accounts)	Ass. Prof. (CS) Convener CPC

230.6 P06 Asset Condemnation Form

P06

ASSET CONDEMNATION FORM

National University of Computer and Emerging Sciences

Peshawar Campus

Section-I (To be Filled by Concerned Dept.) | Date of Presentation: | 27 Apr. 2022

Major Category (As per Fixed Asset Register)	☐ Building ☐ Furniture & Fixture ☐ Library ☐ Vehicle ☐ Laboratory & Computer Equipment ☐ Office Equipment ☐ Other:
Minor Cateogry (As per Fixed Asset Register)	
Current Location Academics, Accounts, Admin, CS, EE, IT, Library, S&H, Stores, Hostel, Other	

Location				**Asset Details**		
Building 1. Academic 2. Admin	Floor B - Basement G - Ground	Room /	Dept. Academics, Accounts,	Tag #	Make & Model	Condition / Reason for

Location				Asset Details		
3. Hostel 4. Other	1st / 2nd / 3rd Floor	Office #	Admin, CS, EE, IT, Library, S&H, Stores, Hostel, Other			Condemnation
1	2	CR9	Academics	PWR000002	Changhong Ruba 55" TV	N. Working

Prepared By

Concerned Name
Concerned Designation

Presented By

Dept. Incharge Name
Dept. Incharge Designation

<New Page>

Section-II (To be Filled by Accounts)				Section-III (To be Filled by CCC)			
Asset Tag #	Procurement			Quantity	Parts	Condition Verified & Inspected (Yes/No)	Approximated Market Sale Value (Current)
	D/O/P	Cost (PKR)	NBV (PKR)				
PWR000002	16/Nov/2016	66,000	45,872				
Verified By Mr. Faheem Khan Dep. Manager (Accounts)				Condemnation Committee Recommendations			

Mr. Jawad Khan	Mr. Ghulam Ali Abid	Mr. Islam Gul	Mr. Asif Khan	Dr. Hafeez-ur Rahman	Mr. Fazl-e Basit
Incharge (Admin) Member CCC	Incharge (IT) Member CCC	Ass. Man. (Pur & Store) Member CCC	Ass. Prof. (EE) Member CCC	HoD (CS) Member CCC	Ass. Prof. (CS) Convener CCC

230.7 P07 Space/Hardware Issue Request for Students

P07	**FYP SPACE/HARDWARE ISSUE REQUEST** **National University of Computer and Emerging Sciences** Peshawar Campus

		Date:	27 Apr. 2022
FYP Title			
Student Name 1		Roll #	
Student Name 2		Roll #	
Student Name 3		Roll #	
Resources Needed	☐ Space ☐ Computer ☐ Specialized Equipment (Attach Details)		
Special Needs			

Supervisor:

Comments			
Name		Signature	

FYP Coordinator

Lab Issued	☐ FYP Lab ☐ Other:		
Seat Issued		Signature	

Department

HoD	☐ Approved ☐ Not Approved		
Comment		Signature	

IT Department

S#	Item Name	Inventory ID	Quantity /Parts	Issue Date	Student Receiving Signature	Return Date	Okay Report	Lab Receiving Signature
1								
2								
3								

Comment:

Note:

- Student 1, is receiving on behalf of all group members
- Both students / issuing department are required to take photographs of items at the time of issuance and receiving to avoid disputes.
- Liability in case of damage or loss will be applicable on all group members equally.

230.8 P08 Good Receiving Note

P08	**GOOD RECEIVING NOTE**

National University of Computer and Emerging Sciences

Peshawar Campus

Item Receiving Date:	27 Apr. 2022
Purchase Order #:	

Vendor Details	Name:	
	Address/City:	
	Phone Number	

Goods Details

S#	Item Codes	Asset Tag #	Description	Unit	Quantity		Parts/ Components	Remarks
					Ordered	Received		

Goods Received By

Concerned Name
Concerned Designation

Verified By

Dept. Incharge Name
Dept. Incharge Designation

Equipment Recorded In by

Store Incharge Name
Dept. Name

230.9 P09 Library Book Selection Proforma

P09	**BOOK SELECTION PROFORMA**

National University of Computer and Emerging Sciences

Peshawar Campus

S#	Title/Author	Publisher	Remarks
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Vetter Name		Signature	

230.10 P10 OPD Medical Reimbursement

P10	**OPD MEDICAL REIMBURSEMENT**

National University of Computer and Emerging Sciences

Peshawar Campus

Bill #	Date	Vendor Name	Amount
1			
2			
3			
4			
5			
10			
		Grand Total to be reimbursed:	

Employee Name		Signature & Date	

Accounts Section

Name		Signature & Date	

230.11 P11 Funded Project Fixed Asset Inventory

P11	**FUNDED PROJECT FIXED ASSET INVENTORY**

National University of Computer and Emerging Sciences

Peshawar Campus

PI Name		Employee ID	
Research Lab		Campus	
Funding Agency		Project ID	
Project Title			

			Asset						
S#	Date of Purchase (DoP)	Voucher Ref #	Tag #	Dept.	Unit	Quantity		Parts/ Com-ponents	Rem-arks
						Ordered	Received		
	YYYY/MM/DD								

Goods Received By	Verified By	Equipment Recorded In by
Concerned Name Concerned Designation	Dept. Incharge Name Dept. Incharge Designation	Store Incharge Name Dept. Name

230.12 P12 Laptop Loan Application Form

P12	**LAPTOP LOAN FORM**

National University of Computer and Emerging Sciences

Peshawar Campus

Section-I (To be Filled by Applicant)

Emp. ID		Emp. Name	
Joining Date			
Designation		Department	
Campus		Request Date	
Official Equipment already issued (if any)		Make & Model of item to be purchased	
Amount Requested		Signature	
Note	The amount of loan shall be up to a maximum of Rs 200,000 and repayment of loan will be in Twenty-Four (24) equal installments.		

Section-II (To be Filled by Reporting Officer)

Comments (If Any)					
Name		Date		Signature	

Section-III (To be Filled by Accounts Department)

Previous Loan Installment (if any)					
Name		Date		Signature	

Section-IV (To be Filled by Director)

Comments (if any)					
Name		Date		Signature	

Section-V (To be Filled by Rector)

Reason for Refusal (if any)	

Name		Date		Signature	

Section-VI (To be Filled by HR-NUCEQ-HQ)

HR Updated by		Date		Signature	

230.13

Part Q. Annexure 2 (Form Templates)

231 Administrative Form

231.1 FA01 IOM Template

National University of Computer and Emerging Sciences Page 1/1

INTER OFFICE MEMO

From <From Whom> <Date>
To <To Whom> <Letter No.>
Through <Though Whom>
Subject **<Subject>**
CC

☐ Urgent ☐ Immediate ☑ Routine ☐ Info Only

<IOM/Letter Contents>

Prepared by: Endorsed/Verified by: Recommended by:

Name Name Name
Designation Designation Designation

Annexures:
1) Annexure I
2) Annexure II

Line Officer(s)	
Approval Authority:	☐ Approved ☐ Not Approved

232 Judicial Agreements

232.1 FJ01 NU Loan Agreement (Rs 100 revenue stamp paper)

NU Loan Agreement Between

1. Foundation for Advancement of Science and Technology; a non-profit institution, having its Head Office at FAST House, Rohtas Road, G-9/4, Islamabad and Branch Offices at Islamabad/Lahore/Karachi/Peshawar/Faisalabad (hereinafter referred to as FAST), and;

2. **<Student Name>**, son/daughter of **<Father Name>**; adult, permanent resident of **<permanent address>**, and current resident of **<current address>** (hereinafter referred to as STUDENT).

WHEREAS, the Student wishes to obtain loan from FAST to pursue his education at Peshawar Campus and whereas FAST has agreed to grant such loan to the Student on the terms and conditions hereinafter appearing.

NOW, THEREFORE, this agreement witnesses and it is hereby agreed upon following salient points:

1. FAST confirms having agreed to issue NU Loan covering upto **<NU Percentage Loan Approved>** of the tuition fee, starting from **<starting semester>**, and continued up to eight normal semesters.
2. That the loan would be granted by FAST to the Student after furnishing all the documents referred to in this agreement, to the complete satisfaction of FAST.
3. No money in cash shall be paid to the student from the amount of loan granted to him/her. However, the amount will be adjusted to student's fee account every semester on the condition that the student will maintain a 2.00 CGPA.
4. The Student undertakes to repay the Loan together with the administrative charges, commencing after 1 month of employment but not later than 3 months after completion of the studies for which this loan is being given as per terms and conditions set forth in loan request form i.e. in equal monthly installments spread over three years counted from the date of employment.
5. The Student shall execute and deliver to FAST, by way of continuing security, a Demand Promissory Note made out in favor of FAST, in the amount of the Loan together with the administrative charges thereon, every time he/she is granted loan for that particular semester.
6. It is further agreed by and between the parties hereto that the Demand Promissory Note shall be a continuing security for the repayment of the ultimate balance of the Loan and the administrative charges thereon and that the Student shall remain liable according to and be bound by the Demand Promissory Note notwithstanding the fact that by repayments made to FAST, from time to time, the liability of the Students may be reduced or extinguished.
7. The Student hereby undertakes to furnish a letter of guarantee by his/her parents or guardians and / or such other person as may be acceptable to FAST to guarantee the prompt repayment of the Loan and the administrative charges (if any) strictly in the manner prescribed in the repayment schedule to be provided by FAST. The Bank in which the guarantor shall be holding an account, shall duly verify the signature of such Guarantor.
8. Student hereby agrees to accept as conclusive the correctness of any sum claimed to be due and payable by him/her to FAST, under this agreement and any statements made out from the books of Accounts of FAST, and signed by an official of FAST, without insisting on the production of any other voucher, document paper or document proof or evidence.
9. Notwithstanding anything contained herein and without in any way prejudicing the entitlements/rights/authorities/powers of FAST, as envisaged by this agreement the Student unequivocally and categorically declares that:
    1. He/she shall, in addition to the terms and conditions of the grant by FAST, of the Loan in terms hereof, be fully bound by all such terms and conditions as are imposed by FAST, by (a) specific written notice to the Students issued by FAST, and / or (b) general notice to the students of FAST, setting out the policy of FAST, (for grant of the students' loans) with regard to any matter directly or indirectly pertaining to the repayment of Loan and

the payment of administrative charges or other monies payable by the Student (referred in this Agreement) and;

2. FAST shall be entitled at its sole discretion to adopt and use all such measures as are deemed expedient by it to recover the Loan, administrative charges or other moneys payable under this agreement.

10. The Student agrees to inform FAST, of any change or address within fourteen (14) days of any change thereof.
11. Any message, intimation or notice hereunder may be given by FAST to the Student through personal delivery or be left at the address of the Student given hereinabove or be sent by mail, postage prepaid or by private courier. Which shall be deemed to have been received by the day on which it is left at his/'her address or 72 hours from the date of dispatch thereof by post or otherwise, as the case may be.
12. No action/inaction of whatsoever nature or any indulgence shown to the Student by FAST, shall be deemed to be a waiver of any of FAST, right/entitlement/power/authorities under this agreement or otherwise and shall not, furthermore, be deemed to limit, restrict or affect the Student's obligation, duties and liabilities under or in pursuance of this Agreement or otherwise.
13. FAST has the sole discretion to assign this Agreement or all or any of the entitlements, rights, and benefits hereunder including but not restricted to the collection of the loan with administrative charges (if any) to any institution in Pakistan or any other any country.
14. This Agreement shall be governed by the substantive and procedural laws of Islamic Republic of Pakistan.

The parties have executed this Agreement on **<Date>** at **<Place>.**

For & on behalf of FAST

<Director Name>	**<Student Name>**
Director Campus	**<CNIC>**
Signature:	Signature:

232.2 FJ02 NU Loan Guarantee (Rs 100 revenue stamp paper)

Guarantee

To, Foundation for Advancement of Science & Technology
FAST House, Rohtas Road, G-9/4, Islamabad.

Sir, in consideration of your providing **<student name>** son/daughter of **<father name>**; adult, permanent resident of **<permanent address>**, and current resident of **<current address>** (hereinafter referred to as STUDENT), a loan amount covering **<loan percentage>** of tuition fees, hereinafter called the 'LOAN', for the purpose of his/her education at FAST. I, <Guarantor Name>, son/daughter of <Guarantor Father Name>; adult, permanent resident of **<guarantor permanent address>**, and current resident of **<guarantor current address>**, hereinafter referred to as the 'GUARANTOR' do hereby irrevocably and unconditionally agree, undertake and guarantee as under:

1. That the liability under this Guarantee is limited to amounts mentioned in demand promissary notes, provided by the student in each semester of study, together with administrative charges, payable under the Loan Agreement.
2. That this Guarantee shall be a continuing security, binding on me until full adjustment of loan by the Student.

3. I further agree that my liability under this Guarantee shall be that of a Principal Debtor and FAST at its option treat me primarily liable for the loan amount and balance due in respect thereof.
4. Any variation in the terms of Loan Agreement or any indulgence granted to the Student without my consent shall not discharge me from my obligation under this Guarantee.
5. That I unconditionally and irrevocably undertakes and guarantees to pay the Loan amount together with administrative charges on first demand of the FAST, without protest or demur and without reference, notice or recourse to the Student or any other person and hereby expressly waive all rights to deny its obligations to FAST irrespective of any dispute, difference or disagreement between the Student and FAST.
6. This Guarantee shall be governed by the laws of Islamic Republic of Pakistan.

IN WITNESS THEREOF the Guarantor has executed this Guarantee at **<location name>** on this day of **<date>**

<Guarantor Name>
<Guarantor CNIC>
<Guarantor Mobile #>
Guarantor Signature:

This Guarantee has been executed in the presence of following witnesses:

1. Full Name: <Full Name>
   Address: <Permanent Address>
   Mobile #: <Mobile Number>
   CNIC #: <CNIC Number>
   Signature:

2. Full Name: <Full Name>
   Address: <Permanent Address>
   Mobile #: <Mobile Number>
   CNIC #: <CNIC Number>
   Signature:

232.3 FJ03 Demand Promissary Note (Rs 100 revenue stamp paper)

Demand Promissary Note

On demand, **<Student Name>**, son/daughter of **<father name>**; adult, permanent resident of **<permanent address>**, and current resident of **<current address>**, promises to pay to the Foundation for Advancement of Science and Technology; located at FAST House, Rohtas Road, G-9/4, Islamabad the sum of Rs. **<Semester Loan Amount in Numbers>** (**<Semester Loan Amount in Words>**), received as Financial Loan for **<semester fall/spring>** semester, **<year>**.

Student Signature: Signature Place: Signature Date:

This Demand Promissory Note has been executed in the presence of the following witnesses:

1. Full Name: <Full Name>
   Address: <Permanent Address>
   Mobile #: <Mobile Number>

CNIC #: <CNIC Number>
Signature:

2. Full Name: <Full Name>
Address: <Permanent Address>
Mobile #: <Mobile Number>
CNIC #: <CNIC Number>
Signature:

232.4 FJ04 Scholarship Award Undertaking (Rs 100 revenue stamp paper)

NU Scholarship Award Undertaking

I, **<Student Name>**, son/daughter of **<Father Name>**; permanent resident of **<permanent address>**, current resident of **<current address>**, enrolled in **<degree program>** of this university under roll number **<roll number>**, hereby formally acknowledge the award of scholarship from the National University of Computer and Emerging Sciences, (hereinafter the university). I also understand that the scholarship is awarded under the following terms:

1. That the scholarship amount will contribute towards tuition fee alone.
2. That I will not receive any money in cash from the scholarship amount.
3. That I am to maintain a minimum CGPA (of 2.00 or specified) for the continuation of the scholarship.
4. That if my CGPA were to fall below this minimum cut-off in any semester, I would be liable to pay full fee for the ensuing semesters until my CGPA rises above the minimum cut-off.
5. That the scholarship will be awarded for studying a course once, and that if I am awarded a W, FA, or F in a course, I will be liable to pay full fee of the repeat course.
6. That any payments already made towards my tuition fee will be adjusted to my fee account in case my CGPA falls below minimum cut-off, and that I will only be able to withdraw this excess amount at the successful completion of my studies.
7. That the scholarship is time bound to 4 years of BS studies (8 semesters), OR 2 years of MS studies (4 semesters), OR 3 years of PhD studies (6 semesters), whichever applicable.
8. That the scholarship may be withdrawn if I am found to be guilty of disciplinary violation.
9. Cancellation Term 1: That in case I am found to have provided falsified documents, or information leading to the award of scholarship, the university may cancel this scholarship and I will be liable to pay back all payments already made towards my tuition fee.
10. Cancellation Term 2: That in case I close my admission at the university of my own accord, or if I remain absent from university, then my scholarship will be cancelled and I will be liable to pay back all payments already made towards my tuition fee.
11. That in case of cancellation under terms mentioned in clause 9 and 10, I will unconditionally and irrevocably undertake and guarantee to pay the liability amount on first demand of the university, without protest or demur and without reference, notice or recourse to the Student or any other person and hereby expressly waive all rights to deny its obligations to the university irrespective of any dispute, difference or disagreement.
12. That I am to inform the university of any change of address within fourteen days of its change.
13. That this agreement shall be governed by university policies and the substantive and procedural laws of the Islamic Republic of Pakistan.

<Student Name> **<Father Name>**
<Student CNIC> **<Father CNIC>**

Signature/Date: Signature/Date:

232.5 FJ05 Scholarship Guarantee (Rs 100 revenue stamp paper)

NU Scholarship Award Guarantee

I, **<guarantor name>** son/daughter of **<father name>**; adult, permanent resident of **<permanent address>**, and current resident of **<current address>** (hereinafter referred to as GUARANTOR), do hereby irrevocably and unconditionally agree, undertake and guarantee as under:

1. That in case the scholarship awarded by the National University of Computer and Emerging Sciences (hereinafter university), awarded to **<Student Name>**, (hereinafter student), bearing CNIC **<Student CNIC>**, is cancelled against mentioned terms of clause 9, 10 in student undertaking, and the student fails to honour his/her undertaking, then I will be liable as guarantor, with liability cover limited to the scholarship amount paid towards tuition fee.
2. That this guarantee shall be a continuing security, binding on me until full adjustment of the liability amount.
3. That any variation in the terms of the agreement, or any indulgence granted to the Student without my consent shall not discharge me from my obligation under this Guarantee.
4. That I will unconditionally and irrevocably undertake and guarantee to pay the liability amount on first demand of the university, without protest or demur and without reference, notice or recourse to the Student or any other person and hereby expressly waive all rights to deny its obligations to the university irrespective of any dispute, difference or disagreement between the Student and the university.

<Guarantor Name>
<Guarantor CNIC>
Signature with Date:

232.6 FJ06 Laptop Loan Affidavit (Rs 20 revenue stamp paper)

Loan Affidavit for Purchase of Laptop

I, **<Name>**, CNIC: **<CNIC>**, resident of **<Address>**, employed as **<Rank & Department>**, hereby declare that:

1. I agree to obtain a loan of Rs **<Amount>** from the National University of Computer & Emerging Sciences for purchase of Laptop.
2. I agree to repay the loan through deduction from monthly salary.
3. In case of leaving the job before returning the entire loan, I agree to repay the outstanding balance immediately, or authorize the university to deduct it from my dues (salary and/or provident fund).
4. I understand that this loan has been given to me so that I can use this equipment both for my official and personal use.

Employees Signature: **<Signature>**
Date: **<Date>**

232.7 FJ07 Income Certificate (Rs 100/- denomination)

Income Certificate

Certified that the best of my knowledge on the basis of proof produce before me, the monthly income from all sources of Mr. **<Father Name>**, and Mrs. **<Mother Name>**, parents of: **<Student**

Name>, resident of: **<Address>**, bearing Father CNIC: **<CNIC>**, Mother CNIC: **<CNIC>**, is **<Rs. Income>**, in words: **<Rs. Income in words>**.

Signature: **<Signature & Stamp>**
Name: **<Gazetted Officer Name>**
CNIC: **<CNIC>**
Date: **<Date>**

Oath Commissioner:
Signature: **<Signature & Stamp>**
Name: **<Name>**
CNIC: **<CNIC>**
Date: <Date>

232.8 FJ08 Affidavit From Student Counter Signed by Father against Suspension Decision (Rs 100/- denomination)

Declaration

It is submitted that I, <student name>, son of <father name> am a student of <degree name> degree program at the National University of Computer and Emerging Sciences, Peshawar campus, and bearing roll number of <roll number>, duly understand that:

1) I have been disciplined with award of <penalty nature and description> by the university due to involvement in <reason for award>.
2) I have been involved previously in similar acts, for which I have already been warned/penalized before.
3)

Therefore, I duly declare that:

I now understand that harassment, fooling, ragging and all similar forms is a menace which has severe effects on the students mental and physical well being. I regret my actions deeply and submit my profound apology to the affectees, their parents, and the university due to this incident.

I hereby confirm that I will refrain from participating, or being present at any such incident in the future, and will promptly report such incidents to the university authorities to help them curb this menace.

In case any further violation is reported, I understand that the university reserves the right to cancel my admission.

Student Name & sign: _____

CNIC Number: _____

Father Name & sign: _____ Witness Name & Sign: _____

CNIC Number: _____ CNIC Number: _____

232.9 FJ09 Affidavit From Father against Suspension Decision (Rs 100/-

denomination)

Declaration

It is submitted that I, <Father Name>, father of <Student Name>, who is studying for the <degree> degree program at the National University of Computer and Emerging Sciences, Peshawar campus, and bearing roll number <roll number>, duly understand that:

1) My son has been disciplined by award of <penalty nature and description> by the university due to involvement in <reason for award>.
2) My son has been involved previously in similar acts, for which he has been warned and penalized before, and that the university is reaching out to me as a last resort.

Therefore, I duly declare that:
1) My son regrets his actions deeply and submits profound apology and commitment that such act will not occur in the future.
2) That to the contrary, if my son is found to be involved in similar, or other act again despite this commitment, the university reserves full right to cancel my sons admission / expel my son from the university.
3) That in case of re-occurence of similar act, the penalty from the university will be applied immediately without recourse to any additional opportunity or waiver.

Father Name: _____ CNIC:_____ Signature: _____ Date: _____

Witness 1 Name: _____ CNIC: _____ Signature: _____ Date: _____

Witness 2 Name: _____ CNIC: _____ Signature: _____ Date: _____

Copies Attached: 3x CNIC's.

Part R. Annexure 3 (Processes)

233 Admission Process

234 Workload Assignment Process

235 Course Registration Process

236 Procurement Process

237 Proctorial Board Working

238 Registration of Final Year Project

239 Registration Suspension

240 Restoration of Suspended Registration

241 Semester Freeze

242 Semester Freeze Resuming

243 Admission Closure

244 Re-admission

245 Transfer to Another Campus

246 Transfer to Another University

247 Adding Courses

248 Dropping Courses

249 Withdrawal from Course

250 Repeating a Course

251 Issuance of Duplicate Card

252 Timetable Setting

253 Resolving Clashes

254 Date Sheet setting

255 Exam Location

256 Invigilation Plan

257 Paper Showing Process

258 Grade Finalizing

259 Degree Issuance Request

260 Clearance Process

261 Disciplinary Committee Working

262 Preparation of Roll Number Slips

263 Packaging of Question Papers

264 Answer Sheet Arrangement

265 Printing of Question Paper

266 Question Paper Collection

267 Campus Editorial Board Working

268 Exam Assessment Process

5
580.....153
A
Accreditation.....5, 108, 148
Attendance 6, 19, 21, 22, 24, 26, 33, 65, 75, 109, 118, 119, 136, 144, 156, 159, 221, 222, 232
B
Book Bank.....131
G
Generator.....235
N

News Letter.....162
P
Promotional Campaigns.....152
R
Reference Letter.....152
Resignations.....112
S
Seniority.....45
Shields.....41
SNGPL.....41, 204, 205
Summer.....118
T
Taxi.....63
Transport.....65
V
Visiting Card.....59
W
Weapon.....59, 61, 101