

**ACADEMIC, SERVICE AND
FINANCIAL STATUTES /
REGULATIONS**

NUST

**NATIONAL UNIVERSITY OF
SCIENCES AND TECHNOLOGY**

CONTENTS

PART-1

Chapter	Subject	Page No.
I	Preliminary (Short title and commencement, Definition)	15
II	Constituent Colleges/Institutes/Centres (function of the university)	17
III	Functions/Duties/Administrative Powers of Rector, Pro-Rector, Registrar, Directors of Main Office NUST, Commandant/Director General (DG)/Principal of College/Institute/Centre.	18
IV	Functions/Duties/Administrative Powers of Dean of College/Institute/Centre	26
V	Functions/Duties/Administrative Powers of the Head of the Department (HoD)	28
VI	Functions/Duties of Faculty	30
VII	Appointment of Professor Emeritus/Distinguished Professor/Honorary Professor	31
VIII	Affiliation of Educational Colleges/Institutes/Centres with the University	
	a. Application for affiliation	34
	b. Affiliation Committee	35
	c. Grant of affiliation, extension/inspection of affiliation, Disaffiliation	36
IX	Award of Honorary Degree	37
X	Board of Governors/Executive Committee/Academic Council	
	a. Board of Governors, Board, Composition, Powers, Functions, Visitation & meetings of the board	38
	b. Executive committee, powers and duties	40
	c. Academic council, composition, powers and functions	42
XI	NUST Employees (Service, Appointment, Promotion and Transfer) (Definition, Extent of application)	44

XII	General Provisions	
a.	Classification of university service, Posts, scale of pay and qualifications, deputation allowance/pay, appointing authority for all categories	46
b.	Selection procedure for categories I and II, Initial appointments, appointment by promotion or transfer, temporary or contract appointments	47
c.	Appointment on deputation, selection board, selection committee for BPS 1 to 16 employees of Main Office NUST	48
d.	Selection committee for BPS 1 to 16 for civilian employees of NUST to be posted/appointed in the Colleges/Institutes/Centres, extension of contract employment, probation, confirmation	49
e.	Seniority	50
f.	Promotion, lien, acquisition of lien, retention of lien	51
g.	OER/ACR, record of service, termination from service, resignation from service	52
h.	Retirement from service, counting of former service	53
j.	Employment after retirement	54
k.	Conduct, efficiency and discipline, pay and other emoluments, allowances/ medical treatment, compensatory allowance, medical treatment (indoor/ outdoor), medical allowances	55
l.	Dental treatment, authority of medical treatment, scale of accommodation in hospital as indoor patients, conveyance allowance, festival bonus	56
m.	Performance of Haj/Umra, supply of newspapers, supply of mobile telephone, private use of official transport, additional allowance to Deans and Heads of Department in the constituent colleges/institutes/ centres of NUST, overtime allowance to NUST drivers/dispatch riders, refreshment, lunches/ dinners and compensation for late sitting	57
n.	Additional remuneration, increment, service, performance	58
o.	Discipline. Hiring of accommodation to faculty members and administrative/ technical staff	59

	p.	Leave, pension, GP/Benevolent/Contributory funds, training abroad/ within country, relaxation in case of undue hard, right of appeal	60
XIII		Recruitment, Performance Evaluation and other terms of Service – NUST Faculty.	
	a.	Recruitment, probationary appointment, termination during probation, promotion	62
	b.	Basis of performance evaluation, Personal research work	63
	c.	Service to the university	64
	d.	Tuition fee concession	64
XIV		Procedure for Travelling including Allowances	
	a.	Definition, nature of journeys, allowances to NUST employees	65
	b.	Duties of controlling officer	66
XV		NUST Employees (Efficiency and Discipline	
	a.	Definitions	68
	b.	Grounds of penalty	68
	c.	Penalties, inquiry procedure	69
	d.	Procedure of inquiry against officers lent to Federal government, Provincial government. Appeal	71
XVI		Conduct	
	a.	Conforming to rules and regulations, major breaches of conduct i.e. gift, lending and borrowing, investment, private trade or employment, insolvency and habitual indebtedness, unauthorized communication, use of political or other influence	72
	b.	Taking part in politics, teaching/research/consultancy, propagation of sectarian creeds, nepotism, favouritism and victimization, approaching foreign mission, national security, court proceedings, representation by employees, declaration of assets, petition	73
	c.	Appeals	74

XVII	Financial Statutes/Regulations	75
	a. Definition. Composition of finance committee. Sources of funds for the university	75
	b. Accounting procedure, general instructions	76
	c. NUST funds accounts	78
	d. Release and expenditure of foreign exchange. Accounting procedure for receipt of fees from students. Budget demand/distribution	79
	e. Contingencies. Remuneration rates and cost of examination material. Deadstock	80
	f. Advances. Financial powers. Security. Accounts registers	81
	g. Guideline for purchase procedure. Audit	82
XVIII	Administrative and Financial Powers (Colleges/Institutes/Centres) (Administrative powers of Commandant/DG/Dean. Financial powers of Commandant/DG/Dean. Functions and duties of the heads of departments. Removal of difficulties	83

PART – II

Chapter	Subject	Page No.
I	Academic Regulations (Short title and commencement, Definition)	85
II	Admissions	
	a. Civilian students' eligibility for admission, selection for admission	89
	b. Masters' Degree, Civilian students, eligibility for admission	90
	c. PhD Degree, Civilian students)	91
	d. Registration	93
III	Scheme/Duration of Studies	
	a. Undergraduate & Postgraduate studies	94
	b. Split PhD programmes	95
IV	Tests, Examinations and Grading Policy for Engineering/Information Technology/Management Sciences.	
	a. Minor test (quizzes), major test, class assignments, practical/lab tests, project, thesis	96
	b. Question papers, use of reference material during test/ examinations, examination schedule, academic calendar of university, conduct of end semester examination, invigilation duties, invigilators responsibilities	96
	c. Student's responsibility, unfair means, destruction of question papers/ answer books/result sheets	98
V	Academic Standards for Award of Degrees	
	a. Grading scheme per semester Engineering / IT / Sciences	100
	b. Award of grade 'F'	101
	c. Award of Grade "I", mid semester exam/one hour tests, end semester exam. Award of Grade 'W'	101
	d. Adding / Dropping of course(s)	102
	e. Offering and registration of course(s) Final grade. Computation and approval of results. Record of results, Issue of academic transcripts/detailed mark sheet	103

VI	Award of Bachelors' Degree and Academic Deficiencies for Bachelor Students	104
	a. Award of Bachelors' degree. Academic deficiencies. Disposal of academically deficient students	104
	b. Warning	105
	c. Probation	105
	d. Suspension	106
	e. Withdrawal, repetition of course(s), clearance of 'W' / 'F' grades, improvement of CGPA, retest of end semester examination	107
	f. Deferment of semester(s)	109
VII	Award of Masters' Degree and Academic Deficiencies for Master Students.	110
	a. Award of masters' degree, Scheme of studies (MS / MPhil)	110
	b. Award of MPhil Degree in (Medical Sciences), Programme Committee for Graduate studies, GEC, Scheme of studies, coursework, comprehensive examination, Improving percentage	110
	c. Transfer of credits, Double registration, Academic deficiencies. Probation. Repetition of course(s),	113
	d. Clearance of 'F'/'W' Grades, Improvement of CGPA, Deferment of semester(s). Research during master programme	115
	e. Guidance and Examination Committees (GEC)	117
	f. Award of Masters Degree in Business Administration / Executive Masters in Business Administration / Social Sciences	117
	g. Duration and Scheme of Studies, offering and registration of courses, course registration procedures for EMBA only	118
	h. Academic Deficiencies, Probation, Withdrawal	119

	i.	Award of 'F', 'I' and 'W' grades, repetition of course(s), clearance of 'W' and 'F' grades,	120
	j.	Improvement of CGPA, Adding / Dropping of course(s)	121
	k.	Deferment of Semester(s), Transfer of Credits, Research during Masters programme	123
VIII		Award of PhD Degree and Academic Deficiencies for PhD Students	126
	a.	Award of PhD degree, Coursework, Migration, CGPA, PhD Qualifying examination, approval of thesis synopsis, thesis credits, successful evaluation report of research Thesis , Publications, Thesis Defence, Submission of Thesis , Seminars, Coursework, Qualifying Examination.	
	b.	Academic deficiencies, Improving CGPA, Research during PhD programme,	129
	c.	Guidance and Examination, Committee (GEC), Evaluation of the Research Thesis , Thesis defence,	131
	d.	Off-Campus PhD, Deferment of Semester(s), Payment of Tuition Fee, Award of PhD degree in Medical Sciences, Programme Committee for graduate studies (PCGS),	132
	e.	GEC, General Scheme of Studies, Advanced Coursework, Qualifying Examination	133
	f.	PhD Research, Thesis Supervision and Evaluation,	135
	g.	Examination and Award of PhD Degree, Thesis Evaluation, Thesis Defense	135
IX		Award of MBBS/BDS Degrees and Academic Deficiencies for MBBS/BDS Students.	137
	a.	Objectives, Tests/quizzes, major tests, minor tests, send up examination	137
	b.	Registration, Examination Cell, Deputy Controller of Examination, general eligibility for a professional exam	138
	c.	Examination schedule, professional examinations	139
	d.	Question papers of professional examinations. Practical/clinical examinations	141

	e.	Conduct of professional examinations	141
	f.	Use of reference material during tests/examinations. Students' responsibility. Unfair means. Computation of results	143
	g.	Announcement/display and record of results, destruction of answer sheets/results sheets, issue of academic transcripts/detailed mark sheet, academic standard for award of MBBS/BDS), medals and certificates of honours	144
X		Award of Bachelor Degree in Military Art and Science, Architecture, Management / Social Sciences and Academic Deficiencies	146
	a.	Bachelor of Military Art and Science	146
	b.	Scheme and conduct of studies, Internship, Academic Standards, Grading Scheme, Award of Grade F & I, Final Grade, Record of Result, Computation and Approval of Results, Record of Results, Issue of Academic Transcript / Detail Marks Sheet	146
	c.	Award of Bachelor Degree, Academic Deficiencies, Disposal of Academic Deficiencies, Retest	150
	d.	Warning	151
	e.	Probation	151
	f.	Suspension, Return to Unit (RTU)	151
	g.	Withdrawal	152
	h.	Bachelor of Architecture,	153
	i.	Eligibility, duration of studies, academic requirements, tests examination and grading, policy for Architecture, major / minor tests, end semester examinations, class assignments studios, projects, Thesis	153
	j.	Academic Standards, Grading Scheme, Attendance, Classification of Course, Assessment Modes and Weightage, theory courses, studio work, Thesis , theory component, thesis design (studio work), specific designations for architectural thesis, award of grades 'F' and 'I'	155

k.	Adding / Dropping of course(s), Final Grade, Computation and Approval of Results, Issue of Academic Transcripts, Award of Bachelors Degree, Internship, Academic Deficiencies, Disposal of Academically Deficient Students	162
l.	Warning	164
m.	Probation	165
n.	Suspension	165
o.	Withdrawal	165
p.	Repetition of course(s), clearance of W / F grades, Improvement of CGPA, Retest of End Semester Examination, Deferment of Semester(s), Plagiarism	166
q.	Award of Bachelors in Business Administration and Social Sciences,	169
r.	Academic Standards for Award of Degree, Assessment and Grading Scheme	169
s.	Offering and Registration of Courses, Award of 'F', 'I' and 'W' grades. Add / Drop of Course(s) and award of Grade 'W'	170
t.	Academic Deficiencies, Disposal of academically deficient students	172
u.	Warning	173
v.	Probation	173
w.	Suspension	174
x.	Withdrawal	174
y.	Repetition of Course(s), clearance of W / F grades, improvement of CGPA, retest of end semester examinations	175
z.	Deferment of Semester(s)	177

XI	Research and Development	
	a. Introduction, mission, objectives	178
	b. R&D cells at NUST constituent colleges/ institutes/centres. University - industry linkages	179
	c. Role of NUST Consulting (NC), role of Technology Incubation Centre (TIC), commercialization of R&D output of projects. Publication in referred journals/conferences	180
	d. Publication and secrecy. Weekly research day for faculty. Faculty performance evaluation. Conferences/workshops/seminars at colleges/institutes/centres	181
XII	Award of University Certificates	
	BSc/BA equivalent certificates, UG/PG provisional certificate, diploma for masters' students not eligible for degree, certificates for short courses/seminars/ workshops	183
XIII	Financial Aid – Fellowships, Scholarships, Assistantships and Tuition Exemptions	184
	a. University financial assistance for UG and PG students. Assistance-ship for PG students	184
	b. Awards for TA/RA, duration	185
	c. Deferment of tuition fee and award of subsistence allowance, Procedure for award of subsistence allowance and deferment of tuition fee	186
	d. Forfeiture of concession guarantee	187
XIV	Academic Costumes	188
	a. For the Patron-in-Chief/Chief guest/Chancellor/Chairman Board/ Rector, for the Pro-Rector, DGs, for the fellows and commandants/ principals/ DG/ Deans of colleges/institutes, for heads of departments, dress of the members of procession/faculty	188
	b. Graduating students' dress	190
XV	Convocations	
	a. General, ordinary and special convocation	191

	b.	Sequence of events during ordinary convocation, assembly procession, entrance in convocation hall, declaration of opening convocation. Progress report	192
	c.	Presentation of candidates. Order of conferment	193
	d.	Award of prizes/medals/ other distinctions. Convocation address. Closure of convocation.	194
	e.	Convocation protocol	194
	f.	Special convocation	195
XVI		Institution of University Medals and Prizes	
	a.	Institution of medals and prizes, number and value of medals and prizes, award of medals and prizes, specification of medals, types of medals	196
	b.	withdrawal of institution of a medal	197
XVII		Discipline Matters	
	a.	Introduction	198
	b.	Acts of ill-discipline by students, punishment or penalty for acts of ill-discipline	199
	c.	procedure for processing acts of ill-discipline	200
XVIII		Hostel Facilities	201
XIX		Use of Libraries (Categories for membership etc)	203

ANNEXES & APPENDIXES RELATING TO PART- I

		Page No.
Annex A-1	- Annual Appraisal Report	206
Annex A-2	- Class Audit Report	220
Annex B-1	- Student Feedback Report	222
Annex B-2	- Self Assessments (TTS)/Faculty Contribution Report	223
Annex C	- Procedure for movement of NUST employees and visiting faculty Within Pakistan/Abroad.	225
Appendix I to Annex C	- Proforma for NOC in respect of Seminars/ Workshops Etc.	227
Annex D	- Declaration of Assets.	229
Annex E	- Remuneration rates and cost of examination material.	230
Annex F	- Financial Powers – Main Office NUST	232
Annex G	- Guideline for purchase procedure.	234
Appendix I to Annex G	- Agreement.	238
Annex H	- Fin powers of Commandants/DGs/Principals/ Deans and Colleges/Institutes/Centres.	240

ANNEXES & APPENDIXES RELATING TO PART-II

		Page No.
Annex A	- Regulations relating to Regulation and Examination of MBBS Students.	242
Annex B	- Regulations relating to Regulation and Examination of BDS Students.	248
Annex C	- Schedule of Rates of remuneration for examiners and Supervisory Staff (for MBBS and BDS courses).	252
Annex D	- Convocation Protocols when presiding officer is junior to the Chief Guest in Protocol.	255
Annex E	- Convocation Protocols when presiding officer is the Chief Guest Also.	258
Annex F	- Rechecking of Papers – Instructions	261
Annex G	- Academic Regulations relating to Award of Bachelors Degree and Academic Deficiencies for Bachelor Students (CAE Service Students)	263
Annex H	- Academic Regulations relating to Award of Bachelors Degree and Academic Deficiencies for Bachelor Students (MCE, MCS and College of E&ME Service Students)	270
Annex I	- Academic Regulations relating to Award of Bachelors Degree and Academic Deficiencies for Bachelor Students (PNEC Service Students)	275

PART – I

NATIONAL UNIVERSITY OF SCIENCES AND TECHNOLOGY

STATUTES (Revised 2014)

ENFORCEMENT OF ACADEMIC, SERVICE, AND FINANCIAL MATTERS

PART - I

Government of Pakistan Ministry of Scientific and Technological Research

Islamabad June, 2005

S.R.O (I)/2005 In order to regulate the creations of institutes and faculties etc. and for enforcement of academic, service, appointment, discipline and financial matters, and for matters connected therewith or incidental thereto, the Board of Governors, in exercise of the powers conferred to it by sub-section (2) of section 21 of the National University of Sciences and Technology Act, 1997 (XX of 1997), is pleased to make the following statutes, namely:-

CHAPTER I

PRELIMINARY

1. **Short title and commencement.** – (1) These Statutes may be called the National University of Sciences and Technology (Enforcement of Academic, Service, and Financial Matters) Statutes, 2005.

(2) They shall come into force at once.

2. **Definitions.**- (1) In this part unless there is anything repugnant in the subject or context,-

- (a) “Academic Council” means the Academic Council of the University;
- (b) “Act” means the National University of Sciences and Technology Act, 1997 (XX of 1997);
- (c) “Affiliated college/institute/centre” means an educational institution affiliated with the University but not maintained or administered by it;
- (d) “Authority” means any of the Authorities of the University;
- (e) “Board” means the Board of Governors of the University;
- (f) “Chancellor” means the Chancellor of the University;
- (g) “Constituent college/institute/ centre” means an educational institution, maintained and administered by the University;
- (h) “College/institute/centre” means a constituent college/ institute/centre or an affiliated college/institute/center of the University;
- (i) “Commandant/Principal /DG” means the head of a college/institute/centre;

- (j) “Commission” means the Higher Education Commission set up under the Higher Education Commission Ordinance, 2002 (LIII of 2002);
 - (k) “Committee” means the Executive Committee of the University;
 - (l) “Dean” means the head of a Faculty or the head of an academic body granted the status of a Faculty by the statutes or regulations;
 - (m) “Department” means a teaching department maintained and administered, or recognized by the University in the manner prescribed;
 - (n) “Departmental Board of Studies” means the Departmental Board of Studies (DBS) of the respective department of the college/institute/center;
 - (o) “Director” means the head of an institute/office established as a constituent institution/office ;
 - (p) “Faculty” means an administrative and academic unit of the University consisting of one or more departments, as prescribed;
 - (q) “Faculty Board of Studies” means the Faculty Board of Studies (FBS) of the respective college/institute/center;
 - (r) “Government” means the Federal Government;
 - (s) “Patron-in-Chief” means Patron-in-Chief of the University;
 - (t) “Prescribed” means prescribed by statutes, regulations or rules made under the Act;
 - (u) “Pro-Chancellor” means the Pro-Chancellor of the University;
 - (v) “Rector” means Rector of the University;
 - (w) “Statutes, regulations and rules” mean the Statutes, Regulations and the Rules approved by the Board and for the time being in force;
 - (x) “Teacher” includes Professors, Associate Professors, Assistant Professors and Lecturers engaged whole-time by the University or by a constituent or affiliated college/institute/centre and such other persons as may be declared to be teachers by the Statutes;
 - (y) “University” means National University of Sciences and Technology; and
 - (z) “University teachers” mean the whole-time teachers appointed and paid by the University, or recognized by the University as such.
- (2) All the other words and expressions used, but not defined herein, shall have the same meaning as is assigned to them in the Act.

CHAPTER II

CONSTITUENT COLLEGES/ INSTITUTES/CENTRES

3. The University will function on the basis of a decentralized concept with the following constituent colleges/institutes/centres, each of which will grow and develop as a center of excellence in its own field of specialization:-

- (a) Military College of Engineering (MCE)
- (b) Military College of Signals (MCS)
- (c) College of Electrical and Mechanical Engineering (College of E&ME)
- (d) Army Medical College (AM College)
- (e) Pakistan Navy Engineering College (PNEC)
- (f) College of Aeronautical Engineering (CAE)
- (g) National Institute of Transportation (NIT)
- (h) Institute of Environmental Science and Engineering (IESE)
- (i) NUST Institute of Management Sciences (NIMS)
- (j) NUST Institute of Information Technology (NIIT)
- (k) Institute of Geographical Information System (IGIS)
- (l) International Institute for Peace and Conflict Resolution (IIPCR)
- (m) Centre for Cyber Technology and Spectrum Management (CCT&SM)
- (n) Centre for Advanced Mathematics and Physics (CAMP)
- (o) Technology Incubation Centre (TIC)
- (p) Any other college/institute/centre raised by NUST or becomes its constituent part.

4. The colleges/institutes/centres including Headquarters (HQ) NUST existing at the time of establishment of NUST, will continue to be administered and financed as heretofore but their all academic functions/activities including curriculum development, examinations, research and development etc will be planned, managed, coordinated and supervised by the University as provided for in the Charter. For this, the University may also establish necessary collaborations/advisory services/research linkages with reputed local and foreign universities/ institutes/organizations. Other colleges/institutes/centres may also join the University as constituent/affiliated entities and the university may also establish new colleges/ institutes/ centres in any field of specialization after approval by the Board, and will be governed by such provisions as given in the Charter, and approved by the Board.

CHAPTER III

FUNCTIONS/DUTIES/ADMINISTRATIVE POWERS OF RECTOR, PRO-RECTOR, REGISTRAR, DIRECTORS OF HQ NUST, COMMANDANT/ DIRECTOR GENERAL (DG)/PRINCIPAL OF COLLEGE/INSTITUTE/CENTRE

5. Rector.-

- (a) There shall be a Rector of the University who shall be appointed as per the provisions of the NUST Charter on such terms and conditions as may be prescribed by the Board.
- (b) The Rector shall be the chief executive officer of the University responsible for all administrative and academic functions of the University and for ensuring that the provisions of the Charter, statutes, regulations and rules are faithfully observed in order to promote the general efficiency and good order of the University. The Rector shall have all powers prescribed for this purpose, including administrative control over the officers, teachers and other employees of the University.
- (c) The Rector shall, if present, be entitled to attend any meeting of any Authority or body of the University.
- (d) The Rector may, in an emergency that in his opinion requires immediate action ordinarily not in the competence of the Rector, take such action and forward, within one week, a report of the action taken, to the Board.
- (e) The Rector shall also have the following powers, namely:-
 - (i) to direct teachers, officers and other employees of the University to take up such assignments in connection with research, examination, administration and such other activities in the University as he may consider necessary for the purpose of the University;
 - (ii) to sanction by reappropriation an amount not exceeding an amount prescribed by the Board for an unforeseen item not provided for in the budget and report it to the Board at the next meeting;
 - (iii) to make appointments, subject to subsequent approval of the Board, teachers, researchers, officers and members of staff of the University and such other persons as may be necessary for a period not exceeding two years;
 - (iv) to suspend, punish and remove, in accordance with prescribed procedures, from service; officers, teachers and other employees of the University except those appointed by or with the approval of the Board or Committee authorized for their initial appointment;

- (v) to delegate, subject to such conditions as may be prescribed, any of his powers under the Charter to an officer of the University; and
- (vi) to exercise and perform such other powers and functions as may be prescribed.
- (f) The Rector shall preside at the convocation of the University in the absence of the Patron-in-Chief, Chancellor and Pro-Chancellor.
- (g) The Rector shall present an annual report before the Board which shall include such information as regards the academic year under review as may be prescribed including disclosure of all relevant facts pertaining to,-
 - (i) Academics;
 - (ii) Research;
 - (iii) Administration; and
 - (iv) Finances.

6. Pro-Rector.-

- (a) There shall be a Pro-Rector of the University to be appointed by the Board on the recommendation of the Rector, on such terms and conditions as may be prescribed.
- (b) At any time when the office of the Rector is vacant, or the Rector is absent or is unable to perform the functions of his office due to illness or some other cause, the Pro-Rector shall perform the duties of the Rector.
- (c) The Pro-Rector shall coordinate all administrative, academic and financial activities of Headquarters of the university.
- (d) The Pro-Rector shall exercise the administrative and financial powers as delegated by the Rector.
- (e) The Pro-Rector shall represent Rector in all outside meetings whenever the Rector is unable to do so.
- (f) The Pro-Rector shall perform duties as assigned by the Rector.

7. Registrar.-

- (a) There shall be a Registrar of the University to be appointed by the Board on the recommendation of the Rector, on such terms and conditions as may be prescribed.
- (b) The experience as well as the professional and academic qualifications necessary for appointment to the post of the Registrar shall be as may be prescribed.

- (c) The Registrar shall be a full-time officer of the University and shall,-
- (i) be responsible for all administrative functions of the headquarter of the University and for the provision of secretariat support to the Authorities of the University;
 - (ii) be the custodian of the common seal and academic record of the University;
 - (iii) maintain a register of registered graduates in the prescribed manner;
 - (iv) supervise the process of selection, appointment or nomination of members to the various authorities and other bodies in the prescribed manner;
 - (v) process admission of candidates for UG as well as PG programmes;
 - (vi) deal with all matters pertaining to University dues including deposit, refund and deferment of tuition fee as well as award of financial assistance and scholarships;
 - (vii) process cases pertaining to migration, relegation, suspension and withdrawal of UG and PG students;
 - (viii) deal with all matters concerning civil works (construction and maintenance) projects;
 - (x) be responsible to deal with discipline matters of HQ NUST and constituent colleges/institutes (Adm/academic pertaining to staff, faculty members and students);
 - (xi) to perform the duty of member Finance Committee and sign the payment cheques as co signatory with DG Finance;
 - (xii) process and pay medical bills of officers and NG Staff of NUST;
 - (xiii) process the cases of hiring of accommodation and payment of rent etc in respect of HQ NUST staff;
 - (xiv) be fully responsible for convocation at PG level and for processing all matters pertaining to UG level convocation;
 - (xv) deal with matters pertaining to issue of degrees and transcripts to UG & PG students;

- (xvi) sign certificates of short courses, seminars and workshops conducted under NUST consulting and various colleges/institutes;
- (xvii) supervise the functions of Public Relations Section; and
- (xviii) perform such other duties as may be prescribed.

8. Director General Finance.-

- (a) There shall be a Director General Finance of the University to be appointed by the Board on the recommendation of the Rector, on such terms and conditions as may be prescribed.
- (b) The experience and the professional and academic qualifications necessary for appointment to the post of the Director General Finance shall be as may be prescribed.
- (c) The Director General Finance shall be the chief financial officer of the University and shall,-
 - (i) carryout the financial management of the University;
 - (i) manage the assets, liabilities, receipts, expenditures, funds and investments of the University;
 - (ii) prepare the annual and revised budget estimates of the University and present them to the Board or a committee thereof for approval and incorporation in the budget to be presented to the Board;
 - (iii) ensure that the funds of the University are expended for the purposes for which they are provided;
 - (iv) have the accounts of the University audited annually so as to be available for submission to the Board within six months of the close of the financial year; and
 - (vi) perform such other duties as may be prescribed.

9. Director of Examinations and Academics.-

- (a) There shall be a Director of Examinations and Academics, to be appointed by the Board on the recommendation of the Rector, on such terms and conditions as may be prescribed.
- (b) The minimum qualifications necessary for appointment to the post of the Director of Examinations and Academics shall be as may be prescribed.

- (c) The Director of Examinations and Academics shall be a full-time officer of the University and shall,-
 - (i) be responsible for all matters connected with academics and the conduct of examinations;
 - (ii) be responsible to schedule and conduct Academic Audit of all colleges/institutes/centers of the University;
 - (iii) be responsible for establishing academic cooperation and collaboration with local/foreign universities of repute;
 - (iv) be responsible for selection, admission and monitoring of NUST students in foreign universities of repute;
 - (v) act as controller of examinations of the University;
 - (vi) be responsible for processing all cases of affiliations with the University; and
 - (vii) perform such other duties as may be prescribed.

10. Director General of Research and Development.-

- (a) There shall be a Director General of Research and Development, to be appointed by the Board on the recommendation of the Rector, on such terms and conditions as may be prescribed.
- (b) The minimum qualifications necessary for appointment to the post of the Director General of Research and Development shall be as may be prescribed.
- (c) The Director General of Research and Development shall be a full-time officer of the University and shall,-
 - (i) be responsible for all matters concerning research and development;
 - (ii) be responsible to scrutinize and process all research proposals for approval including arrangement for necessary funding;
 - (iii) be responsible for commercialization of R&D work;
 - (iv) be responsible to establish linkages with industry to facilitate research;
 - (v) be responsible to conduct R&D Audit of the colleges/institutes/ centers of the university;
 - (vi) be responsible to facilitate internship and placement of NUST students;
 - (vii) establish University Alumni data bank and its regular update; and

(viii) perform such other duties as may be prescribed.

11. Director of Management Information System.-

- (a) There shall be a Director of Management Information System, to be appointed by the Board on the recommendation of the Rector, on such terms and conditions as may be prescribed.
- (b) The minimum qualifications necessary for appointment to the post of the Director of Management Information System shall be as may be prescribed.
- (c) The Director of Management Information System shall be a full-time officer of the University and shall be responsible for all matters connected with management information system and perform such other duties as may be prescribed.

12. Director of Planning and Development.-

- (a) There shall be a Director of Planning and Development, to be appointed by the Board on the recommendation of the Rector, on such terms and conditions as may be prescribed.
- (b) The minimum qualifications necessary for appointment to the post of the Director of Planning and Development shall be as may be prescribed.
- (c) The Director of Planning and Development shall be a full-time officer of the University and shall be responsible for all matters connected with planning and development and perform such other duties as may be prescribed.

12A. Director Human Resource (HR):-

- (a) There shall be a Director Human Resource of the University to be appointed by the Board on the recommendation of the Rector, on such terms and conditions as may be prescribed.
- (b) The experience and the professional / academic qualifications necessary for appointment to the post shall be as may be prescribed.
- (c) The Director Human Resource shall be a full-time officer of the University and shall:-
 - (i) be responsible for compliance and implementation of actions related to HR matters;
 - (ii) ensure monitoring, supervision and guidance for efficient working of the HR Directorate;
 - (iii) ensure handling of matters related to faculty, administrative / technical staff and uniformed personnel like recruitment / selection / employment, deputation / attachment / postings / transfers, fixation of pay & allowances, additional remuneration / advance

increments, promotion / benefits / compensations, leave, security clearance, contracts / bonds / under-takings, move sanctions, attachments / secondments, resignations / termination of service etc;

- (iv) recruit administrative/technical staff (BPS 16 & below) by conducting Selection Committee meetings;
- (v) ensure creation, updation and maintenance of various forms (Performance appraisal, Leave etc);
- (vi) issue experience certificates, No Objection Certificates (NOCs) etc to employees for official visits abroad, studies abroad etc;
- (vii) ensure career planning and counseling of NUST employees, publication of Office Orders, timely issuance of reports and returns etc;
- (viii) work on the aspects related to HR planning such as determining present & future HR needs, demand & supply aspects, career planning / management / placement, training and development, discipline / redressals /representation /statutory complaints / legal matters, vetting / processing of cases concerning performance appraisal, Channel of Reporting, courses / visits / tours (local / abroad) etc;
- (ix) ensure preparation/conduct of selection board /Sub - Selection Board / selection committee meetings;
- (x) perform such other duties as may be prescribed;

13. Commandant/DG/Principal of the college/institute/centre.- The Commandant/DG/ Principal of the college/institute/centre shall be responsible to ensure that the statutes, regulations and policies relating to respective college/institute/centre are duly observed and followed. The Commandant/DG/Principal shall have the following functions and duties with respect to the concerned college/institute/centre, namely:-

- (a) to be the administrative head of the college/institute/centre;
- (b) to supervise the work of Dean in all academic, financial and research matters;
- (c) to encourage, activate and pursue high quality research activities in order to upgrade overall teaching and learning within college/institute/centre;
- (d) to ensure improvement and upgradation of facilities such as laboratories, libraries and other academic infrastructure in consultation with Dean and the heads of the concerned departments;
- (e) to generate R&D funds through sponsored research for further upgradation of libraries, laboratories and research facilities at the college/ institute/ centre;

- (f) to submit budget proposals as required by HQ NUST for approval by NUST Finance Committee;
- (g) to ensure optimum utilization of faculty and staff for teaching, research, academic and administration etc;
- (h) to initiate/endorse annual evaluation report on teaching, research and administrative activities of Dean/Faculty/Academic Staff;
- (i) to process applications of all faculty/staff for study leave;
- (j) to hold Faculty Board of Studies (FBS) meetings regularly as per requirement;
- (k) to implement all decisions of the Academic Council, Executive Committee, Board of Governors, and policies of NUST;
- (l) to initiate proposals regarding allocation of seats for induction of students and recommend criterion for admission to various disciplines for consideration of HQ NUST;
- (m) to consider and recommend cases of migration of students;
- (n) to take disciplinary action against students who have defaulted in the payment of their fees and other dues in time or any other act of ill-discipline and process such cases under existing policy;
- (o) to condone the delay in submission of examination form/ fee with or without late fee;
- (o) to condone the delay in the payment of dues and to remit the late fee fine;
- (q) To keep the Rector adequately and regularly informed on all academic, teaching, research, faculty performance, financial and other related issues like plans for the future etc;
- (r) to submit recommendations to Rector for soliciting any help from other colleges/ institutes of the University; and
- (s) the Commandant/DG/Principal of the College/Institute/Centre, or Dean/one of the Heads of the Departments nominated by him, shall have the power to decide the eligibility of the candidates in line with NUST policy in vogue, for appearing in all the examinations.

CHAPTER IV

FUNCTIONS/DUTIES/ADMINISTRATIVE POWERS OF DEAN OF COLLEGE/INSTITUTE/CENTRE

14. The Dean shall be a PhD faculty with vast and varied experience in teaching and research, and senior enough with good personality and communication skills, to enjoy the respect of every one both within and outside NUST. He shall work under Commandant/DG/Principal and will provide continuity in each college/institute/centre, and head Academic Wing of the college/ institute/centre. He shall be responsible for the academic growth of his college/institute/centre through teaching, research and other scholarly activities. The Dean will have the following functions and duties, namely:-

- (a) to plan, co-ordinate and supervise all academic activities including teaching, curriculum development, examinations, research, publications, workshops seminars/short courses etc in all departments of the academic wing, and supervise the work of HoDs;
- (b) to plan, scrutinize, prioritize and vet the proposals for improvement and maintenance of facilities such as laboratories, libraries, teaching aids etc in each department;
- (c) to prepare budget proposals for consideration by the Commandant/HQ NUST in consultation with Deputy Director (Administration) of the Academic Wing/Staff Officer (NUST Affairs) respectively;
- (d) to ensure that all the members of the teaching and research staff of academic wing attend to their duties in time and for the full duration with full dedication, motivation, and high quality performance ;
- (e) to place all proposals in respect of all subjects and schemes of study received from the HoDs before the Faculty Board of Studies and prepare recommendations for onward submission to the Rector through the Commandant;
- (f) to mobilize resources for teaching and research such as laboratory, library and teaching staff;
- (g) to consider cases of migration of students from other colleges/universities and make recommendations to the Commandant/DG/Principal as per university policy;
- (h) to finalize the semester results after receipt from respective HoDs for final approval by the Faculty Board of Studies;
- (i) to initiate ACRs/OERs of all NUST HoDs and senior faculty members. In case of service officers, the Dean shall write a manuscript report or act as a

Technical Reporting Officer (TRO) in accordance with the respective service rules/ regulations;

- (j) to attend all Academic Council Meetings (ACM) conducted by HQ NUST, alongwith the Commandant;
- (k) to draft policies on academic issues for presentation before the Faculty Board of Studies;
- (l) to preside over the Faculty Board of Studies meetings in the absence of the Commandant;
- (m) to assist the Commandant in scrutinizing the applications of teaching/research staff for recruitment in NUST;
- (n) to draft procedures and propose criterion for admission to various disciplines for consideration in the Faculty Board of Studies/Academic Council;
- (o) to initiate research project proposals/PC-1s for obtaining research funding from public/private sectors;
- (p) to co-ordinate research activities within colleges/departments as well as those jointly undertaken by NUST and outside agencies;
- (q) to build collaboration between NUST faculty, R&D organizations, industry/field organizations, NUST Consulting & Technology Incubation Centre to generate maximum funds; and
- (r) to carryout any other duty assigned to him including acting as Commandant/ DG/Principal (if of proper seniority) in his absence.

CHAPTER V

FUNCTIONS/ DUTIES/ ADMINISTRATIVE POWERS OF HEAD OF THE DEPARTMENT (HoD)

15. The Head of Department shall be a suitably qualified PhD faculty with appreciable experience in teaching and research. HoD will exercise academic and administrative control over faculty and staff of his department in addition to teaching and research. He shall perform the following duties in respect of his department, namely:-

- (a) to supervise the work of all faculty members including planning, organizing, teaching and research work in the department and to ensure that the syllabi are covered in time and research is carried out in accordance with the policies laid down by NUST from time to time;
- (b) to ensure that the provisions of examination policy are being correctly implemented and question papers and answer sheets are being managed appropriately with respect to the specified course contents to ensure quality and fairness;
- (c) to ensure that all faculty in the department monitor/maintain record of attendance of students;
- (d) to recommend names for appointment of Research/Teaching Assistants for approval of the Dean on the recommendations of concerned faculty in accordance with the NUST policies;
- (e) to recommend to the Dean of the college/institute/centre concerned for the creation of divisions/sections within the department;
- (f) to keep the Dean regularly informed of all teaching and research activities and submit periodic reports;
- (g) to submit report regarding teaching, research and development, academic programmes planned and executed by the department to the Dean of the college/institute/centre concerned after each academic session;
- (h) to arrange and manage counseling sessions for concerned students through faculty;
- (i) to assign independent projects/study topics to students and detail project supervisors/advisors for the same;
- (j) to preside over the Departmental Board of Studies (DBS) meetings for finalizing semester results and consider the disposal of academically deficient students for making recommendations to the Faculty Board of Studies (FBS) ;

- (k) to facilitate and provide conducive environment to faculty to carry out R&D during working and non-working hours;
- (l) to assign and oversee project work undertaken by the department;
- (m) to make proposals for improvement and maintenance of facilities such as laboratories, libraries, teaching aids in the department;
- (n) to prepare budget proposals in respect of the department for the consideration of the Dean;
- (o) to ensure that all members of the teaching staff attend to their duties in time and for full duration with dedication, motivation, and high quality of performance;
- (p) to prepare proposals in respect of subjects and schemes of studies and research for consideration of the Dean;
- (q) to prepare time schedule of different classes and their examinations in consultation with Dean;
- (r) to put up suggestions for visiting faculty and workout payment for the same at the specified rate, for approval;.
- (s) to initiate ACRs/OERs of all teaching staff of the department;
- (t) to assist Dean in scrutinizing the applications of teaching/research staff for the departments;
- (u) to assist Dean in all other scholarly activities when so required;
- (v) to attend all Faculty Board of Studies (FBS) meetings of the college /institute/ centre; and
- (w) to perform any other duty as may be assigned to him by the Commandant/ DG/ Principal/Dean from time to time.

CHAPTER VI

FUNCTIONS/DUTIES OF FACULTY

16. Commandant, Director General, Principal, Deputy Commandant, Vice Principal, Dean, Directors, Heads of Departments, Professors, Associate Professors, Assistant Professors, Lecturers and all officers associated with academic/ research programmes of the National University of Sciences and Technology will comprise the faculty.

17. All officers assigned for teaching and research duties at the colleges/institutes/ centres act as faculty and shall be responsible to the Heads of their respective Departments for the following, namely:-

- (a) to prepare and undertake class room and laboratory instructions in assigned courses in accordance with the approved syllabi, training programmes and course plans;
- (b) to make quizzes, One Hour/Mid Semester Tests, and End Semester Examination papers, ensuring security in their preparation, duplication and safe custody before use in accordance with the university policies;
- (c) to give and assess home assignments, quizzes, One Hour/Mid Semester Tests, and End Semester Examinations in their assigned course;
- (d) to grade the students' academic performance, preparing grade sheets and obtaining approval thereof;
- (e) to ensure that final grading is approved by Head of the Department and the grade sheets are correctly and accurately compiled with and submitted to Head of the Department within seven days of the examination being held;
- (f) to ensure class room discipline and punctuality in attendance of students in their classes, and that reports are submitted in respect of the students violating discipline or absenting themselves from the classes;
- (g) to supervise private study sessions of students when so assigned;
- (h) to render additional coaching/assistance to weak students during library/ free hours on their own or on request of the tutors;
- (i) to act as thesis/research supervisor/advisor for students both at UG and PG levels provided they meet the criteria for the job;
- (j) to prepare and develop curricula and its improvements thereon as and when required to make them relevant to the national and international needs; and
- (k) to undertake project study/research work or any other tasks as assigned by Head of the Department.

CHAPTER VII

**APPOINTMENT OF PROFESSOR EMERITUS/DISTINGUISHED
PROFESSOR/HONORARY PROFESSOR**

18. In recognition of extraordinary services and contributions at national and international level, NUST may appoint different categories of Professors after the approval of statutory bodies as indicated against each, namely:-

- | | | | |
|-----|-------------------------|-----|--------------------|
| (a) | Professor Emeritus | ___ | Board of Governors |
| (b) | Distinguished Professor | ___ | Board of Governors |
| (c) | Honorary Professor | ___ | Academic Council |

19. **PROFESSOR EMERITUS**

(1) The description, reward and recognition of the categories of Professors is as below:-

(a) **General.-** The Board of Governors may confer the title of “Professor Emeritus” on any member of academia or officer of own/national/foreign university/ organization in recognition of the distinguished service rendered in the field of education and/or research at national/international level.

(b) **Description.-**

(i) The name of the “Professor Emeritus” shall be inserted in the University Compendium/Prospectus.

(ii) The “Professor Emeritus” shall, for all purposes of courtesy and on ceremonial occasions, be upon the same footing as a member of the Executive Committee, but as such shall not be entitled to the membership of any University Board or to exercise any administrative and executive functions.

(iii) The honour shall carry no formal duties but, a person so designated, may be expected to contribute to the academic life of the University in the form as may be found most agreeable, i.e research, lectures, seminars or colloquia.

(iv) Such facilities and services as exist in the University for its staff to carry on their intellectual pursuits shall be open to the Professor.

(v) The appointment as “Professor Emeritus” shall be for seven years and may be terminated by the Professor Emeritus if he so desires, or by the University if the presence of this person is considered detrimental to the interests of the University or the country which can be determined by the Board only.

- (vi) The BOG's decision shall be final and no appeal shall lie against it.
 - (c) **Reward and recognition.-** The "Professor Emeritus" may be offered honorarium and perks, as decided by the Board of Governors.
- (2) **Distinguished Professor.-**
- (a) **General.** This designation recognizes extraordinary, internationally - recognized scholarly attainment of the university professor in his field of specialization.
 - (b) **Description.-**
 - (i) By nature of the appointment as "Distinguished Professor", the individual is expected to make special contributions to the intellectual advancement of the department as well as to the institution as a whole.
 - (ii) The basic performance criteria and expectation for discipline or field-based "Distinguished Professors" normally is established by the Department Chair and the Dean of the college/institute/centre in which the Professor holds tenure.
 - (iii) Distinguished Professor shall be appointed by the Board of Governors on the recommendations of the Rector.
 - (iv) The availability of such positions is infrequent, determined in individual cases, and dependent solely upon the above expectations and criteria.
 - (v) The appointment as "Distinguished Professor" shall be for five years.
 - (c) **Reward and recognition.-**
 - (i) An additional salary consistent with the appointment to a "Distinguished Professor" is recommended by the respective Commandant/ Principal/ DG. This salary is over and above to what is available in the annual salary pool.
 - (ii) An annual allocation of funds by the appropriate authority shall be made to support the faculty member's professional activities, to be expended by the Professor in accordance with University policies.
 - (iii) To mark the occasion of the appointment, the individual is expected to present an inaugural seminar after which he shall be presented with a special medallion to honour the faculty.

(3) **Honorary Professor.-**

- (a) **General.-** Subject to the discretion of Academic Council in any specific case, an “Honorary Professor” with eminence in a particular field shall hold office on terms and conditions to be determined by the Rector.
- (b) **Description.-**
 - (i) The appointment as “Honorary Professor” shall be for three years.
 - (ii) “Honorary Professor” shall be appointed by Rector on the recommendations of the Academic Council.
- (c) A faculty appointed as “Honorary Professor” shall be accorded.-
 - (i) the rank of a professor of the University on all occasions and for University ceremonial purpose; and
 - (ii) such other rights, honours and privileges that the Academic Council may determine from time to time.

CHAPTER VIII

AFFILIATION OF EDUCATIONAL COLLEGES/ INSTITUTES/CENTRES WITH THE UNIVERSITY

20. Any college/institute/centre shall be granted affiliation or admitted to the privileges of the University with the approval of the Board.

21. **Application for affiliation.**- A college/institute/centre applying for affiliation with the University shall make a written application to the University at least six months before the commencement of the academic year from which the affiliation is sought to take effect, and shall satisfy the following conditions, namely:-

- (i) that the college/institute/centre is under the management of a Government Body or of a regularly constituted governing body;
- (ii) that the quality of output meets the national / international standards;
- (iii) that the financial resources of the college/institute/centre are such as to enable it to make due provisions for its continued development, maintenance and efficient working;
- (iv) that the strength and qualifications of the faculty/staff, and the terms and conditions of their services, are adequate to make the provision of the courses of instruction, teaching, and research work to be undertaken by the college/institute/centre;
- (v) that the college/institute/centre has framed effective rules pertaining to system of studies, syllabi, examinations and research etc in conformity with those of the University;
- (vi) that the laid down criteria and existing parameters of the university in respect of the following are met, namely:-
 - (a) Eligibility criteria of student induction and tuition fee structure.
 - (b) Standards for recruitment of faculty.
 - (c) System of examinations.
 - (d) Curricula of various academic programmes.
 - (e) Student faculty ratio.
 - (f) Standard of labs and libraries, etc;
- (vii) that the college/institute/centre has framed proper rules regarding efficiency and discipline of its faculty/staff and other employees;
- (viii) that the building in which the college/institute/centre is located is suitable from academic and administrative points of view and as per standard practice for reputed educational institutes;

- (ix) that well equipped laboratories, a well stocked modern library and other connected academic and research services have been established as per international standards;
- (x) that where affiliation is sought in any branch of experimental sciences, due arrangements have been made for imparting instructions in that branch of sciences in a properly equipped laboratory and other places of practical work;
- (xi) that due provision has been or shall (so far as circumstances may permit) be made for the residence of its Principal /Dean and members of the teaching staff in or near the college/institute/centre or the place provided for the residence of students; and
- (xii) that the affiliation of the college/institute/centre will not be detrimental to the interests of education or discipline of any other college/institute/centre in its proximity or NUST as a whole .

22. The application shall further contain an undertaking that, after the college/institute/centre is affiliated, any transference of, and changes, in the management and in the teaching staff, shall be reported to the University forthwith, and that the teaching staff shall possess such relevant qualifications and experience as are, and may be, prescribed.

23. **Affiliation Committee.-** The Affiliation Committee shall consist of:-

- (a) the Rector who shall act as Chairman of the Affiliation Committee;
- (b) the Pro-Rector who shall act as Vice Chairman;
- (c) nominated Commandants/DGs/Principals/Deans of the constituent colleges/institutes/centres;
- (d) the Registrar;
- (e) Director Examinations and Academics of the University who shall act as a member/Secretary to the Committee; and
- (f) any other member as directed by the Chairman of the Committee.

24. After necessary evaluation of the application for affiliation, a Technical Evaluation Committee (TEC) shall be constituted under the explicit orders of the Chairman Affiliation Committee. The Committee shall visit the concerned institute and submit its report including recommendations to the Chairman Affiliation Committee. The TEC shall comprise:-

- (a) Pro-Rector - Convenor of the Committee;
- (b) Registrar and Director Examinations and Academics;
- (c) minimum three senior faculty members of relevant disciplines from the constituent colleges/institutes/centres;
- (d) representatives from R&D, MIS and Finance Directorates;

- (e) Deputy Director Examinations who shall also act as Secretary to the Committee; and
 - (f) any other member as required by the convenor of the Committee.
25. The functions of the Affiliation Committee shall be,-
- (a) to inspect the college/institute/centre seeking affiliation with, or admission to the privileges of the University and to advise the Board thereon;
 - (b) to inquire into complaints alleging breach of conditions of affiliation by affiliated colleges/institutes/centres and to advise the Board thereon; and
 - (c) to perform such other functions as may be prescribed by Regulations/ Board/ Chairman.
26. **Grant of affiliation.-** The Board may, after considering the report of the Affiliation Committee, grant or refuse to grant affiliation to the college/institute/centre applying for it.
27. **Extension of affiliation.-** Where a college/institute/centre desires to add to the courses of instruction in respect of which it is affiliated, the procedure prescribed for affiliation of colleges/institutes/centres shall be followed to the extent of its relevance.
28. **Inspection and report.-** Every college/institute/centre affiliated to the University shall furnish such reports, returns and other information as the University may require enabling it to judge the efficiency of the college/institute/centre.
29. The University shall cause every such college/institute/centre to be inspected biennially and on need basis by one or more competent persons authorized by it.
30. The University may call upon any college/institute/centre affiliated to it to take, within a specified period, such actions as may appear to the University to be necessary in respect of any of the matters referred to in the previous subsections dealing with application for affiliation.
31. **Disaffiliation. -** If a college/institute/centre affiliated to the University has failed to observe any of the conditions of its affiliation, or its affairs are conducted in a manner which is prejudicial to the interests of education, the rights conferred on the college/institute/centre by affiliation may, on a report made by the Affiliation Committee and with the approval of the Board, be withdrawn in whole or in part or modified. However, the Board may, on a report of the affiliation Committee, and after considering such representation as the college/institute/centre may wish to make , restore to it such rights either in whole or in part.
32. The procedure to be followed for the withdrawal of affiliation shall be such as per the university policy.

CHAPTER IX

AWARD OF HONORARY DEGREE

33. The Board may, after consideration of the recommendations of the Executive Committee/Academic Council, confer an Honorary Degree on any person without requiring him to take an examination, if it is satisfied that he is a fit and proper person to receive such a degree by reason of his eminence in the field of sciences and technology, or in view of his distinguished services to the country, NUST or humanity in general.

34. The decision of the Board to confer such a degree shall be made at a meeting held after proper notice, and is supported in each case by the opinion of majority of the members present in the meeting.

35. The decision of the Board to confer such a degree shall be submitted for information to the Chancellor and the Patron-in-Chief.

CHAPTER X

BOARD OF GOVERNORS/ EXECUTIVE COMMITTEE/ACADEMIC COUNCIL

36. The description of Board of Governors and its powers and functions are as follows:-
- (a) **Board of Governors (Board).**- The general supervision and control of the affairs of the University, and the power to lay down the policies of the University, shall vest in the Board.
 - (b) **Composition.**- The composition of the Board shall be the same as given in sub section (1) of section 12 of the Act and as amended from time to time.
 - (c) **Powers and Functions.**-
 - (i) the Board shall have the power of general supervision over the University and shall hold the Rector and the authorities accountable for all the functions of the University. The Board shall have all powers of the University not expressly vested in an authority or officer and all other powers that are necessary for the performance of its functions.
 - (ii) without prejudice to the generality of the foregoing provisions, the Board shall have the following powers, namely:-
 - (a) to approve the proposed annual plan of work, the annual and revised budgets, the annual report and the annual statement of account;
 - (b) to lay down policy for the administration of the property, funds and investment of the university including the approval of the sale and purchase or acquisition of immovable property;
 - (c) to oversee the quality and relevance of the University's academic programmes and to review the academic affairs of the University;
 - (d) to institute schemes, directions and guidelines for the terms and conditions of appointment of all officers, teachers and other employees of the University;
 - (e) to approve the appointment of the Deans, Professors, Associate Professors and such other senior faculty and senior administrators as may be prescribed;
 - (f) to approve strategic plans;

- (g) to approve financial resource development plans of the University
 - (h) to consider and approve the drafts of Statutes and Regulations proposed by the Committee and the Academic Council. The Board may frame a statute or regulation on its own initiative and approve it after calling for the advice of the Committee or the Academic Council as the case may be;
 - (i) to annul by order in writing the proceedings of any authority or officer if the Board is satisfied that such proceedings are not in accordance with the provisions of the Charter after calling upon such authority or officer to show cause why such proceedings should not be annulled;
 - (j) to recommend to the Patron-in-Chief for removal of any member of the Board in accordance with the provisions of the Charter;
 - (k) to make appointment of members of the Committee, other than ex-officio members, in accordance with the provisions of the Charter;
 - (l) to make appointment of members of the Academic Council, other than ex-officio members, in accordance with the provisions of the Charter;
 - (m) to appoint Emeritus and Distinguished Professors on such terms and conditions as may be prescribed;
 - (n) to remove any person from the membership of any authority if such person,-
 - (i) has become of unsound mind; or
 - (ii) has become incapacitated to function as member of such authority; or
 - (iii) has been convicted by a court of law for an offence involving moral turpitude; and
 - (o) to determine the form provide for the custody and regulate the use of the common seal of the University.
- (d) The Board may, subject to the provisions of the Charter, delegate all or any of the powers and functions to any authority, officer or employee of the university at its main campus or to any authority, committee, officer or employee at its additional campuses for the purpose of exercising such powers and performing such functions in relation to such additional

campuses, and for this purpose the Board may create new posts or positions at the additional campuses.

- (e) **Visitation.**- The Board may, in accordance with the terms and procedures as may be prescribed, cause an inspection to be made in respect of any matter connected with the University.
- (f) **Meetings of the Board.**-
 - (i) The Board shall meet at least once during a year for regular or scheduled meetings and may meet at any other time at which a special meeting thereof be called by the Chairman of the Board.
 - (ii) Not less than ten clear days' notice of a special meeting shall be given to the members of the Board and the agenda of the meeting shall be restricted to the matters specified in the agenda to be annexed to such notice.
 - (iii) The quorum for a meeting of the Board shall not be less than fifty per cent of its members.

37. The description of the Executive Committee and its powers and duties are as follows:-

- (a) **Executive Committee.**- The Executive Committee shall deliberate and decide on various aspects related to the functioning of the University and recommend specific measures to the Board for approval as given in the Charter.
- (b) **Composition.**- The composition of the Executive Committee shall be the same as given in sub section (1) of section 14 of the Act and as amended from time to time.
- (c) **Powers and duties.**-
 - (i) The Committee will be the executive body of the University and shall, subject to the provisions of the Charter and the Statutes, exercise general supervision over the affairs and management of the University.
 - (ii) Without prejudice to the generality of the foregoing provision, and subject to the provisions of the Charter and the Statutes and directions of the Board, the Committee shall have the following powers, namely:-
 - (a) to consider the annual report, the budget estimates and to submit these to the Board;
 - (b) to transfer and accept transfer of movable property on behalf of the University;

- (c) to enter into, vary, carry and cancel contracts on behalf of the University directly or through a technical project board;
- (d) to cause proper books of account to be kept for all sums of money received and expended by the University and for the assets and liabilities of the University;
- (e) to invest any money belonging to the University including any unapplied income in any of the securities described in section 20 of the Trusts Act 1882 (Act II of 1882), or in the purchase of immovable property or in such other manner, as it may prescribe, with the like power of varying such investments;
- (f) to receive and manage any property transferred, and grants, requests, trust, gifts, donations, endowments, and other contributions made to the University;
- (g) to administer any funds placed at the disposal of the University for specified purposes;
- (h) to provide the buildings, libraries, premises, furniture, apparatus, equipment and other means required for carrying out the work of the University;
- (i) to establish and maintain halls of residence and hostels or approve or license hostels or lodgings for the residence of students;
- (j) to recommend to the Board admission of educational institutions to the privileges of the University and withdraw such privileges;
- (k) to arrange for the inspection of colleges/institutes/centres and the departments;
- (l) to institute Professorships, Associate Professorships, Assistant Professorships, Lectureships, and other teaching posts or to suspend or to abolish such posts;
- (m) to create, suspend or abolish such administrative or other posts as may be necessary;
- (n) to prescribe the duties of officers, teachers and other employees of the University;
- (o) to report to the Board on matters with respect to which it has been asked to report;

- (p) to appoint members to various Authorities in accordance with the provisions of the Charter;
- (q) to propose drafts of statutes for submission to the Board;
- (r) to regulate the conduct and discipline of the students of the University;
- (s) to take actions necessary for the good administration of the University in general and to this end exercise such powers as are necessary;
- (t) to delegate any of its powers to any Authority or officer or a committee; and
- (u) to perform such other functions as have been assigned to it by the provisions of the Charter.

38. The description of the Academic Council and its powers and functions are as follows:-

- (a) **Academic Council.-** The Academic Council shall act as an advisory as well as an implementing body, on all matters relating to the conduct of examinations, revision and updating of course syllabi, quality of education, duration of all courses including conduct of postgraduate classes in specified disciplines and quality of research.
- (b) **Composition.-** The composition of the Academic Council shall be the same as given in sub section (1) of section 15 of the Act and as amended from time to time.
- (c) **Powers and functions.-**
 - (i) The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of the Charter, have the power to lay down proper standards of instruction, research and examinations and to regulate and promote the research and academic life of the University and the colleges/institutes/centres.
 - (ii) Without prejudice to the generality of the foregoing provisions, and subject to the provisions of the Charter, the statutes and the regulations, the Academic Council shall have the power,-
 - (a) to approve the policies and procedures pertaining to the quality of academic programmes including research;
 - (b) to approve academic programmes;

- (c) to approve the policies and procedures pertaining to student related functions including admissions, expulsions, punishments, examinations and certification;
- (d) to approve the policies and procedures assuring quality of teaching and research and monitor their implementation;
- (e) to recommend the policies and procedures for affiliation of other educational institutions;
- (f) to propose to the Committee schemes for the constitution and organization of Faculties, teaching departments and boards of studies;
- (g) to formulate policy for paper setters and examiners for all examinations of the University after receiving panels of names from the relevant authorities, wherever applicable;
- (h) to institute programmes for the continued professional development of University Teachers at all levels;
- (i) to recognize the examinations of other Universities or examining bodies as equivalent to the corresponding examinations of the University under the prescribed conditions;
- (j) to regulate the award of studentships, scholarships, exhibitions, medals and prizes;
- (k) to frame non-academic regulations for submission to the Board, and approve academic regulations for smooth conduct of academic programmes and R&D;
- (l) to prepare an annual report on the academic performance of the University; and
- (m) to perform such functions as may be prescribed by Regulations.

CHAPTER XI

NUST EMPLOYEES (SERVICE, APPOINTMENT, PROMOTION AND TRANSFER)

39. **Definitions.-** (1) In this part, unless there is anything repugnant in the subject or context,-

- (a) “Act” means the National University of Sciences and Technology Act, 1997 (XX of 1997);
- (b) “appointment on contract” means appointment made on contract basis, on mutually agreed terms and conditions;
- (c) “Audit Officer” means Audit Officer of the University;
- (d) “Basic Pay Scale” means scales of pay announced by the Federal Government, including revision from time to time;
- (e) “cadre” means a part of the University Service sanctioned or prescribed as a separate unit;
- (f) “competent authority in relation to exercise of any powers” means;-
 - (i) the Board or any officer to whom such powers have been delegated by the Board; or
 - (ii) the Rector or any officer to whom such powers have been delegated by the Rector;
- (g) “family” includes wife, children and dependent parents for medical treatment;
- (h) “fee” means a non-recurring payment to an employee from a source other than by the University;
- (i) “honorarium” means a recurring or non-recurring payment granted to an employee from the University fund in recognition of voluntary good service or special work of an occasional character with the sanction of the competent authority;
- (j) “month” means a calendar month according to the British Calendar;
- (k) “NUST Employee” means a person duly appointed by the competent authority of the University against any of the posts in NUST including faculty, administrative and technical staff;

- (l) “pay” means an amount drawn monthly by an employee as;-
 - (i) the pay which has been sanctioned for a post;
 - (ii) special pay and deputation pay; and
 - (iii) any other emoluments which may be classified as pay;
- (m) “prescribed” means prescribed by these statutes;.
- (n) “remuneration” means a recurring or non-recurring payment or reward granted to an employee from the University fund for extra or additionally rendered services or work of an occasional character with the sanction of the competent authority;
- (o) “Selection Authority” means the NUST Selection Board or Selection Committee or any other authority or body on the recommendations of or in consultation with which any appointment or promotion, as may be prescribed, is made;
- (p) “Selection Board”, means the Board consisting of Rector as Chairman, Commandants/Principals/DGs of colleges/institutes/centres and other members as may be appointed from time to time by NUST for the purpose of selection for initial appointment, promotion, extension in contract etc of faculty and administrative/technical staff (BPS 17 and above);
- (q) “Selection Committee” means a Committee constituted by Rector NUST for the purpose of making selection for initial appointment, promotion etc of Administrative/Technical Staff (BPS-1 to 16) in NUST by Commandant/Principal/DG/Registrar as Chairman and other relevant members as may be prescribed; and
- (r) “temporary appointment” means an appointment on a post other than the permanent post.
- (2) All other words and expressions used, but not defined herein, shall have the same meaning as is assigned to them in the Act;

40. **Extent of Application.**- (1) Except as otherwise provided, these Statutes shall apply to all persons in the service of the University whose pay is debitable to the University Fund.

- (2) These statutes shall not apply to;-
 - (a) any employee or class of employees to whom the Selection Board may, by general or special order, direct that they shall not apply in whole or in part; and
 - (b) the holders of scholarship, fellowship and other kinds of stipend;

CHAPTER XII

GENERAL PROVISIONS

41. **Classification of University service.-** Subject to the general powers of the Board to create and abolish posts according to the needs and requirements of the University, the University service shall comprise the following categories, namely:-

- (a) **Category-I.-** Staff authorised in the TO&E/PC-Is of NUST including,-
 - (i) Administrative and Technical Staff (Civilian/Military) BPS 17 and above; and
 - (ii) Administrative and Technical Staff (Civilian/Military) BPS 1 to 16.
- (b) **Category-II.-** All contract employees of NUST employed on academic and administrative/technical appointments on Government pay scales.
- (c) **Category-III.-** On deputation from Federal/Provincial Governments, Autonomous/ Semi Autonomous bodies, Armed Forces/Military Engineering Services (MES), etc. However, approval of the concerned Ministry will be essential.
- (d) **Category-IV.-** All faculty members employed on contract on special pay package.

42. **Posts, scales of pay and qualifications.-** The designations, qualifications and scales of pay for appointment of various categories of employees shall be as per following schedules which shall be issued separately as amended/improved from time to time, namely:-

- (a) **Schedule-I.-** Designation of posts and criteria for initial employment of Faculty and Administrative/Technical Staff (all categories).
- (b) **Schedule-II.-** NUST special pay scales for selected Faculty and Administrative/ Technical staff (all categories), based on their performance and market value.

43. **Deputation allowance/pay.-** All category-III employees shall be eligible for deputation allowance/pay as per the Government rules.

44. **Appointing authority for all categories.-** (1) The authorities competent to make appointment to academic, administrative and technical staff in various Basic Pay Scale (BPS) shall be as follows; namely :-

S/No	BPS	Appointing Authority
(i)	17 and above	Rector – Based on the approval of the Selection Board as per details given in (Statute 51 Part-I).
(ii)	1 to 16 (Employees of HQ)	Director HR NUST for HQ NUST - based on recommendation by the Selection Committee as specified in (Statute 52 Part-I).
(iii)	1 to 16 (Civilian employees)	Respective Commandants / Principals/Director HR for colleges / institutes/ centres based on recommendation by the Selection Committee as specified in (Statute 53 Part-I).
(2)	Before actual employment (normal/emergent) through Selection Committee, clearance shall invariably be obtained from HQ NUST to ensure availability of funds.	

45. **Selection procedure for categories I and II.-** Appointment to posts of NUST shall be made by any of the following methods after due advertisement in the newspapers where required. All appointments shall be made on the basis of merit, qualifications, experience, character, health, efficiency, etc;-

- (a) by initial appointment;
- (b) by promotion or transfer;
- (c) by contract; or
- (d) on deputation/posting from other organizations/departments.

46. **Initial appointment.-** Initial appointment to posts in various BPS (1 to 21) shall be made on the recommendation of the Selection Board and the Selection Committee, by the appointing authority according to the category for which employed. Initial appointment for categories such as Security Guard, Driver, Cook, Waiter, Dish washer, Masalchi, Receptionist, Helper, Room Attendant, Care Taker, Gutter Collie, Labourer, Mali, Sanitary Worker, Generator Operator, Pump Operator, Valve Man, Gas Fitter, Line Man, Electrician, Carpenter, Painter, Plumber, Welder, Mason, Pipe Fitter, Complaint Receiver etc may be made on daily wages against the vacant authorized posts for a duration not exceeding three months to check their suitability. Subsequently their cases will be processed for proper employment subject to their fitness for the job.

47. **Appointment by promotion or transfer.-**

- (a) Appointment by promotion or transfer shall be made as per statute 44.
- (b) University employees can be transferred from one post to another generally in their normal line of duty in Pakistan and abroad in the service of NUST.
- (c) Transfer of employees from one College/Institute/Centre to another College/Institute/Centre shall be made in consultation with the concerned head of the College/Institute/Centre where applicable.

48. **Temporary or contract appointments.-** Temporary or contract appointments may be made for a maximum period of two years, to meet the emergent needs of NUST on as required basis by Rector who shall subsequently seek the approval of the Selection Board. Demand for the academic/administrative/technical NUST staff shall be forwarded to HQ NUST by the concerned colleges/institutes/centres with information to their Directorates. The selection may be made through a Selection Board specified for the purpose.

49. **Appointment on deputation.-** Demand of academic/administrative/technical staff for HQ NUST and the Colleges/Institutes/Centres may also be met from Federal/Provincial Governments and autonomous/semi autonomous bodies, Armed Forces including MES when so required.

50. Vacancies in all posts in NUST/Colleges/Institutes/Centres shall be filled on all Pakistan basis in accordance with the merit. A candidate for appointment other than the faculty/adviser shall be a citizen of Pakistan, provided that this requirement may be relaxed with the approval of the competent authority.

51. **Selection Board.-** The appointment of faculty shall be made on a special pay package as approved by the Selection Board from time to time, on contract, through a Selection Board, which shall consist of the following members. The Selection Board may however be divided into sub-Boards to make it more focused/subject oriented:-

- | | | | |
|-----|---|---|------------------|
| (a) | Rector NUST | - | Chairman |
| (b) | Pro-Rector NUST | | Member |
| (c) | Director Generals of concerned Directorates | - | Member |
| (d) | ACNS (Trg), NHQ | - | Member |
| (e) | ACAS (Trg), AHQ | - | Member |
| (f) | Director General R&D | - | Member |
| (g) | Heads of the concerned
Colleges/Institutes/Centres | - | Member |
| (h) | Director General Finance NUST | - | Member |
| (j) | Registrar | - | Member |
| (k) | Director Examinations and Academics | - | Member |
| (l) | Director Managemnt Informtation System | - | Member |
| (m) | Director Human Resource Management | - | Member |
| (n) | Representatives from Personnel and Intelligence
Directorates of concerned Services HQ. | - | Member |
| (o) | Subject specialists from constituent colleges
/institutes/centres | - | In
Attendance |
| (p) | Any other member nominated by the Chairman Selection Board | | |

52. Selection Committee for Basic Pay Scale 1 to 16 employees of HQ NUST shall be as under:-

- | | | | |
|-----|--|---|----------|
| (a) | Director HR | - | Chairman |
| (b) | Deputy Director Human Resource Directorate | - | Member |
| (c) | Deputy Director Administration | - | Member |
| (d) | Deputy Director Examinations and Academics Directorate | - | Member |
| (e) | Deputy Director Finance Directorate | - | Member |
| (f) | Deputy Director R&D Directorate | - | Member |
| (g) | Assistant Director MIS Directorate | - | Member |
| (h) | Representative from Personnel and Intelligence Directorates of GHQ | - | Member |
| (j) | Any other member nominated by the Chairman Selection Board | | |

53. Selection Committee for Basic Pay Scale 1 to 16 for civilian employees of NUST to be appointed in the institutions shall be as under:-

- | | | | |
|-----|--|---|----------|
| (a) | Commandant of the constituent College and Principal/ Director HR for school/institute/centre | - | Chairman |
| (b) | Staff Officer NUST Affairs where available | - | Member |
| (c) | 2 senior officers/faculty members from the concerned College/Institute/Centre | - | Member |
| (d) | Representative from HQ NUST | - | Member |
| (e) | Representatives from Personnel and Intelligence Directorates of concerned Services HQ | - | Member |
| (f) | Any other member nominated by the Chairman Selection Committee | | |

54. **Extension of contract employment.-** All those employees on contract who successfully/ satisfactorily complete their initial contract period, may be granted extension in tenure as deemed fit.

55. Short term vacancies in the posts falling within the purview of the Selection Board/Committee, may be created for a period not exceeding twelve (12) months and filled by the Rector on a purely temporary basis after receiving the recommendations from the respective Colleges/Institutes/Centres and HQ NUST Directorates. Procedure as laid down for initial appointment shall be followed as far as possible unless an emergent situation exists.

56. **Probation.-** A person appointed to a post by initial appointment shall be on probation for a period of one year if employed on government pay scales and in case of faculty employed on contract on special pay package for the period as envisaged in the contract which can be curtailed or extended as deemed necessary by the competent

authority. Removal from probation shall be done by the competent authority based on performance (feedback, OER etc) and recommendation from concerned Head of College/Institute/Centre/ Directorate of HQ NUST.

57. Confirmation.-

- (a) Confirmation of a University employee (excluding faculty) shall be made in order of seniority, in a permanent post on which no other University employee holds any lien.
- (b) On confirmation of University employee in a post, his lien, on any other post shall stand terminated.
- (c) There shall be no confirmation against a temporary post or in case an employee is proceeded against under the efficiency and discipline statutes till the inquiry is completed and the employee concerned is exonerated.
- (d) An employee who, during the period of his service, is eligible to be confirmed but retires from service, before being confirmed shall not, merely by reason of such retirement, be refused confirmation or any benefit accruing there from.
- (e) Confirmation of an employee shall take effect from the date of occurrence of permanent vacancy in the post or from the date of continuous officiation in such post, whichever is later.

58. Seniority.- Seniority of an employee (other than faculty members and deputationists of the University shall be determined as follows:-

- (a) Separate seniority of the employee shall be maintained in their respective line of the promotion from the date of their regular appointment.
- (b) Seniority of a University employee shall be reckoned from the date of his regular appointment/promotion.
- (c) The appointing authority shall, in the month of January every year, revise the seniority list.
- (d) Seniority of University employees appointed in a batch or on the same date shall be determined as under:-
 - (i) Seniority on initial appointment to service shall be determined from the date the service was physically joined. In case more than one person join the service on the same date, the seniority shall be in order of merit assigned by the Selection Authority. Provided further that a person selected in earlier selection shall rank senior to a person selected in a later selection.

- (ii) In the case of persons appointed by promotion, on the basis of their seniority in the lower BPS.
- (iii) In the case of persons appointed by initial recruitment vis-a-vis persons appointed by promotion, the latter shall rank senior to the person appointed by initial recruitment.
- (iv) In the case of persons not covered by paragraphs (i), (ii) and (iii) of clauses (d) on the basis that persons older in age shall rank senior to persons younger in age.
- (e) In specially meritorious cases, Basic Pay Scale -21 along with allowances and fringe benefits may be allowed, with the approval of the Board, to technical and professional officers without requiring them to move from their technical posts where their expertise is particularly needed. The number of such beneficiaries shall not exceed 30 % of the total number of posts in B-20 or equivalent in any particular cadre. This provision is in accordance with Government rules and is also being followed by the Universities.

59. **Promotion.-**

- (a) An employee possessing the minimum prescribed qualifications shall be eligible for promotion to a post in the next higher BPS.
- (b) A post referred to in (clause (a)) may either be a selection post or a non selection post to which promotion shall be made as prescribed.
- (c) In the case of a selection post, promotion shall be made on the basis of selection on merit, and in the case of non selection post on the basis of seniority-cum-fitness.
- (d) Where an employee is required to serve in a post outside the NUST, his terms and conditions of service as to his pay shall not be less favourable than those to which he would have been entitled if he had not been so required to serve.
- (e) All promotions shall be made by the Selection Board and Selection Committee as the case may be.
- (f) Promotion of all categories of faculty (on contract) shall be made as per the provisions of NUST Statutes and criteria evolved and amended from time to time by the Board.

60. **Lien.-**

- (a) **Acquisition of lien.-** A University employee on substantive appointment to any permanent post shall acquire a lien on that post and shall cease to hold any lien previously acquired on any other post.
- (b) **Retention of lien.-** A University employee holding substantively a permanent post shall retain his lien on that post as under:-

- (i) While performing the duties of that post.
- (ii) While holding another temporary or tenure post or officiating in another post.
- (iii) While serving in another organization including Government organization, with the previous permission of competent authority having kept his lien in the University, subject to a maximum of five years.
- (iv) While on leave.
- (v) While under suspension.

61. **Officer Evaluation Report (OER)/Annual Confidential Report (ACR).-**

- (a) All employees of NUST of BPS-5 and above shall be reported upon annually by the concerned officer through OER (ACR for BPS 5 to 16) on 1st January of each year. The proforma and instructions on the subject shall be issued by the University.
- (b) Reports shall normally be initiated at the end of each year, but officers vacating their appointment between 1st July and 31st December shall leave behind them, interim reports on all individuals for whom they are responsible.
- (c) This report is to be shown to the individual concerned who shall sign it with date. If however, there is an “Adverse Report” or contains remarks of an adverse nature, a copy of the adverse remarks shall be communicated in writing to the individual reported upon as soon as possible. A copy of the communication shall be added to the dossier.
- (d) The appointing authority shall cause a personal file to be maintained in respect of NUST employees.

62. **Record of service.-**

- (a) Service record of each employee shall be maintained in such form as may be prescribed by the University.
- (b) OER/ACR about the periodic evaluation of the performance and conduct of each employee shall be recorded in such form as may be prescribed by the University.

63. **Termination from service.-** Appointment except for the statutory one, in the University shall be terminated on a three months notice by the competent authority for all contract employees, and for temporary/probationary employees at one month notice. All deputationists including Armed Forces Personnel, if found unsuitable, may be returned after

approval by the concerned Services HQ/parent departments. An unsuitability report shall also be initiated by the University.

64. Resignation from service.-

- (a) A permanent/regular employee may submit resignation following the government procedures in vogue.
- (b) A contract employee may resign from his post by giving three months notice in writing or on payment by him to University a sum equal to his basic pay of three months, subject to approval of competent authority.
- (c) A temporary/probationary employee may resign from his post by giving one month's prior notice in writing or on payment by him to NUST, a sum equal to basic pay for one month, subject to approval of competent authority.

65. The condition of recovery of pay in notice period may be waived by the appointing authority in special cases.

66. Except otherwise provided, no employee of the University may be reduced in rank or removed from service, without following the prescribed procedure for the purpose.

67. Retirement from Service.- The date of retirement of a regular employee on BPS, shall be the date on which he attains the age of sixty years unless otherwise specified: provided that a retiring pension is granted to a NUST employee who is permitted to retire after completing qualifying service of twenty five years. Such a pension is also granted to NUST employee who is required by NUST to retire after completing twenty-five years qualifying service or more. Provided further that a NUST employee against whom a departmental proceeding is not pending has the right to retire from service after completion of twenty five years qualifying service. Such a NUST employee shall, at least three months before the date on which he intends to retire, be required to submit a written intimation to authority competent to fill the appointment, by him at the time of submitting that intimation indicating the date on which he intends to retire. Such an intimation, once submitted shall be final and shall not be allowed to be modified or withdrawn. However, before formal acceptance of the request, he may, if so desires, withdraw his application for premature retirement: provided also that NUST has the right to retire any regular NUST employee after he has completed twenty five years qualifying service: provided also that in case of voluntary retirement of NUST employee, the Director Generals/Directors/Centres of NUST, Commandants/Principals/DGs of the Colleges/Institutes/Centres are responsible for ensuring verification of qualifying service for pension by the Audit within one month from the date of receipt of application for voluntary retirement after twenty five years qualifying service. If the qualifying service comes out to be less than twenty five years, the NUST employee shall continue to serve till he completes that length of service. The fact of the shortfall in the qualifying service may be pointed out by the DGs/Directors of NUST, Commandants/Principals/DGs of the Colleges/ Institutes/Centres to the NUST employee concerned before the expiry of the three months notice period: provided also that a NUST employee who applies for retirement under the first proviso para or who attains the age of sixty years during an academic year shall continue to serve till the end of the academic year or the project unless directed otherwise by the appointing authority; and in case, an employee has

executed an agreement to serve the University for a specific period in consideration of having been granted a scholarship, fellowship or leave by the University for the purpose of study or research, he shall not be entitled to exercise the option mentioned in first or third/ proviso until he completes the period mentioned in the agreement executed by him.

68. Counting of former Service.- In case of a government servant, who resigns from the public service to take up an appointment in NUST as its regular employee after due process of appointment, his resignation may not be treated as resignation of the public service, in terms of Article 418 (b) of CSR, and government service of such an employee, rendered in previous organization, shall be counted for the purpose of pension. However, NUST shall accept his full pensionary liability provided the previous government organization/ department pays pension contributions to NUST at the prescribed rates in respect of the government service rendered by the said employee. Unless otherwise specified, this shall be subject to the following conditions, namely :-

- (a) the application for appointment to the relevant post in the autonomous organization concerned was made by the government servant concerned through proper channel, or it was with the written consent of the competent authority in the government department concerned that the new appointment in NUST was taken up;
- (b) the government servant concerned had, while tendering resignation from the public service, stated clearly that he was doing so to take up another appointment in NUST. This shall be supported by his letter of resignation and its acceptance by the competent authority; and
- (c) the service rendered by the government servant concerned in the previous government department was pensionable.

69. Employment after retirement.- An employee who has retired from service honourably and who is mentally and physically fit, may be re-employed in the interest of the University, subject to the approval of competent authority, on the following terms and conditions, namely:-

- (a) the period of re-employment shall not exceed three years at a time and shall not exceed beyond the age of 65 years, unless specified otherwise. This does not apply to statutory appointments;
- (b) when a retired civil servant or a retired officer of the Armed Forces, is re-employed under the government controlled autonomous, semi-autonomous bodies and corporations after superannuation or after completion of 30 years full pensionable service, in an equivalent rank, the initial pay of such a government servant shall be fixed at that stage of the time scale of the post at which he was drawing his pay before retirement. In addition, full service pension as admissible under the rules shall be paid;

- (c) a re-employed government servant shall earn increment under the normal rules. Advance increments may be granted in special cases;
- (d) in addition to pay, full pension shall be admissible to the re-employed civilian servant if they qualify for it under the rules;
- (e) temporary NUST employees and re-employed pensioners with service of two years or more shall become compulsory subscribers to the General Provident Fund as soon as the period exceeds two years;
- (f) Army Officers working in existing vacancies in NUST may be adjusted in the same vacancies on retirement for the sake of continuity and efficiency, if the officers so desire and Rector recommends; and
- (g) retired military/civilian officers who compete with other candidates, may be employed on special pay packages depending on their market demand. They shall not be treated as re-employed individuals.

70. **Conduct.-** The conduct of an employee shall be regulated by the NUST employees (Conduct) Statutes (revised) 1993, or instructions issued by the NUST whether generally or in respect of a specific group or class of employees.

71. **Efficiency and discipline.-** An employee shall be liable to disciplinary action and penalties in accordance with the procedure prescribed in the NUST employees (Efficiency and Discipline) Statutes (revised) 1993.

72. **Pay and other emoluments.-**

- (a) An employee shall draw his salary and allowances attached to his post in the prescribed NUST pay scale. Employees who are on deputation or who are being paid by non-budget resources shall be governed by the mutually agreed terms of deputation.
- (b) Special pays, qualification pays, etc. shall be allowed as per prescribed rules.
- (c) Pay and allowances of all categories of staff shall be as laid down for different categories of employees.

73. **Allowances/medical treatment (Other than Faculty Members)**

- (1) **Compensatory allowance.-** An employee shall be eligible to such compensatory allowance, as admissible under the Government rules.
- (2) **Medical treatment (indoor/outdoor).** The medical and dental facilities admissible to the NUST employees shall be as under, namely :-
 - (i) **Medical allowances**

- (a) Medical allowance shall be admissible as per latest NUST Rules.
 - (b) Specialists, clinical and laboratory tests charges if required shall be re-imbursed to the employees on submission of proper receipt/voucher duly verified by the concerned doctor/registered medical practitioner on the approved list of NUST or approved by NUST.
 - (c) For the indoor treatment in Defence/Government/any other hospital approved by Rector NUST, the charges shall be re-imbursed to the employee on submission of supporting verified voucher/receipt by concerned doctor/hospital as per University policy.
- (ii) **Dental treatment.-** NUST employee shall also be entitled to the general dental treatment from the authorized dental surgeons in addition to the following diseases:-
- (a) treatment of Jaw bone disease;
 - (b) gum disease including dental abscess;
 - (c) extraction of teeth;
 - (d) removal of impacted wisdom teeth; and
 - (e) removal of odontones.
- (iii) In an emergency, and while on out-station leave/duty, patient (self and accompanied family members) are allowed facility to get admitted in the nearest Government/District, Cantonment/Military/ approved hospital and expenses incurred may be re-imbursed, after ex-post-facto approval of the competent authority/Rector at the earliest opportunity. For this, the responsibility for justification of emergency and production of all genuine receipts to the satisfaction of competent authority shall rest with the concerned employee of the University.
- (iv) **Authority of medical treatment.-** Administration and Accounts Officer shall verify from record the entitlement of medical treatment to concerned NUST employee. Entitlement cards with photographs shall accordingly be issued to the entitled staff and their families.
- (v) **Scale of accommodation in hospital as indoor patients**
- (a) BPS-20 and above - VIP Room
 - (b) BPS-17 to 19 - Private Room/Officers Ward.
 - (c) BPS-11 to 16 - Semi Private Ward.
 - (d) All other employees - General Ward.

- (3) **Conveyance allowance.-** The rates of conveyance allowance admissible to Government employees civilian/military shall also be applicable to the University employees on BPS.
- (4) **Festival bonus.-** Employees of the NUST in BPS 1 – 16 including serving on contract/deputation may be paid festival bonus as per University rules applicable from time to time on the auspicious occasion of Eid-ul-Fitr and Eid-ul-Azha. The Christians and other religious minorities shall be paid the same bonus on the occasion of Christmas/Easter holidays, etc., accordingly.
- (5) **Performance of Haj/Umra.-** As per policy laid down by the Board, if funds permit.
- (6) **Supply of newspapers.** All Directors/Heads of Departments or equivalent, are authorized newspapers as per existing practice in the Federal Government.
- (7) **Supply of mobile telephone.** All Directors and equivalent, foreign visitors and any other officer/staff assigned on specialised duties may be authorized mobile phones as per the University policy.
- (8) **Private use of official transport.-** All university employees may be authorized private use of official transport on payment as per University rules applicable from time to time, if and when such transport is available and can be spared. It shall not be considered as a right.
- (9) **Additional allowance to Dean and Heads of Department in the Constituent Colleges/Institutes/Centres of NUST.-** Any senior faculty member performing the duty of a Dean or a Head of Department in addition to his other normal duties may be paid 20% or 10% of his basic salary of pay package as charge allowance respectively for this additional assignment during the period when he actually performs this duty.
- (10) **Overtime allowance to NUST drivers/despach riders.** All drivers/despach riders are entitled to overtime allowance at the NUST approved rates as amended from time to time, subject to performing of official duties beyond normal working hours and issuance of a certificate in this regard by the executive authorities.
- (11) **Refreshment, lunches, dinners and compensation for late sitting.-**
- (i) Light refreshment, working lunches and dinners at the following rates, as amended from time to time as per actuals, shall be provided:-

Light Refreshment	Lunch/ Dinner	Receptions
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(a)	In honour of foreign visitors/ dignitaries/VIPs	Maximum Rs. 150.00 per head	Maximum Rs. 600.00 per head	Maximum Rs.200.000 per head
(b)	Other meetings of NUST	Maximum Rs. 50.00 per head	Maximum Rs. 300.00 per head	Maximum Rs.100.00 per head

(ii) Compensation for late sitting when engaged in official duty, meeting etc shall be admissible up to four hours maximum, at the following rates for staff of NUST as amended from time to time:-

(a)	Grade 7 – 16	Rs. 25.00 per hour
(b)	Grade 1 – 6	Rs. 20.00 per hour

74. **Additional remuneration**

- (a) The University may grant an additional remuneration on case to case basis, to an employee for such work performed by him, which is occasional in character and either so laborious or of such nature as justifies a special reward, as per University policy.
- (b) As a stop gap arrangement, to make up deficiency of faculty, Rector may sanction remuneration/pay to the visiting faculty, on rates approved by the Executive Committee from time to time.
- (c) Gifts to prominent foreign faculty/key visitors may be given upto the extent of twelve thousand rupees each.

75. **Increment**

- (a) The annual increment for staff other than faculty, shall accrue only on the 1st day of the month of December following the completion of at least six months of service at the relevant stage in that scale and shall be allowed as a matter of course unless withheld under a specific order.
- (b) Leave without pay shall not count towards annual increment. Increment falling due on first December shall be granted only if the commuted period excluding leave without pay comes six months or more.
- (c) Advance increment may be granted to an employee in deserving cases at any stage of service, by the appointing authority.
- (d) Following Standing Operating Procedure (SOP) shall be followed while processing and granting advance increment to the NUST employees at any stage of service:-
 - (i) **Service.** After initial appointment and fixation of pay, an individual with minimum two years of satisfactory service as NUST regular employee may be considered for the increment.

- (ii) **Performance**
 - (a) extraordinary performance in addition to normal duties as required by the post held;
 - (b) minimum two ACRs with not less than ‘Good’ grading remarks; and
 - (c) commitment towards service and loyalty towards department/ NUST.
- (iii) **Discipline**
 - (a) no red ink entry for civilian employees or adverse remarks in service book/record at least during last two years of service;
 - (b) not having more than two written warnings in the last twelve months in a calendar year;
 - (c) no involvement in illegal absence from duty during current calendar year; and
 - (d) no involvement in any on-going disciplinary proceedings.
- (iv) **Miscellaneous**
 - (a) should have good reputation within NUST and among co-workers;
 - (b) the grant of advance increment shall not be considered as a right. It is based on service, performance, discipline, etc; and
 - (c) after grant of advance increment, the individual shall not be reconsidered for another grant for at least two years to come. Exceptional cases may be referred after one year with full justification for consideration.

76. **Hiring of accommodation**

- (a) All NUST employees/employed on contract/deputationist, etc. shall be eligible to the benefit of residential accommodation or to the subsidy in shape of house rent allowance, requisitioning/hiring/self hiring, as per NUST rules and rates applicable.
- (b) **Accommodation to faculty members.** Authorised amount specified for the accommodation to concerned faculty member shall be paid directly to him as part of pay package, who shall arrange suitable accommodation on his own. However, in future, on construction and availability of 100% accommodation by NUST for its employees, faculty members shall be given accommodation under the rules/regulations and procedure applicable at that point in time.

Special provision shall be made for hiring accommodation at Risalpur or nearby cities on market rates due to its non availability.

- (c) **Accommodation to administrative/technical staff.** In exceptional cases, the competent authority may sanction an additional increase as deemed appropriate in the authorised ceiling of accommodation to NUST employees, in case of non-availability of accommodation within the authorised ceiling.
77. **Leave.** Leave shall be admissible as per University policy as amended from time to time.
78. **Pension.** Pension shall be admissible as per NUST/Federal Government rules wherever and whenever applicable. For this purpose, pension fund account shall be opened.
79. **GP/Benevolent/Contributory Funds**
- (a) **GP Fund.-** GP Fund shall be deducted from all NUST regular employees as per the Government rates. Annual interest on accumulation shall also be allowed at the rates notified by the Government for its employees. Proper account of GP accumulation in respect of each employee shall be in Accounts Section.
- (b) **Benevolent Fund/Group Insurance.-** Benevolent Fund and Group Insurance shall be recovered from all employees' pays as per the Government rules and shall be remitted to Board of Trustees monthly along with the list of the details of deductions made.
- (c) **Contributory Fund to contract employees.** Contributory Fund shall be recovered from contract employees (other than faculty) for employment period over two years, at the following rates:-
- | | | | |
|------|---------------|---|--------------|
| (i) | By individual | - | 15 % of Pay |
| (ii) | By NUST | - | 15 % by NUST |
80. **Training abroad/within country.-** An employee may be permitted to go abroad or within country to participate in any training activity or in such courses of studies abroad or within country which contribute towards improvement of his knowledge and skills in his respective line of duty with the explicit approval of Rector/competent authority if and when funds are available for the purpose. The period of his study/training abroad and within country shall be treated as on duty.
81. **Relaxation in case of undue hard.-** If any of the provisions of these statutes operate harshly against or cause undue hardship to any employee on the basis of justice, equity and fair play, Rector may on the recommendation of Commandants/Principals/DGs of Colleges/Institutes/Centres refer the case to the Board for relaxation of such provision.
82. **Right of appeal or representation**

- (a) Where a right to prefer an appeal or review exists under these statutes in respect of any order, application shall, except as may be otherwise prescribed, be made within thirty days of the date of such order to the next higher authority.
- (b) Where no provision for appeal or review exists under these statutes in respect of any order, an employee aggrieved by any such order may within thirty days of the communication to him of such order make a representation against it to the next higher authority.

83. **Saving.** Any order or instruction in respect of terms and conditions of service of any employee including any administrative and financial decision made during or issued by an authority competent to make them and in force immediately before the commencement of these statutes be deemed to be orders and instructions issued under these statutes and all actions taken shall remain valid and effective.

CHAPTER XIII

RECRUITMENT, PERFORMANCE EVALUATION AND OTHER TERMS OF SERVICE - NUST FACULTY

84. **Recruitment.-** The faculty shall be recruited in accordance with the HEC approved criteria and Financial Statutes/Regulations of NUST. Refer Schedule-I clause (a) A statutes -42 for initial employment criteria for each category of faculty. An individual who does not fit in the criteria as per the stated positions/designations, may be given assignment with different suitable position/designation. Candidates with teaching/professional experience shall be preferred. The terms and conditions shall be negotiable depending upon the qualifications and experience of the applicants. The terms and conditions for deputationists from other departments shall be decided keeping in view their qualifications, experience and usefulness to NUST in the light of pay package being offered to other faculty members and their lien with their parent departments.

85. **Probationary appointment.** All faculty members shall be appointed on contract subject to the approval of the Board of Governors. The first year of employment shall be considered as probation period. However, after the successful expiry of probation period, faculty member may continue to serve till the time, he keeps on performing well as a teacher/researcher to the satisfaction of his senior authorities and remains medically fit.

86. **Termination during probation.-** The services of any faculty member can be terminated at three months notice or at one month notice during probation period for reasons of consistent bad academic performance. In case of any grievance, a proper procedure shall be followed under which the person concerned shall be given full opportunity to explain his position in front of the committee appointed for the purpose. Composition of committee constituted for the purpose, shall be:-

- | | | | |
|-----|---|---|---------------|
| (a) | Pro-Rector (Academics) | - | Chairman |
| (b) | Dean/Senior Rep of the concerned college/institute/centre | - | Member |
| (c) | Representatives (faculty members) from 2 x other colleges/institutes/centres. | - | Member |
| (d) | Director/Deputy Director Establishment/HRM, HQ NUST | - | Member |
| (e) | Concerned faculty member | - | In Attendance |

Note: Any addition/ deletion in the composition of the above committee may be ordered by the Rector, as deemed necessary.

87. **Promotion.** Promotion of Faculty members will be considered on fulfilment of latest HEC/NUST promotion criteria.

88. Candidates for reappointment against new vacancies or promotion must complete an application outlining their contributions in teaching, research and service. This application is first reviewed, within the candidates' college/institute/centre, by the Faculty Board of Studies and can be denied at that level. If recommended, the Academic Council shall then

advise the Executive Committee who may take a decision and inform the Board of Governors.

89. MS/MBA/MPhil qualified faculty member from technologically advanced countries and HEC recognized institutions may be promoted, on case to case basis, up to the post/status of Assistant Professor, and not beyond. The following criteria shall be followed for promotion of such MS/MBA/MPhil qualified faculty:-

- (a) should have MS/MBA/MPhil from technologically advanced countries and HEC recognized institutions with a minimum CGPA of 3.0/4.0 or equivalent;
- (b) should have teaching/research/professional experience in some reputed universities/industries/organizations, with good track record of projects completed by him after MS/MBA/MPhil;
- (c) faculty Members (MS/MBA/MPhil) having publication of at least one research paper in journals/conference proceedings of international repute shall be given preference;
- (d) a minimum stay of two years in NUST;
- (e) research projects acquired for NUST shall be given weightage; and
- (f) quality of teaching and supervision of research work, assessment by Commandant/Dean/Principal/Director and rating as a teacher by students.

90. **Basis of performance evaluation**

- (a) **Quality of teaching and supervision of research work through:-**
 - (i) Assessment by superiors (HoD, Dean, Commandant/Principal) through faculty annual appraisal report and class audit report, as Annex A-1 and Annex A-2 respectively as amended from time to time.
 - (ii) Feedback/ratings by students. Computerized proformae attached as Annex B-1, as amended from time to time.
 - (iii) Faculty self-assessment through Faculty Contribution Report attached as Annex B-2, as amended from time to time.
- (b) **Personal research work**
 - (i) Junior Staff (Assistant Professors and Lecturers) – acceptance and publication of papers in reputed journals at least at national level.
 - (ii) For senior staff members (Professors and Associate Professors) – acceptance and publication of papers in reputed international refereed journals/conference proceedings in relevant fields.

(iii) Credit as principal author and co-author for publication of research papers in reputed international journals/conference proceedings shall be given to all categories of faculty. Patents of value shall be given weightage.

(c) **Service to the University**

(i) Sponsored research projects acquired for the University.

(ii) Donations obtained for the University.

(iii) Any other outstanding contribution directed towards development and academic growth of the University.

91. **Tuition fee concession**

(a) Wives and children of faculty members and Administrative Staff of NUST may be provided with a benefit of one-half the tuition fee rate to obtain their UG degrees in any of the disciplines being run in NUST constituent colleges/institutes/centres.

(b) The concession shall not be given to those who previously served in NUST but were posted out before admission of their wards.

(c) The concession shall continue even after posting out/retirement/release from NUST after the admission of their wards.

(d) The concession shall continue to wards of serving personnel in NUST, even after their posting out/retirement from service from NUST, if their wards had been admitted during the currency of their stay.

(e) There is no limit on the number of children that can use this benefit

CHAPTER XIV
**PROCEDURE FOR TRAVELLING INCLUDING
ALLOWANCES**

92. **Definitions.-** In this chapter, unless the context otherwise requires,-
- (a) “Controlling Officer” means the Registrar NUST.
 - (b) “headquarters” of an employee is the station which has been declared as such by a competent authority or in the absence of such a declaration the station where the records of his office are kept; and
 - (c) “transfer” means movement of an employee from one headquarters station to another such station either to take up duties of a new post or in consequence of a change in his Headquarters.
93. **Nature of journeys.** NUST employees may be required to perform a journey or;
- (a) tour which means absence on duty from the Headquarters of a NUST employee with proper sanction;
 - (b) transfer which means the movement of NUST employee from one station in which he is employed to another such station, either;
 - (i) to take up the duties of the new post; or
 - (ii) in consequence of change of his Headquarters.
 - (iii) Provided that a transfer at one’s own request is not treated as a transfer;
 - (c) on retirement, suspension, dismissal or termination of employment;
 - (d) attending a course of training or to appear in an examination;
 - (e) giving evidence in a court or to attend an inquiry or conference; or
 - (f) the authorization of by a competent authority for any purpose.
94. **Allowances to NUST employees.-** Following types of allowances as applicable to Government employees (civil/military) shall also be equally applicable to all categories of NUST employees including those employed on deputation/contract:-
- (a) Mileage Allowances.
 - (b) Journey by Rail, Road and Air.
 - (c) Daily Allowance.
 - (d) Conveyance/Travelling Allowance.
 - (e) Journey on transfer.

- (f) Journey to attend an examination.
- (g) Grant of Travel Assistance to families of NUST employees, who die while in service.
- (h) Journey to give evidence or to attend a Court of Law as Assessor or a Juror.
- (j) Journey in attendance of an incapacitated NUST employee or member of his family.
- (k) Journey on a course of training.
- (l) Grant of financial assistance in the cases of death of NUST employees at station of duty.
- (m) Transportation of the dead body of a NUST employee deputed abroad on temporary duty or within Pakistan.

95. **Duties of Controlling Officer.-** A competent authority has to appoint an officer as Controlling Officer, for the purpose of travelling allowance of each NUST employee or category/class of NUST employee. A particular NUST employee may be designated as Controlling Officer. Every travelling bill, shall be duly signed or countersigned by the Controlling Officer. The powers of countersignature cannot be delegated by a Controlling Officer to his subordinates.

96. A Controlling Officer is required, before signing or countersigning a bill,-

- (a) to scrutinize the necessity, frequency and duration of journeys and halts for which travelling allowance is claimed and disallow whole or part of the travelling allowance, if he is satisfied that the journey was not necessary or the halt was excessive;
- (b) to scrutinize the distance given in the bill;
- (c) to satisfy himself that mileage allowance for journey by rail or by road has been claimed at the rate of fare admissible to a NUST employee;
- (d) to ensure that where actual expenses on account of cost transportation of servants or personal luggage are also claimed, are according to the prescribed scale and are reasonable;
- (e) to satisfy himself that before permitting a claim for higher fare of class, the NUST employee actually bought a through ticket at the rate claimed and that it was not possible to purchase a through ticket at a cheaper rate; and
- (f) to observe any subsidiary rule or order which a competent authority may frame for his guidance.

97. Although both the Controlling Officer and Audit Officer have to scrutinize the correctness of the TA claim, but it is the Controlling Officer, who has to share the major part of responsibility in this behalf. The Audit Officer exercises merely a test check on the distances and other relevant facts contained in the TA bill in order to ensure that the NUST

employee claimed the railway or other fare for the class of travel to which they are entitled and have actually travelled in that class. They may be asked to give a certificate in their TA bill to the effect that they have actually travelled in the class of travel for which the travelling allowance has been claimed. In cases where a NUST employee has to travel in a higher or lower class of travel in the interest of public service, this fact shall be duly communicated to the Audit Officer either in the TA bill or through a separate covering letter. Where road mileage has been claimed, the NUST employee shall be asked to record a certificate about the mode of conveyance (own car, full taxi, motor cycle/ scooter or by taking a single seat) actually used. In the column "Purpose of Journey" the specific purpose should invariably be mentioned. In some of the TA bills submitted to Audit, the purpose of journey is often indicated by such vague expression as official business, official duty and official tour etc. as it is necessary to know the exact purpose for which journey is undertaken in order to determine whether the cost of the journey is correctly debitable to the NUST, an indication as to the specific purpose of the journey is essential. The Controlling Officers, are responsible to ensure that the specific purpose of the journey is always indicated on the TA bill. This requirement shall invariably be complied with in order to obviate the delay which otherwise occurs as a result of the submission of incomplete TA bill, which have to be returned by Audit. Where the purpose of the journey is of a secret nature, it may be indicated in a separate letter signed by the Controlling Officer and sent in a sealed cover to the Audit Officer concerned by name.

98. Procedure for movement of NUST employees and visiting faculty within Pakistan and abroad is given at Annex C.

99. The Rector may, in exceptional cases, relax any of these provisions with the approval of the Board.

CHAPTER XV

NUST EMPLOYEES EFFICIENCY AND DISCIPLINE

100. **Definitions.** In this chapter, unless the context otherwise requires,-

- (a) “authorised officer” means an officer authorised by the competent authority to perform functions of an authorised officer under this chapter;
- (b) “borrowing authority” means the Federal Government, Provincial Government or a local or other authority to whom the services of NUST employee are lent;
- (c) “misconduct” means conduct prejudicial to good order or service discipline or contrary to NUST Employees (Conduct) Statutes 1993 as revised, or unbecoming of an officer and a gentleman and includes any act on the part of an employee to bring or attempt to bring political or other outside influence directly or indirectly to bear on the NUST or any officer of the NUST in respect of any matter relating to the appointment, promotion, transfer, punishment, retirement or other conditions of service of an employee; and
- (d) “penalty” means a penalty which may be imposed under these statutes.
- (e) “accused” means a NUST employee against whom disciplinary action is being taken.

101. **Grounds for penalty.** Where an employee, in the opinion of the authority;-

- (a) is inefficient or has ceased to be efficient;
- (b) is guilty of misconduct;
- (c) is corrupt, or may reasonably be considered corrupt because,-
 - (i) he is, or any of his dependants or any other person through him or on his behalf is in possession (for which he cannot reasonably account) of pecuniary resources or of property disproportionate to his known sources of income;
 - (ii) he has assumed a style of living beyond his ostensible means, or
 - (iii) he has a persistent reputation of being corrupt; or
- (d) is engaged, or is reasonably suspected of being engaged in subversive activities, or is reasonably suspected of being associated with others engaged in subversive activities or is guilty of disclosure of official secrets to any unauthorized person, and whose retention in service is, therefore, prejudicial to national security, the authority may impose on him one or more penalties.

102. **Penalties.**- The following are the minor and major penalties, namely:-

(a) **Minor Penalties**

- (i) Censure.
- (ii) Withholding, for a specific period, promotion or increment, otherwise than for unfitness for promotion or financial advancement in accordance with the rules or orders pertaining to the cadre or post.
- (iii) Stoppage, for a specific period, at an efficiency bar in the time scale, other than for unfitness to cross such bar.
- (iv) Recovery from pay of the whole or any part or any pecuniary loss caused to NUST by negligence or breach of orders.

(b) **Major Penalties**

- (i) Reduction to a lower post or time scale or to a lower stage in a time scale.
- (ii) Compulsory retirement.
- (iii) Removal from service.
- (iv) Dismissal from service.
- (v) Termination of contract.

103. **Inquiry procedure.** The following procedure shall be observed when an employee is proceeded against under these statutes; namely:-

- (a) In case where an employee is accused of subversion, corruption or misconduct, the authorized officer may require him to proceed on leave or, with the approval of the authority, suspend him, provided that any continuation of such leave or suspension shall require approval of the authority after every three months.
- (b) The authorized officer shall decide whether in the light of facts of the case or the interests of justice an inquiry should be conducted through an inquiry officer or Inquiry Committee. If he so decides, the procedure so indicated shall apply.
- (c) If the authorised officer decides that it is not necessary to have an inquiry conducted through an Inquiry Officer or Inquiry Committee, he shall,-
 - (i) by order in writing, inform the accused of the action proposed to be taken in regard to him and the grounds of the action;

- (ii) give him a reasonable opportunity of showing cause against that action: Provided that no such opportunity shall be given where the authority is satisfied that in the interest of the security of Pakistan or any part thereof it is not expedient to give such opportunity; and
 - (iii) on receipt of the report of the Inquiry Officer or Inquiry Committee or, where no such officer or Committee is appointed, on receipt of the explanation of the accused, if any, the authorized officer shall determine whether the charge has been proved, if it is proposed to impose a minor penalty he shall pass order accordingly. If it is proposed to impose a major penalty, he shall forward the case to the authority along with the charge and statement of allegation served on the accused, if appointed, and his own recommendation regarding the penalty to be imposed, the authority shall pass such orders as it may deem proper.
- (d) The authorized officer under intimation to the authority shall appoint / nominate Inquiry Officer / Inquiry Committee, as required.
- (e) On appointment of an Inquiry Officer or inquiry Committee, the authorized officer shall:-
- (i) Frame a charge sheet and communicate it to the accused together with the statement of the allegations explaining the charge and of any other relevant circumstances which are proposed to be taken into consideration
 - (ii) Require the accused, within a reasonable time which shall not be less than seven days or more than fourteen days from the day the charge(s) has / have been communicated to him to put in a written defense and to state at the same time directly to Inquiry Officer / Inquiry Committee whether he desires to be heard in person.
 - (iii) The Inquiry Officer or the Committee, as the case may be, shall inquire into the charge and may examine such oral or documentary evidence in support of the charge or in defense of the accused as may be considered necessary and the accused shall be entitled to cross-examine the witness against him.
 - (iv) The Inquiry Officer or the Committee, as the case may be, shall hear the case from day to day and no adjournment shall be given except for reasons to be recorded in writing. However, every adjournment, with the reason therefore, shall be reported forthwith to the Authorized Officer. Normally no adjournment shall be for more than a week.

- (v) Where the inquiry Officer or the Committee, as the case may be, is satisfied that the accused is hampering, or attempting to hamper the progress of the inquiry, he or it shall administer a warning; and if thereafter he or it is satisfied that the accused is acting in disregard of the warning, he or it shall record a finding to that effect and proceed to complete the inquiry in such manner as he or it thinks best suited to do substantial justice.
- (Vi) Inquiry Officer or the Committee, as the case may be, shall within ten days of the conclusion of the proceedings or such longer period as may be allowed by the authorized officer, submit his or its findings / report and grounds thereof to the authorized officer.
- (f) When the inquiry is conducted, the Inquiry Officer or Inquiry Committee shall forward the same to authorized officer who, after examination of the report and evidence, shall determine whether the charge has been proved or otherwise. If minor penalty is proposed, then the authorized officer himself will be competent to pass an order accordingly. However, if the major penalty is proposed, the authorized officer shall forward the case to the competent authority along with the charge sheet, charge(s) statement against the accused and his own recommendation regarding the penalty to be imposed. After the receipt of the said matter it will be discretion of the competent authority to pass any order which the authority deems fit. However, the accused shall have right of appeal to the next higher authority.

104. Procedure of inquiry against officers lent to Federal Government, Provincial Government.- Where the services of an employee to whom these statutes apply are lent to the Federal Government, a Provincial Government or to a local or other authority, in these statutes referred to as the borrowing authority, the borrowing authority shall have the power of the authority for the purpose of placing him under suspension or requiring him to proceed on leave and of initiating proceedings against him under these statutes: Provided that the borrowing authority shall forthwith inform the authority which has lent his services, herein after in this statute referred to as the lending authority of the circumstances leading to the order of his suspension or the commencement of the proceedings, as the case may be: Provided further that the borrowing authority shall obtain prior approval of the NUST before taking any action under these statutes against an officer in BPS-17 and above.

105. Appeal.- Any person on whom a penalty is imposed shall have the right to appeal to the next higher authority.

CHAPTER XVI

CONDUCT

106. **Conforming to rules and regulations.-** Every employee shall conform to and abide by the rules and regulations of the NUST and shall observe, comply with and abide by all orders which may from time to time be given by any person under whose jurisdictions, superintendence or control he may for the time being be placed.

107. **Major breaches of conduct**

- (a) **Gift.-** Except with the previous sanction of the NUST, no employee shall accept or permit any member of his family to accept from any person any gift the receipt of which shall place him under any form of official obligation to the donor.
- (b) **Lending and borrowing.-** No employee shall lend money to, or borrow money from, or place himself under any pecuniary obligation to any person with whom he has any official dealings, provided that the above provision shall not apply to dealing in the ordinary course of business with insurance company, bank or other financing institutions.
- (c) **Investment.-** No employee shall make or permit his family to make any investment, which is likely to embarrass or influence him in the discharge of his official duty.
- (d) **Private trade or employment.-** No employee shall, except with the previous sanction of the NUST, engage in any trade or undertake any employment or work other than his official duties.
- (e) **Insolvency and habitual indebtedness.-** Every employee shall avoid habitual indebtedness. If an employee is adjudged or declared insolvent he shall forthwith report his insolvency to the NUST.
- (f) **Unauthorized communication.** No employee shall communicate directly or indirectly any official document or information to any other employee not authorised to receive it or to any other person or press, unless permitted by the authorized authority.
- (g) **Use of political or other influence.** No employee shall bring or attempt to bring political or other outside influence, directly or indirectly, to bear on the NUST or any employee of the NUST in support of any claim arising in connection with his employment as such, nor shall nay employee approach, directly or indirectly, any member of Majlis-e-Shoora (Parliament) or a Provincial Assembly.

- (h) **Taking part in politics.-** No employee shall take part in, subscribe in aid of or assist in any way, any political movement in Pakistan or relating to affairs of Pakistan.
- (i) **Teaching/research/consultancy.-** No teaching/ research/ consultancy activities are allowed outside NUST without prior approval/information of Rector NUST.
- (j) **Propagation of sectarian creeds.-** No employee shall propagate such sectarian creeds or take part in such sectarian controversies or indulge in such partiality and favouritism as are likely to affect his integrity in the discharge of his duties or to embarrass the administration or create feelings of discontent or displeasure amongst the other employees.
- (k) **Nepotism, favouritism and victimisation.-** No employee shall indulge in provincialism, parochialism, favouritism, victimisation and wilful abuse of office.
- (l) **Approaching foreign missions.-** No employee shall approach directly or indirectly, a foreign mission in Pakistan or any foreign aid giving agency to secure for himself an invitation to visit a foreign country or to elicit offers of training facilities abroad.
- (m) **National security.-** An employee who in the opinion of the Rector NUST is engaged in or is reasonably suspected of or being associated with others in subversive activities and whose retention in NUST is thereby considered prejudicial to national security or the security of the organization, may without any notice be dismissed from the service/terminated contract. For the establishment of charge the case must be referred to GHQ/IB for defence/civilian persons respectively.
- (o) **Court proceedings.-** No employee of the NUST shall be allowed to take proceedings in the court against any fellow servant in respect of any dispute or offence non-cognizable by civil police that may happen on the premises of the organization or in connection with their work, without obtaining prior sanction in writing from the Rector.

108. **Representation by employees.** Personal representation of an employee shall be submitted through his immediate superior. Joint representations are prohibited and shall not be entertained.

109. **Declaration of assets.** All directly recruited employees in BPS-17 and above shall fill the declaration of asset proforma on 1st January every year, as per approved proforma attached as Annex D.

110. **Petition.** Anonymous petitions are not taken notice of and are destroyed. If an employee has a complaint to make he shall do so in writing under his name and signature. The petitions shall be routed through proper channel duly endorsed with the comments of the head of section/department.

111. **Appeals.** An employee may submit an appeal to his superior officer against any wrong done to him, through normal channel/staff channel. No person in the chain of command/staff may withhold the appeal application for more than seventy two hours. The appeal must either be disposed of within seventy two hours or forwarded to the next superior officer along with his comments with information to the person who has initiated the appeal.

CHAPTER XVII
FINANCIAL STATUTES/ REGULATIONS

112. **Definitions.-** (1) In this Chapter, unless the context otherwise requires,-
- (a) "Accounts Officer" means an officer appointed by the NUST to maintain the accounts of NUST;
 - (b) "Auditor" means the Chartered Accountants appointed with the approval of the Board and the auditors appointed by the Auditor General of Pakistan;
 - (c) "bank" means the banks approved by the NUST;
 - (d) "Director General Finance" means the head of Finance Directorate of the NUST;
 - (e) "Finance Committee" means the Finance Committee comprising the members as given in statute 113; and
 - (f) "year" means the financial year unless otherwise specified in these statutes;.
- (2) The University shall maintain a fund as provided in the Act
113. **Composition of Finance Committee,-**
- (a) Director General Finance;
 - (b) Registrar;
 - (c) AD Budget or Budget & Accounts Officer; and
 - (d) The representatives of colleges/institutes/centres.
114. **Sources of funds for the University**
- (a) Budget received from HEC, MoST and Service HQ through existing channels;
 - (b) Self generated income through fees, sponsored projects, consultancy, short courses, workshops, etc;
 - (c) Any grants from the government or outside agencies; and
 - (d) Royalties, patents, etc.

115. Accounting Procedure

- (a) The Director General Finance shall be responsible for the proper and judicious management of the University funds received from various sources, in accordance with the policies laid by the Board. Other tasks and duties assigned to him from time to time shall also become his responsibility.
- (b) Suitable accounts staff shall be attached to the colleges/institutes/centres for keeping updated accounts as per instructions of HQ NUST issued from time to time.
- (c) **General instructions.-** The accounts shall be maintained separately for each year as under:-
 - (i) The forms, method and principles in which the accounts will be maintained shall be communicated by the Fin Dte of HQ NUST to the constituent colleges/Institutes/Centres as prescribed by the Board under the act.
 - (ii) All books of accounts and registers shall be strongly bound and the pages shall be serially numbered and stamped with the NUST's seal. On the opening page of each book of account and register, the Accounts Officer shall certify the number of pages contained therein.
 - (iii) Every correction or alteration in accounts shall be made in red ink, a single line being drawn through the original entry to be corrected and attested by the dated initials of the respective head of Finance in HQ NUST and constituent colleges/institutes/centres. Erasure shall be absolutely forbidden. No document with an erasure mark shall be accepted.
 - (iv) All sums payable to the NUST shall be deposited either direct with the Banks of the NUST, or sent to the Director General Finance by means of a crossed bank draft/pay order by the colleges/ institutes/ centres and other agencies.
 - (v) All money received in the HQ NUST and constituent colleges /institutes/ centres shall be acknowledged on prescribed receipt, under the signature of the Accounts Officer. All official transactions shall be brought to the accounts in the General Cash Book and other subsidiary registers under the signature of respective head of Finance in HQ NUST and constituent colleges/institutes/centres.
 - (vi) The funds of the NUST shall be deposited in a local/foreign scheduled bank to be approved for the purpose by NUST. The accounts shall be operated jointly by the Registrar and the Director General Finance. Surplus Fund may be invested in profitable and safe manner. The Rector shall be empowered to utilize the funds so allocated for

furtherance of objective and functions of the University in consultation with Finance Committee and as per policy of Board.

- (vii) NUST foreign currency account shall be opened and operated by the respective Pakistani Embassy/High Commission for remittance on account of payment to faculty/students/foreign university etc under NUST approved programmes.
- (viii) Record for all investments shall be maintained in a register of investment, each entry shall be attested by respective head of Finance & Accounts in HQ NUST and constituent colleges/institutes/centres.
- (ix) Any person having a claim against NUST shall present a voucher in ink in the prescribed form duly receipted and stamped.
- (x) Expenditure against two major heads shall not be included in one voucher.
- (xi) Every bill or voucher received for payment shall be examined by the Accounts Officers and pre-audited by the Audit Officer to see whether the expenditure is,-
 - (a) covered by provision in the budget; and
 - (b) sanctioned by the competent authority.
- (xii) The Accounts Officer shall then sign or initial the bill or voucher in token of his having scrutinized it and submit it to the respective head of Finance in HQ NUST and constituent colleges/institutes/centres for orders. The orders shall specify the amount payable both in words and figures.
- (xiii) Payment shall ordinarily be made by cheque signed by the Registrar and Director General Finance jointly in HQ NUST. If any of these officers is away, the Accounts Officer shall sign in his place. Similarly in constituent colleges/institutes/centres, payment shall ordinarily be made by cheque signed by 2 x signatories selected by the head of the respective College/Institute/Centre. Claim below one thousand rupees may be paid from Imprest Advance. No cheque shall be issued for claims below five hundred rupees
- (xiv) The cheque book shall be kept under lock and key and in the personal custody of the Accounts Officer. All the cheques in new cheque books shall be counted and a certificate to that effect shall be recorded by the Accounts Officer.

- (xv) When a cheque is cancelled, the fact of the cancellation shall be recorded on the counterfoil of the cheque, and also across the payment order on the bill or voucher.
- (xvi) Cancelled cheque shall be carefully preserved until the accounts for the period have been audited when they shall be destroyed by the Auditor who shall certify on the counterfoil of the cheque that the cheque has been destroyed.
- (xvii) If a cheque is cancelled before the general cash is closed for the day of issue, the entries in the cash book and any other register in which the items may have been posted shall be struck out in red ink under the initials of the respective head of Finance in HQ NUST and constituent colleges/institutes/centres. When the cheque is cancelled after the cash book has been closed, the amount shall be adjusted by minus entries in the registers in which the transaction may have been entered.
- (xviii) If a cheque is lost or destroyed, an intimation of the fact shall be given at once to the bank and its payment shall be stopped. If a fresh cheque is issued, its number and date shall be quoted against the original entries in the relevant registers and note shall be made on the counterfoil of the fresh cheque as follows:-

"Issued in lieu of cheque

No _____

Dated _____

Lost/destroyed."

- (xix) When any defalcation or loss of the NUST money or property is discovered, an inquiry shall be initiated at once by the Director General Finance who shall bring the matter to the notice of Rector. Director General Finance shall submit a report after full inquiry to the Rector stating the steps taken to recover the loss. The irrecoverable balance may be written-off.
 - (xx) The irrecoverable balance/loss may be written-off after meeting the procedural requirements under the order of authority competent in accordance with Annex F.
- (d) **NUST Fund Accounts**
- (i) Funds received from the Government/self generation/other sources shall be maintained separately under separate heads of accounts, and separate cash books shall be maintained for each grant. Fund shall be utilized under proper head of account and for the purpose for which these are allotted. Unspent balance of funds/grants at the end of financial year shall be transferred to NUST PLS Accounts which shall be used for meeting/adjusting the approved outstanding liabilities of

the previous years and to meet other essential requirements. The surplus funds shall be invested in a safe and profitable manner.

(ii) **Release and expenditure of foreign exchange.-** Foreign exchange allocated to NUST by the government shall be got released in accordance with the procedure laid down by GoP/Ministry of Finance/State Bank of Pakistan.

(iii) **Accounting procedure for receipt of fees from students**

(a) Students selected for admission in any college/institute/ centre shall clear the dues as intimated by NUST by following the procedure outlined in prospectus as amended from time to time. The students shall inform the college authorities regarding the clearance of their dues alongwith documentary proof which shall be forwarded to Finance Directorate of HQ NUST. The college/institute/centre shall ensure that all selected students have cleared their dues in time.

(b) NUST HQ, Registration Branch shall issue University registration number to the students.

(c) The college/institute/centre shall forward the list of students who have cleared their dues to NUST immediately.

(iv) **Budget demand/distribution**

(a) The allocation of recurring budget shall be made to the constituent colleges/institutes/centres as per the University policy amended from time to time.

(b) The proposed budget estimates of each college shall be forwarded on prescribed format and dates communicated by Fin Dte in order to compile NUST budget estimates for presentation to Board.

(c) The draft NUST budget prepared by Finance Dte, shall be considered by the Finance Committee consisting of Director General Finance, Registrar, AD Budget or Budget & Accounts Officer and representatives of college/institute/centre and submitted for approval of Rector and subsequent sanction by the Board or by a Committee so authorized by the Board.

(d) The expenditure of colleges/institutes/centres as per their approved budget shall be pre-audited by NUST accountant or any other NUST Staff so designated, who shall see whether the expenditure is;-

- (i) covered by the provision in the budget; and
- (ii) sanctioned by the competent authority.

- (e) The colleges/institutes/centres shall forward periodical statement to NUST with full detail of receipt and expenditure.
- (f) If the expenditure under any head of account exceeds the amount provided under that head of the budget, the Director General Finance shall prepare a re-appropriation statement which shall be placed before the Rector for approval.
- (g) For minor administrative and financial changes which may occur as a result of unforeseen/unavoidable circumstances like changes in visit programmes of the foreign faculty etc, the budget provisions shall be regulated by HQ NUST. Regulatory meeting to be held on quarterly basis.
- (h) **Contingencies**
 - (i) Contingencies comprise such charges as are incidental to the management of an office.
 - (ii) A lump sum amount shall be allocated by the Rector within which the Registrar/DGs NUST or head of the college/institute/centre may incur expenditure as may be prescribed. No pay of any kind and no additions to pay shall be charged as contingent expenditure.

116. **Remuneration rates and cost of examination material.-** Remuneration rates and cost of examination material admissible for undergraduate and postgraduate examinations are given in Annex E. The applicability of these rates is subject to availability of funds.

117. Rector may authorize any officer to maintain an imprest account. In every such case imprest account shall be maintained by the officer so authorised in the petty cash book and a monthly statement of accounts shall be sent to the Director General Finance by 5th of the following month.

118. **Deadstock**

- (a) All consumable articles and non-consumable articles costing more than two hundred rupees shall be entered in the relevant stock register under the signature of the Registrar/officer appointed by the head of respective college/institute/ centre.
- (b) The Directors/equivalent officers of NUST shall conduct physical verification of the balance of the dead stock and stationery articles at the close of every year and record such certificate in the relevant registers.
- (c) Head of all Directorates in HQ NUST and the Head of Department in constituent colleges/institutes/centres shall keep stock register of their directorate/ department.
- (d) Unless otherwise provided under the rules, all unserviceable articles shall be written-off/ auctioned under the orders of the competent authority.

- (e) Authorities competent to write-off the cost of unserviceable articles have been specified at serial 8 of Annex F.

119. **Advances.-** All advances paid by the NUST shall be recorded in the advance register and the Accounts Officer and the Director General Finance shall watch their adjustment. The sanction and payment shall be as per University policy.

120. **Financial powers**

- (a) The authorities competent to sanction expenditure are specified in Annex F.
- (b) The Rector may incur an expenditure upto five lac rupees, as a grant or subsidy to any college or institute, falling within the purview of the NUST.
- (c) The Rector shall have the power to sanction by re-appropriation an amount from the budget for an unforeseen item not provided for in the budget and from one head to another head and report it to the Board in the next meeting.
- (d) The Rector is authorised to further delegate any of his financial powers to an officer/committee of NUST.
- (e) The saving from budget may be invested in the interest of University in an approved local/foreign scheduled bank/Government securities/investment schemes.

121. **Security.-** All employees of the NUST entrusted with the handling of cash shall be required to furnish security in the manner and for an amount to be decided by the Rector.

122 **Accounts Registers.-** The list of Registers to be maintained for the correct and efficient maintenance of accounts is given below:-

S/No	Name of Register	Responsibility of Maintenance	
		At HQ NUST	At Colleges/ Institutes
a.	Asset register	Finance Dte	NUST Accounts Office or an officer appointed by the head of respective College/ Institute/ Centre
b.	Advances	"	"
c.	Officers/staff salary record register	"	"
d.	Expenditure accounts detail	"	"
e.	Cash Book	"	"
f.	Investment register	"	"
g.	Cheque Issue register	"	"
h.	Petty Cash Book	Respective Officer/Dte	"
j.	Deadstock register	Registrar	"
k.	Telephone record register	"	"

l.	Sui Gas consumption record register	"	"
m.	Water consumption record register	"	"
n.	Electricity consumption record register	"	"

123. **Guideline for purchase procedure.-** The manner of purchase shall be as laid down in Annex G to these statutes.

124. **Audit.-** NUST accounts maintained by HQ NUST and the colleges/ institutes/centres shall be audited by the Auditors as per the following detail:-

- (a) **Statutory audit.-** The audit of all NUST Fund Accounts shall be conducted by the Chartered Accountants appointed by the Board and they shall submit their report and audited accounts within six months after the close of the financial year. Director General Finance shall submit to the Rector, report of the auditors together with the annual audited statement of accounts of the NUST for approval of the Board.
- (b) **Government audit.-** The audit of Government budgetary allocations/ grants shall be carried out by the Auditors appointed by the Auditor General of Pakistan.
- (c) **Internal audit.-** Internal audit including pre/post audit, check and confirmation of internal control, performance audit, evaluation, special investigation etc shall be carried out by the staff of the Finance Dte after approval of Rector NUST.
- (d) **Grants/loan audit.-** Audit of loan/grants received by NUST may be carried out by the Auditors of the agency providing the loan/grant.

CHAPTER XVIII

ADMINISTRATIVE AND FINANCIAL POWERS (COLLEGES/INSTITUTES/CENTRES)

125. **Administrative Powers of Commandant/ DG/Dean.-** The administrative powers of the Commandant/DG/Dean are,-

- (a) to recommend applications of the heads of the departments for journey to be performed in the interest of the University subject to the provision in the budget allocation of the department concerned and to countersign such TA/DA bills;
- (b) to countersign the vouchers for travelling expenses incurred locally by the heads of the departments to be paid out of the contingencies of the department concerned;
- (c) to incur expenditure on local travel, in the interest of his office, out of the contingencies;
- (d) to put up the vouchers in respect of travelling expenses incurred by him in the interest of the office to the Rector for countersignatures to be paid out of his office contingencies.

126. **Financial powers of commandant/DG/Dean.-** The details of the financial powers of the Commandant/DG/Dean are given in Annex H.

127. **Functions and duties of the Heads of Departments**

- (a) **Administrative Powers**
 - (i) To prepare budget proposals and schemes of study and forward them to the Commandant of college/Dean/ DG of the institute/centre concerned.
 - (ii) To put up suggestions for visiting teachers and workout payment in his connection at the approved rate, for approval of Commandant/Dean of college/DG of institute and the centre.
- (b) To sanction journeys to the staff in the department subject to the provision in the budget allocation of the department and to countersign such travelling allowance bills.
- (c) To pay out the contingencies for local journeys performed in the interest of the Department.
- (d) Each Teaching Department may be allowed a maximum of five thousand rupees as imprest.

128. **Removal of difficulties.-** If any difficulty arises in giving effect to any of the provisions of these statutes, the University may make such order, not inconsistent with the provisions of these statutes, as may appear to be necessary for the purpose of removing the difficulty.

PART – II

**NATIONAL UNIVERSITY OF
SCIENCES AND TECHNOLOGY**

REGULATIONS
(Revised 2014)

ACADEMIC PROGRAMMES

PART-II

Government of Pakistan Ministry of Scientific and Technological Research

Islamabad, the June, 2005

S.R.O (I)/2005 For the purpose of governing schemes of study, syllabi and courses of studies, admissions, registrations, examinations, research and development and for matters connected therewith or incidental thereto, the Board of Governors, in exercise of the powers conferred to it by sub-section (2) of section 22 of the National University of Sciences and Technology Act, 1997 (XX of 1997), is pleased to make the following regulations, namely:-

CHAPTER I

ACADEMIC REGULATIONS

PRELIMINARY

1. **Short Title and Commencement.** – (1) These regulations may be called the National University of Sciences and Technology (Academic Programs) Regulations, 2005.

(2) They shall come into force at once.

2. **Definitions.** (1) In these regulations unless there is anything repugnant in the subject or context,-

(a) “Academic Advisor/Tutor” means a member of the Academic Staff to be appointed by the Commandant/Principal/Dean of the institution for guiding and counseling students and for supervising their academic performance till their final graduation from the University;

(b) “Academic Program” means a programme of studies, which leads to the award of a University Degree to the students, after successful completion of all its requirements.

(c) “Act” means the National University of Sciences and Technology Act, 1997 (XX of 1997);

(d) “Contact Hour” means one hour (including ten minutes break) spent on academic and research related activities including instructional work/tutorials, lab work (practicals), research work, projects, seminars, workshops, internships, etc during the course of studies at the University. Generally speaking one credit hour of course work is equal to one contact hour whereas one credit hour of practical/lab/research work/ projects etc is equal to three contact hours;

(e) “Controller of Examination” means the Controller of Examination of the University;

- (f) “Co-Supervisor/Co-Advisor” means a faculty/specialist from industry R&D organization (in a specific field in which requisite expertise/facilities are not available within the university) who assists in supervision/ guidance of thesis of a PG (MS/MBA/MPhil/PhD) student till completion of research work. The co-supervisor/co-advisor must have sufficient experience and relevant qualification (minimum PhD) in the field of research;
- (g) “Credit Course” means a course of study, successful completion of which shall be a requirement for the degree;
- (h) “Credit Hour” means a lecture of one-hour duration (including ten minutes break) per week per semester for a subject countable towards a student’s Cumulative Grade Point Average shall be considered as one credit hour. However, in case of seminars, tutorials and laboratory work, one credit hour may require three contact hours depending upon the nature of the subject;
- (i) " Cumulative Grade Point Average (CGPA)" means the summation of grade points of all credit courses divided by the total number of credit hours taken by a student, i.e

$$CGPA = \frac{\text{Sum of (P} \times \text{N)}}{\text{Sum of N}}$$

where P represents a grade point assigned to a letter grade scored by the student in a course and N represents the number of credit hours associated with the course;

- (j) “Departmental Board of Studies (DBS)” means the Head of the Department and all faculty members from the same department. DBS shall finalise the subject results and forward these to examination branch which shall compile the semester results and submit its recommendations including disposal of academically deficient students, to FBS;
- (k) “Deputy Controller of Examination” means the Deputy Controller of Examination of the University who shall be appointed by NUST or the Commandant/Principal/Dean of each constituent institution from the permanent staff and shall be in charge of affairs pertaining to examinations/ results and academics of the respective institution;
- (l) “External Examiner”, means a person holding suitable qualifications in the relevant discipline who may belong to any outside constituent/ affiliated institution or university/organization but has not taught the subject to the class during the academic semester for which the examination is being held;
- (m) “**Faculty Board of Studies (FBS)**” means.-
- (a) the Faculty Board of Studies of each institution and shall comprise the following, namely:-
- (i) Commandant/Principal, who shall be Chairman;

- (ii) Dean/ Deputy Commandant/Vice Principal;
 - (iii) Heads of the Departments / Institutions;
 - (iv) Maximum relevant faculty members of institution;
 - (v) Deputy Controller of Examinations and Staff Officer (NUST) of the respective institution;
 - (vi) Representatives from relevant Directorates of the Services Headquarters, where applicable; and
 - (vii) Director Examinations and Academics NUST or his nominee as representative of the University, and
 - (viii) Registrar NUST or his nominee as representative of the University.
- (b) **the Faculty Board of Studies which shall,-**
- (i) implement the decisions of the Board of Governors, Executive Committee, Academic Council and NUST on all matters relating to academic standards, examinations and research;
 - (ii) ensure feedback of the implemented measures on research and academic matters to the Rector ;
 - (iii) work out, and report to the Rector, details of research funding required;
 - (iv) supervise all departments including their cost centers;
 - (v) approve the semester results and decide/dispose off academically deficient cases in accordance with relevant NUST Regulations;
 - (vi) recommend regular revision of syllabi to NUST Curriculum Review Committee (CRC);
 - (vii) consider and recommend promotion of faculty cases to Main Office NUST;
 - (viii) send proposals, to the university for necessary academic improvements in their respective institutions; and
 - (ix) consider and decide all matters relating to academics and research activities of the institution within the laid down policies;
- (n) “Grade” means a mark (letter grade or number) indicating the quality of students’ academic performance;
- (o) “Grade Point” means number of points representing the letter grades scored by a student in a subject;

- (p) “Grade Points of a Credit Course” means total number of points scored by student in a credit course. This number is the product of points representing the letter grade scored by the student in a course and the number of credit hours taken of the course;
 - (q) “Guidance and Examination Committee (GEC)” means the Committee nominated by respective Head of Department to provide supervision and guidance to PG student and examine him during course of studies. GEC is chaired by the supervisor or advisor of the student;
 - (r) “Internal Examiner” means the teacher/person appointed by the Commandant/Principal/Dean of the institution who has been teaching the subject to the class during the academic semester for which the examination is being conducted;
 - (s) “non credit course” means a course of study, successful completion of which shall not be a requirement for the degree;
 - (t) “Semester” means an academic period, in which one set of courses in any discipline of engineering, IT, management and other sciences is offered. The duration of a semester shall be minimum of 16 weeks including 15 weeks for teaching and 1 week for examinations. The academic year consists of two semesters; fall and spring semester. There may be a short summer semester of minimum 8 weeks duration with twice the pace and progress;
 - (u) " Semester Grade Point Average (Semester GPA)" means the summation of grade points of all credit courses divided by the total number of the credit hours taken by a student during a semester;
 - (v) “Subject” or “Course” means a topic or a subject related to an academic program, which is to be studied by a student for a fixed number of hours during a semester. Each subject shall carry a specific discipline code and number;
 - (w) “Thesis Supervisor/Advisor” means a permanent faculty member who supervises/guides Thesis of a PG (MS/MBA/MPhil/PhD) student till successful completion of research work. The Supervisor/ Advisor must have sufficient experience and relevant qualification (minimum PhD) in the field of research; and
 - (x) “University” means the National University of Sciences and Technology (NUST);
- (2) All other words and expressions used, but not defined herein, shall have the same meanings as is assigned to them in the Act.

CHAPTER - II ADMISSIONS

Bachelors Degree

3. Civilian Students' Eligibility for Admission.-

- (a) A candidate for admission to Bachelors Degree must fulfill the criteria prescribed by NUST and as amended from time to time. It shall be the candidate's own responsibility to get the equivalence established through Inter Board Committee of Chairman (IBCC), Islamabad.
- (b) Be up to the medical standards which shall allow the students to go through the intense studies and training in NUST, as laid down in Medical Certificate. This form shall be filled in and signed as per University policy, and shall be submitted along with the application for admission.

4. Selection for Admission,-

- (a) Merit shall be determined on the basis of the NUST Entrance Test, past academic record and interview (whenever/wherever introduced) along with any other criteria laid down by the University.
- (b) For Management Sciences (BBA), Intermediate or an equivalent qualification will be the minimum education required for admission. Merit shall be determined on the basis of the NUST Entrance Test, past academic record and interview along with any other criteria laid down by the University.
- (c) For determination of merit for Cambridge Overseas High School Certificate Examination / British General Certificate of Education (Advanced Level/ International Baccalaureate Certificate) with Mathematics / Biology, Physics and Chemistry / Computer Science, the allocation of percentage marks will be as per policy to be decided from time to time by the University.
- (d) Each student shall make an application for admission in response to advertisement appearing in the press by the University on the prescribed application form. Pre-requisites for eligibility of candidates for admission shall be announced through the website. All admissions for civilian students shall be recommended by the NUST Admission Committee comprising the following:-
 - (i) Pro-Rector (Academics) – Chairman.
 - (ii) Commandants/Principals of the Institutions.
 - (iii) Registrar NUST.
 - (iv) Director Academics NUST.

- (v) Director Information and Communication Technologies (ICT).
 - (vi) Relevant faculty of the Institution.
 - (e) Number of seats for each academic year/session shall be approved by the Executive Committee in accordance with the overall induction plan of the University.
 - (f) Rector NUST shall be the final authority on admission for civilians inducted under NUST schemes.
 - (g) Student, whose admission in an undergraduate program has been cancelled due to disciplinary grounds, is not eligible to apply again for any degree program.
5. **Services Students.-** The students shall be selected by the respective Services as heretofore. However the selected students must fulfil the minimum laid down admission criteria.

Masters Degree

6. **Civilian Students, Eligibility for Admission.-**

- (a) A person holding Bachelors or equivalent degree in Engineering / Information Technology / Medical Sciences / Management Sciences, etc shall be eligible for admission to Masters Programme in the concerned discipline according to criteria prescribed by NUST as amended from time to time. It shall be candidate's own responsibility to get the equivalence established through Higher Education Commission (HEC) / Pakistan Engineering Council (PEC) / Pakistan Medical and Dental Council (PM&DC)/Inter Board Committee of Chairmen (IBCC), etc., if required.
- (b) Each student shall make an application for admission in response to advertisements appearing in the press by the University, on the prescribed application form. Pre-requisites for eligibility of candidates for admission shall be announced through the NUST Website. In addition to the eligibility of candidate, the Postgraduate Programmes (PGP) Directorate shall also ensure the following during evaluation of applications in line with the University policy in vogue, namely:-
 - (i) candidates with good academic record from a local/foreign university/ institution, of repute, shall only be considered for admission at NUST. The minimum laid down standards as per policy including CGPA/%ages in Bachelors/Masters shall be strictly adhered to;
 - (ii) relevancy, strength and GPA of the courses taken by the candidate during Bachelors/Masters at previous university/institution to the programme applied shall be given due weightage; and

- (iii) the score obtained in GRE/GMAT or a local HEC authorized GRE Type Test should be equal to or higher than merit laid down by HEC.
- (c) All admissions for civilian students shall be recommended by the Admission Committee which shall comprise as under:-
 - (i) Pro-Rector (Academics) - Chairman
 - (ii) Commandant/Dean of the concerned institution along with relevant faculty.
 - (iii) Registrar NUST.
 - (iv) Director Academics NUST.
 - (v) Director Research NUST.
 - (vi) Director Information and Communication Technologies (ICT).
 - (vii) Director Postgraduate Programmes (PGP).
- (d) Rector NUST shall be the final authority for admission for civilians inducted under NUST schemes.

7. **Services Students,-** The students shall be selected by the respective Services as heretofore as per admission criteria of NUST.

PhD Degree

8. **Civilian Students,-**

- (a) Desirous applicants shall apply to Director Postgraduate Programmes (PGP) NUST, on the prescribed application form and deposit the application form along with the supporting documents (in duplicate), at the PGP Directorate, Main Office, NUST according to the advertised schedule of admissions.
- (b) The PGP Directorate, Main Office NUST, shall receive the application and a receipt shall be issued in favour of the candidate. After initial scrutiny as per the eligibility of the candidate (as per the NUST PhD admission policy in vogue) the form shall be forwarded to the concerned institution for evaluation and recommendations.
- (c) Each institution shall form a PhD Evaluation and Acceptance Committee (PEAC) at department level headed by HoD with 2-3 senior PhD faculty members having relevant specialization and experience. PEAC while evaluating the eligible candidates shall ensure the following, namely:-
 - (i) academic profile of the candidate and the references. The candidates with outstanding academic career from a local/foreign university / institution of repute shall be considered for admission. The minimum laid down standards as per policy including CGPA / %ages in Masters / MPhil shall be adhered to;

- (ii) relevancy, strength and GPA of the courses taken by the candidate during Masters/ M Phil at previous university/institution to the programme applied shall be given due weightage;
 - (iii) availability of suitable supervisor and acceptance of the candidate, by him;
 - (iv) cross matching of the candidate's area of research with that of the supervisor's area of specialization;
 - (v) availability of requisite laboratory, related equipment, and library support for the conduct of the doctoral research;
 - (vi) number of PhD students already registered with the supervisor;
 - (vii) the credentials of the candidate, his aptitude in the area of interest and his research vigour as per the research proposal. For evaluation regarding this point, the candidate will be called for a preliminary interview; and
 - (viii) the score obtained in GRE Subject or a local HEC authorized GRE Subject Type Test should be equal to or higher than the merit laid down by HEC.
 - (ix) the candidate in his previous (terminal) degree (MS/MPhil) or academic transcript on the basis of which he is eligible to apply for the Direct Indigenous PhD Program, should have completed a minimum of 30 credit hours out of which 24 credit hours must be coursework (as per the HEC requirement). For a candidate being recommended for admission to the Direct Indigenous PhD Program, PEAC (PhD Evaluation and Acceptance Committee) of the respective institution shall indicate "pre-requisites", the courses which when completed by the candidate would make up the deficiency, in case the credit hours completed by the candidate in his terminal degree are less than 24.
- (d) After receiving positive recommendations, the NUST PhD Processing Committee under the chairmanship of Director PGP and members; Registrar, Director Academics, Director Quality Assurance, Director Human Resource, Director Research, Deputy Director Examinations (Main Office NUST), Deputy Director PGP, and Assistant Director Registration (PhD) shall process each case for formal approval of the Rector, and Registration of the candidate as a PhD student shall be intimated to all concerned. The PhD Processing Committee, while processing each candidate, shall also keep in view the factors given in sub-regulation (3).
- (e) The Rector shall be the final authority for admission for civilians inducted under NUST schemes.

9. **Services students.-** The students shall be selected by the respective services as heretofore, as per admission criteria and procedures of NUST.

10. **Registration.-**

- (a) At the beginning of the programme, every student shall register himself with NUST in the discipline for which the Admission Committee has accepted him.
- (b) The Registration Branch shall issue registration cards to respective Institution for handing over to the individual students.
- (c) A candidate shall be admitted in the Final/End Semester examination of the University as a regular student, only if he fulfils the following conditions, namely:-
 - (i) must be registered in the University; and
 - (ii) must have kept the minimum of percentage of attendance in each subject, as laid down in the rules.

**CHAPTER III
SCHEME/ DURATION OF STUDIES**

11. **Undergraduate studies.-** (1) The minimum number of credit hours, and as approved by Pakistan Engineering Council (PEC)/Higher Education Commission (HEC), for each programme, and duration for completing the Bachelors Programme shall be as under :-

<u>Programme</u>	<u>Credit Hours</u>		<u>Duration</u>	
	(Minimum)	(Minimum)	(Minimum)	(Maximum)
(a) Bachelor of Engineering (BE)	130	4 Years	4 Years	7 Years
(b) Bachelor of Information Technology (BIT)	130	4 Years	4 Years	7 Years
(c) Bachelor of Business Administration (BBA- Hons)	130	4 Years	4 Years	7 Years
(d) Bachelor of Science (BS)	130	4 Years	4 Years	7 Years
(e) Bachelor of Arts (BA)	130	4 Years	4 Years	7 Years
(f) Bachelor of Medicine and Bachelor of Surgery (MBBS)	-	5 Years	5 Years	#
(g) Bachelor of Dental Surgery (BDS)	-	4 Years	4 Years	#
(h) Bachelor of Architecture	181	5 Years	5 Years	8 Years
(i) Bachelor of Science (Management Information System)	130	4 Years	4 Years	7 Years
(j) Bachelor of Science (Management Information System) through Distance Learning	130	4 Years	4 Years	6 Years

(2) Internship with reputed public/private sector organizations for a minimum duration of 6-8 weeks for the students may be arranged by the concerned services/institutions/ individuals during 3rd/4th year semester breaks to provide them practical on-job training and confidence before employment as professionals. Main Office, NUST shall assist to the maximum possible extent.

Maximum duration shall be according to Chapter IX of Part II of the Statutes/Regulations.

12. **Postgraduate studies.-** (1) The requirement of minimum number of credit hours and duration for completing the Postgraduate Programmes shall be as under :-

<u>Programme</u>	<u>Credit Hours</u> (Minimum)	<u>Duration</u>	
		<u>Minimum</u> <u>(On Campus)</u>	<u>Maximum</u>
(a) Master of Science (MS)	30	1½ Year	4 Years
(b) Master of Philosophy (MPhil) Pure/Applied/Social/Medical Sciences	30	2 Years	4 Years
(c) Doctor of Philosophy (PhD) For MS/MPhil qualified	48	3 Years	8 Years

(2) **Split PhD Programmes.** Postgraduate students selected on merit shall complete specified credits at a foreign university and shall be eligible for award of foreign or local degrees in accordance with regulations of that university.

CHAPTER IV

TESTS, EXAMINATIONS AND GRADING POLICY FOR ENGINEERING/INFORMATION TECHNOLOGY/MANAGEMENT SCIENCES

13. The following may be scheduled during a semester of studies for the purpose of grading:-

- (a) **Minor Tests (Quizzes).** - A number of quizzes conducted frequently in each course at irregular intervals, (normally 2-3 per credit hours) throughout the semester, with/without intimation.
- (b) **Major Tests/Examinations**
 - (i) **Mid Semester Examinations/One Hour Tests.** A 2-3 hours test conducted at mid semester or a number of one hour tests conducted (normally one per credit hour) in each course at regular intervals with due notice of at least two days.
 - (ii) **End Semester Examination.**- The last comprehensive examination of approximately three hours duration given in each course on its completion.
- (c) **Class Assignments.**- A task relevant to a course of study assigned by concerned faculty to substantiate the course contents. The assignment may or may not be graded.
- (d) **Practical/Lab Tests.**- These tests include all such examinations/evaluations to ascertain the level of competency of practical application of knowledge acquired.
- (e) **Project.**- Project is a research work aimed at testing the ability of a student to translate the theoretical knowledge acquired during a course of study into practical use at Bachelors/Masters level.
- (f) **Thesis.**- Thesis is a report comprising the original research work of a student which is counted towards the partial fulfillment of his Masters/PhD degree.

14. All End Semester Examinations of the University shall be held at constituent/affiliated institutions on dates and according to the schedule prepared by the respective institutions, unless otherwise approved by the Rector, and duly forwarded to Main Office, NUST as per Regulation 18.

15. Thesis shall be examined and evaluated by a Guidance and Examination Committee (GEC) constituted for this purpose.

16. **Question Papers.** All question papers will be set by the respective faculty and duly scrutinized, approved, and conducted in accordance with the university policy. As per the spirit of semester system, there shall be no choice in attempting the questions (unless

specified otherwise). It shall also be ensured that the Question Papers are balanced with respect to the examination policy and have been prepared to cover the essentials of the whole syllabus completed by the faculty.

17. **Use of Reference Material During Tests/Examinations.** Prior to class tests and Mid/End Semester Examinations, the concerned faculty/invigilator shall announce such books, notes or other material which can be referred to by the students during the test/examination. Examinee shall not be in possession of any other books, notes, papers, material, etc.

18. **Examination Schedule.** The Deputy Controller of Examination of the respective institution shall publish the examination schedule at least two weeks prior to the commencement of the End Semester Examination and forward a copy of the schedule to Main Office, NUST (Examination Branch) for information and record. Any subsequent changes shall only be made after approval from Main Office NUST.

19. **Academic Calendar of the University.** Director Academics shall prepare Academic Calendar of the University based on the details provided by the institutions and other directorates of Main Office, NUST at least two months before the commencement of academic year, i.e., Fall Semester.

20. **Conduct of End Semester Examination.-** Commandant/Principal/Dean shall approve the detailing of officers/faculty as Superintendent/Deputy Superintendent for the conduct of End Semester Examination. These officers/faculty shall ensure the following, namely:-

- (a) examinees are seated in the examination room according to the seating plan prepared by the Examination Branch;
- (b) answer books used in the examination are initialed by them. No other answer books are to be used;
- (c) answer books are issued to the invigilators five minutes before the commencement of the examination and retrieved at the end of the examination; and
- (d) absentee report, if any, is prepared and forwarded to the Examination Branch at the end of each examination.

21. **Invigilation Duties.-** Invigilators shall be detailed by the Deputy Controller of Examinations of the institution after approval of the Commandant/Principal/Dean. They shall report to the Superintendent/Deputy Superintendent thirty minutes before the commencement of examination and shall ensure,-

- (a) that the students are seated according to their seating plan;
- (b) that the students are warned against the use of unfair means and have been advised to surrender notes, papers or other unauthorized material before the commencement of the examination;

- (c) that no examinee is allowed to join the examination thirty minutes after its commencement;
- (d) that no examinee is allowed to leave the examination room within one hour of commencement of examination. The visits to wash rooms shall be carefully controlled;
- (e) that the question papers and answer books of an examinee detected using unfair means or assisting another candidate, is taken away and the matter reported to the Superintendent/Deputy Superintendent of examination. The Superintendent records all available evidence to be used as written proof later on; and
- (f) that the examinees write their examination code number on the front cover of each additional answer book used. If more than one answer book is used, they are stapled together. All unused answer books are handed over to the Superintendent/Deputy Superintendent after the examination.

22. **Invigilators' Responsibility.-** The invigilators shall distribute the question papers to the students according to the schedule published by the Examination Branch of the respective institution . The invigilators shall collect answer books from the students and hand over to Superintendent/ Deputy Superintendent after the examination. The subject faculty shall remain available near the examination of their subject to clarify query, if any.

23. **Students' Responsibility.-** Students shall report half an hour before the time fixed for the examination on the first day and ten minutes on subsequent days. No books, notes or documents are to be taken in the examination room except those authorized by the examiner.

24. **Unfair Means.-** Any student found using unfair means or assisting another student during a test/examination shall be liable to disciplinary action. A student found guilty of such an act by the institute Discipline Committee, shall be dealt with in the light of policy in vogue (For details on discipline matters refer Chapter xvii). Use of unfair means generally covers the following, namely;-

- (a) an attempt to have access to the question paper before the test/ examination;
- (b) use/possession of unauthorized reference material during test/examination;
- (c) any form of communication by the examinees with any one in or outside the examination room while the test/examination is in progress; and
- (d) unauthorized entry into faculty's office or that of his staff with the intention of having an access to or tampering with the official record/examination papers, etc.

25. **Destruction of Question Papers/Answer Books/Result Sheets.-** The following policy of destruction of Question Papers/Answer Books/Result Sheets of all types of university examinations shall be adopted, namely:-

- (a) Question Paper, if not part of the answer book, shall be disposed of after the conduct of the examination;
- (b) Answer Books along with a sample Question Paper shall be retained till one year after the graduation of the class;
- (c) hard copies of results shall be retained forever; and
- (d) soft copies shall be retained forever as duplicate record at a different and secure place.

CHAPTER V

ACADEMIC STANDARDS FOR AWARD OF DEGREES

26. The basis for determining a student's grade in a course shall be left at the well-considered discretion of the individual faculty/Departmental Board of Studies. Since some courses are purely theoretical, some are purely practical and some have a theoretical as well as a practical portion, the grading scheme in the format given below may be followed for the purpose of uniformity:-

Grading Scheme: Engineering / IT / Sciences			
Nature of Examination	Duration	Frequency	Weighting (%age)
End semester examination	2- 3 hours	1	40-50
One Hour Test(s)*	One hour	<ul style="list-style-type: none"> • 1 CH Course – minimum 1 OHT • 2-4 CHs Courses – minimum 2 OHTs 	30-40
Quizzes	-	<ul style="list-style-type: none"> • 1 CH Course – minimum 2 • 2 CHs and above Courses – minimum 3 	10-15
Assignments	Own time	-	5-10
Project(s)	Own time	-	10-20
Lab Work /Projects	3 contact hours	1 per week for each lab CH	70-80

* Mid Semester Examination will be held in lieu of OHTs during Summer Semester.

27. For purely theoretical and purely practical courses, the grading scheme is given in the suggested format. However, for subjects which have the two categories (theory and practical) combined, the final grade shall be computed by multiplying the number of credits assigned to each category with the percentage marks obtained in that category and dividing the sum of the two by the total credits in that subject. For example:-

EXAMPLE				
Subject	Theory Credits	Practical Credits	% age Marks Earned	
			Theory	Practical
Physics	3	1	70	90
Overall grade = $(70 \times 3 + 90 \times 1) / (3+1) = 75\%$				

28. The overall subject percentage thus obtained shall be rounded off by the individual faculty up to two decimal points. Fraction of 0.5 or more are rounded to the next higher digit.

29. The performance of each student in a course of study will be graded as follows:-

Letter Grade	Grade Points
A	4.00
B+	3.50
B	3.00
C+	2.5
C	2.00
D+ (for UG only)	1.50
D (for UG only)	1.00
F	0.00
I	Incomplete
W	Dropped

Note: W Grade is not applicable for Service students (MCE, MCS and College of E&ME) of UG courses

30. Grade Point Average GPA will be worked out by awarding relative grading on a scale of 4.00 points according to distribution gap method on the performance of a particular class by the faculty teaching the course.

31. To earn course credits, a student must obtain a minimum of 1.0 grade point for undergraduate and 2.0 grade points for postgraduate programmes in each course.

32. To successfully complete the degree requirement, a student must obtain a minimum CGPA of 2.00 (2.50 for BBA), MF GPA 2.0 (for CAE) for Bachelors, 3.00 for Masters/MPhil, and 3.50 for PhD degree.

33. Award of Grades

- (a) **Award of Grade 'F'.**- In addition to 'F' grade awarded on the basis of academic failure, a student shall not be allowed to appear in the final examination of a subject in which his attendance is less than 75%, and he shall be awarded 'F' grade in that subject. The 'F' grade so obtained shall only be cleared by repetition of the course whenever offered.

- (b) **Award of Grade 'I'.**- A student, who, because of illness or other acceptable reasons approved by the Departmental/Faculty Board of Studies, fails to complete the required work in any course or misses any examination/test defined as under, provided his overall attendance is not less than 75%, will be given 'I' as a grade. When a student, receiving such a grade, makes up the unfinished portion of his course, he will be given a grade as per Regulation 29 at the discretion of the faculty without prejudice to the previous grade 'I'. In case a student fails to make up the coursework, he will be awarded an 'F' grade unless further extension is given by the Faculty Board of Studies.
- (i) **Mid Semester Examinations/One Hour Tests.**- Whenever a student misses Mid Semester Examination/One Hour Test due to reasons acceptable to the Departmental Board of Studies, make up test shall be arranged within the period to be decided by the Departmental Board of Studies but not later than four weeks from the original date of the missed Mid Semester Examination/One Hour Test.
- (ii) **End Semester Examination.**- Whenever a student misses End Semester Examination due to reasons acceptable to the Faculty Board of Studies, make up examination shall be arranged within the first six weeks after the beginning of the subsequent semester.
- (c) **Award of Grade W.** Grade W will be awarded on dropping of a course under the provisions of Regulation 34.

34. **Adding / Dropping of Course(s):**

- (a) Adding / Dropping of course(s) shall be allowed within the first two weeks of start of a semester. It shall be ensured that minimum number of credit hours is not less than 12 for Bachelors and 6 for Masters programmes and maximum number of credit hours does not exceed 21 for Bachelors and 12 for Masters programmes.
- (b) A student taking less than the regular semester load shall not be considered for any academic honour / award.
- (c) A student shall be allowed to drop a registered course latest by 8th week of a regular semester and 5th week of a summer semester with recommendation of the HoD and approval of the Dean / Associate Dean. Letter grade 'W' shall appear in the transcript against the specific course and shall not be considered for computation of GPA.
- (d) Student having 'W' on the transcript shall not be considered for any academic honour / award.

- (e) A UG student shall be allowed to have a maximum of 2 W's in a semester. He shall not be allowed to accumulate more than 4 W's at any one particular time during course of studies.
- (f) A Masters student shall be allowed one 'W' in a semester, provided that registered credit hours do not fall below 6 credit hours in a regular semester. The students shall not be allowed to accumulate more than two Ws at a particular time during the course of studies.
- (g) **Offering and Registration of Courses.-** Each institution shall finalize additional courses to be offered in a particular semester well before its start but not later than the last week of the previous semester, keeping in view the resources available.
- (h) Adding / Dropping of course and 'W' grade is not applicable for service students (MCE, MCS and College of E&ME) and will follow the structured program. Unless otherwise approved by the college remaining within the confines of approved curriculum.
- (i) Adding / Dropping of course(s), within prescribed limits, may be allowed on case-to-case basis for PN Officers, subject to recommendations of FBS. Adding / Dropping of course(s) is not allowed to PN Cadets during PNA Part

35. **Final Grade.-** The grade earned by a student in home assignments, quizzes, laboratory work, mid semester/one hour tests, end semester examination etc, shall be formalised into final result by the concerned faculty. It must be ensured by the faculty that all examination answer sheets including end semester examination are shown to the respective students prior to finalization of the results. The faculty shall prepare the final results of the students on the standard grade sheet in duplicate and submit it to the Departmental Board of Studies (DBS). The grade sheets of each course duly approved by the DBS shall be sent to the Deputy Controller of Examination.

36. **Computation and Approval of Results.-** After the results are received from each Department, the Examination Branch of the institution shall compile the final results of each class. The final results shall show the grades obtained in each course of the semester, the Semester GPA and the CGPA of each student. The result sheets shall also indicate the tentative disposal (probation, warning, suspension, withdrawal) of students failing to achieve the required standard. The institution shall hold the Faculty Board of Studies (FBS) meeting within two weeks of the conclusion of the end semester examinations, and approve the result. The final result shall be formally announced by the Examination Branch after it is approved by the FBS.

37. **Record of Results.-** The final result shall be recorded on the provisional semester transcript of each student. The Examination Branch of the respective institution shall prepare four copies of individual student semester transcript. The original copy shall be sent to the sponsoring authority (where applicable) second and third copy to the students and their parents/guardians. The fourth copy shall be retained in the student's permanent file at the

institution. The complete semester result of each course shall be sent to Examinations Branch, Main Office NUST for scrutiny and formal notification.

37B. Re-assessment means re-evaluation of answer(s) already checked/evaluated by the examiners. Answer books of a student, in any Examination, shall not be reassessed under any circumstances. Rechecking procedure shall be carried out according to instructions mentioned in Annex F.

38. **Issue of Academic Transcript/Detailed Marks Sheet.-** A student desirous of obtaining Academic Transcript/Detailed Marks Sheet may apply to Controller of Examinations NUST through his institution along with the prescribed fee, as per the policy issued on the subject.

CHAPTER VI

AWARD OF BACHELORS' DEGREE AND ACADEMIC DEFICIENCIES FOR BACHELOR STUDENTS (applicable to all programmes except those specified separately)

39. **Award of Bachelors' Degree.-** (1) The (NUST), on recommendations of the Faculty Board of Studies of the constituent colleges/institutes/centres, awards undergraduate degree to the students who satisfy the following conditions, namely:-

- (a) have completed prescribed credit hours, and as per approval of Pakistan Engineering Council (PEC)/Higher Education Commission (HEC) for each programme for bachelors' degree; and
- (b) have achieved a minimum CGPA of 2.00 with a minimum of 'C' grade in project work for BE/BIT.

(2) The degrees will reflect CGPA earned by the student during the degree programme.

40. **Academic Deficiencies.-** A student who obtains one or more of the following grades in semester final result is considered academically deficient, namely:-

- (a) an 'F' grade in any course;
- (b) Semester GPA less than 2.00;
- (c) CGPA less than 2.00;
- (d) 'I' (Incomplete) grade in any course; and

41. **Disposal of Academically Deficient Students.-** (1) The cases of academically deficient students shall be disposed off initially by the Departmental Board of Studies (DBS) and subsequently by the Faculty Board of Studies (FBS) of the respective institution in the following manner, namely:-

- (a) The DBS shall review the end semester results of deficient students and recommend any one of the following actions to the FBS, namely:-
 - (i) warning;
 - (ii) probation;
 - (iii) suspension; or
 - (iv) withdrawal;
- (b) the FBS of the institution upon receipt of recommendations from the concerned DBS, shall be convened as soon as possible but not later than the first two weeks of the next semester; and
- (c) the FBS shall consider each case individually and take one of the following actions as per latest policies of the University, namely:-
 - (i) issue warning to the student;

- (ii) place the student on probation;
- (iii) recommend suspension; or
- (iv) recommend withdrawal from the University.

(2) The warning and probation orders shall be issued by the Deputy Controller of Examination of the respective institution. One copy of the order shall be placed in the student's file for record and one copy each shall be sent to the parent/guardian and student's tutor.

42. **Warning**

- (a) **Definition.-** “warning” means a written cautionary statement issued to a student who qualifies to continue his studies despite minor deficiencies in some courses so as to make him conscious of the weakness and advise him to work hard during the semester under progress.
- (b) **Policy.-** A student shall be placed on warning under the following condition as per the latest policies of the University :-
 - (i) Semester GPA of the student is less than 2.00 or he earns F grade (s) in a course (s) but does not qualify for probation / withdrawal.
- (c) **Compulsions.-** While on warning, a student is to,-
 - (i) contact concerned faculty for guidance; and
 - (ii) keep a complete record of the semester work comprising home assignments, laboratory reports, quizzes, mid semester/one hour tests and the marks obtained.

43. **Probation**

- (a) **Definition.-** A student is said to be on probation if he is deficient in academic standards but is allowed to continue studies.
- (b) **Policy.-** A student shall be placed on academic probation under the following conditions:
 - (i) His CGPA is less than 2.00, and he does not qualify for withdrawal. This clause will not be applicable to the first semester; and
 - (ii) On disciplinary grounds when recommended by the respective discipline committee of the institution and the discipline committee of NUST.
- (c) **Compulsions.-** While on probation, a student shall:-

- (i) contact concerned faculty for guidance; and
- (ii) keep a complete record of the semester work comprising home assignments, laboratory reports, quizzes, mid semester/one hour tests, and the marks obtained.

44. **Suspension**

- (a) **Definition.-** “suspension” means that a student is not allowed to continue regular academic activities for a specified time.
- (b) **Policy.-** Faculty Board of Studies shall recommend and qualify a suspension as under (as per latest policies of the University), namely :-
 - (i) suspension on disciplinary grounds;
 - (ii) suspension on medical grounds;
 - (iii) suspension on prolonged absence;
 - (iv) suspension on reasons beyond student’s control or on authorized grounds / sanctioned leave from competent authority; or
 - (v) Suspension on academic grounds.
- (c) A student may be recommended for suspension by the Faculty Board of Studies for approval by Main Office, NUST in case of NUST students / paying cadets, subject to any of the conditions listed below, namely:-
 - (i) on disciplinary grounds when recommended by the Discipline Committee of the respective institution and the Discipline Committee of the University.
 - (ii) if overall attendance of the student is below 75% in a semester on medical grounds or reasons beyond his control; or
 - (iii) if the student remains absent for more than thirty but less than forty-five consecutive days without valid reasons;
 - (iv) If a student has earned two to three consecutive probations, and may be required to repeat one or two semesters, to improve the CGPA on student’s request or a decided by the institution FBS, may be allowed to recommend it.

Note: If a student is suspended, s/he will resume her / his studies from the same stage where s/he was suspended.

- (d) **Suspension of Registration.** (1) If a student remains absent for 45 or more consecutive days without intimation or any valid reason, his / her admission /

registration will be suspended. However, such student may resume the same programme subject to meeting the following conditions:

- (i) has completed minimum one year of studies and attained mandatory GPAs;
 - (ii) has been recommended by the respective institution.
- (2) On re-admission, the student will pay the prescribed admission fee and 50% tuition fee for the period of absence. The rate of fee will be as applicable to students of the semester which he / she joins.
- (3) While considering the case for re-admission, it will be ascertained by the respective institution that the student has sufficient time to complete his / her degree within the prescribed time limit, which will start from date of original / first admission.
- (4) No special classes / courses will be planned / arranged for such cases, other than planned classes for repeat courses.
- (5) After re-admission, his / her studies will be governed by the rules and regulations applicable to the entry he joins.
- (6) Suspension of registration, on grounds of prolonged absence, will be granted only once in the programme in which he / she was originally granted admission.

45. **Withdrawal**

- (a) **Definition.** “withdrawal” means that a student is considered unsuitable for further studies at NUST and is withdrawn from the programme.
- (b) **Policy.** A student is recommended for withdrawal as per latest policies of the University by the Faculty Board of Studies for approval by Main Office, NUST in case of NUST students / Paying Cadets, subject to any of the conditions listed below, namely:-
 - (i) the student accumulates seven or more F grades;
 - (ii) earns four consecutive probations;
 - (iii) on disciplinary grounds when recommended by the respective Discipline Committee of the institution and the Discipline Committee of NUST;
 - (iv) cannot complete his degree requirements within the maximum stipulated time of seven years, even if he utilizes the summer semester. Such like cases will be recommended by the respective FBS and referred to the Registrar Directorate for approval;

- (v) A student who remains absent for more than 45 days without valid reasons, but does not qualify for suspension of registration;
- (vi) Earns five 'F' grades or more in first semester only.

Note: If a student is likely to be withdrawn on academic deficiencies, he will be duly warned and counseled, and his parents will be forewarned for intervention. Such communications will be duly recorded.

46. **Repetition of Course(s).**- (1) A student may repeat a course for the following reasons, subject to payment of prescribed tuition fee for the repeated course(s):

(a) **Clearance of W / F Grades.**

- (i) A student shall repeat a course to clear an F / W grade;
- (ii) It shall be the student's responsibility to clear the failed / dropped courses, subject to availability of resources at the respective institution and approval of Dean / Associate Dean / HoD;
- (iii) The student's transcript shall show both the old grade and the new earned grade, but the better grade will be used in the computation of CGPA;
- (iv) The student who repeats a course to clear a W/F grade shall not be eligible for academic honours / awards.
- (v) **Counting of 'F' grades.** A student who fails in a subject, and after repeating fails again (irrespective of the number of time he / she repeats) the number of 'F's' counted in this case will be one 'F' only.

(b) **Improvement of CGPA.**- A student may repeat a course to improve his CGPA subject to the following provisions:

- (i) The student shall register for the course(s) to be repeated after formal permission from the respective HoD;
- (ii) The terms and conditions of repeat courses shall be the same as per regular courses. The student transcript will show both the old grade and the new earned grade but the better grade will be used in the computation of CGPA;
- (iii) The student shall not be eligible for top academic honours / award based on a new earned grade(s);
- (iv) The student shall not be allowed to improve his CGPA after completion of the degree.

(2) **Retest of End Semester Examination.**-In case a failed subject is a pre-requisite for a course in the following semester, the student shall have to clear it through retest within first six academic weeks of the next semester. F Grade awarded to a student on the basis of academic failure is only eligible to appear in the retest, whereas, F Grade awarded on the basis of low attendance is not qualified to appear in the retest. Such retest shall have the same weightage as that of actual End Semester Examination in that subject. Maximum achievable grade in this case shall be 'D'. There shall be no extra coaching classes prior to such retest.

Note: The degree programme shall be considered complete on fulfillment of prescribed requirements of the degree, request of the student for final transcript / award of degree and formal notification by the Controller of Examinations.

47. **Deferment of Semester(s).**- A student may seek deferment from regular studies subject to the following conditions:

- (a) Deferment will generally be requested before the start of a semester. However, in exceptional cases it may be requested latest by the 2nd week of a semester. It will be endorsed by the FBS and processed for formal approval by the Registrar.
- (b) During the period of deferment, he / she will be allowed to repeat courses already studied on payment of prescribed fee for repetition of courses but not permitted to study new courses;
- (c) He / She shall pay 25% tuition fee to maintain his / her registration;
- (d) the student has the requisite time available to complete his / her degree within the stipulated time;
- (e) In case, a student opts to defer the first semester he/she shall have to pay full tuition fee (non-adjustable / non-refundable); or
- (f) If a student defers a semester(s), s/he will resume her / his studies from the same semester in which s/he left (deferred the semester).

47A. **Academic Regulations Pertaining to Service Students (CAE).**- Annex G.

47B. **Academic Regulations Pertaining to Service Students (MCE, MCS and College of E&ME).**- Annex H.

47C. **Academic Regulations Pertaining to Service Students (PNEC).**- Annex I.

CHAPTER VII

AWARD OF MASTERS DEGREE AND ACADEMIC STANDARDS FOR MASTERS STUDENTS

48. **Award of Masters Degree,-** (1) On recommendations of the Faculty Board of Studies of the constituent institutions, the University shall award Masters degree to the students who satisfy the following conditions, namely:-

- (a) have completed prescribed credit hours for coursework and research work / projects;
- (b) have achieved a minimum CGPA of 3.0 (60 % in case of Medical Sciences) in coursework with a minimum of 'B' grade in thesis (6 CHs,). In case of Medical Sciences 10 CHs.

(2) **Scheme of Studies (MS / MPhil)**

- (a) Fall and Spring Semesters will be regular semesters.
- (b) Students will enroll for minimum of 6 (six) credits in Fall and Spring Semester.
- (c) Students may enroll in Summer Semester for 6 (six) credit hours of course / research work.
- (d) Students shall enroll for 3 (three) credit hours of research work (after completion of coursework) in every Semester until defense of the thesis. However, maximum of 6 (six) credit hours (10 (ten) credit hours in case of Medical Sciences) of research work will be counted towards degree requirement.
- (e) Students of MS will be charged full tuition fee for 1 ½ / 2 years (on-campus duration). Thereafter, if the student has completed her / his coursework, s/he will not be required to pay any fee till completion of degree requirements. However, beyond the stipulated two year period, a student will be required to pay the prescribed course fee for deficient / improvement courses. However, fee during Summer Semester will be course based.

49. **Award of MPhil Degree (Medical Sciences)**

(1) **Programme Committee for Graduate Studies (PCGS for Medical Students):** The PCGS shall be headed by Dean Faculty of Medicine and preferably consist of Head of the Department/Professors of concerned departments. The terms of reference for PCGS shall be:-

- (a) To evaluate and detail the faculty eligible for:-
 - (i) thesis supervision (Supervisor, Co-Supervisor, Internal/ External Examiners); and
 - (ii) thesis committee members
- (b) To evaluate and recommend postgraduate courses and projects as proposed by thesis supervisors
- (c) To oversee and evaluate progress of the approved postgraduate research projects and coursework
- (d) To recommend award of MPhil degree to the successful candidates for approval by Main Office NUST; and
- (e) To recommend transfer of credits of coursework done outside NUST for final approval of Main Office NUST.

(2) **Graduate Examination Committee (GEC):-** The GEC shall comprise students supervisor, co-supervisor (if any), from the major subject, and two external examiners both from major subjects. The GEC will be formed within first 3 months of commencement of MPhil training. The GEC shall be nominated by the PCGS in consultation with the Principal / Dean AM College. The student's Supervisor shall chair the GEC.

(3) **Coursework:** First twelve months of the programme shall consist of coursework under a prescribed syllabus as proposed by the concerned department and approved by PCGS. There shall be two periodical tests and one pre-final examination of core courses conducted by the Department during first year. The candidates will have to pass each test (2 periodicals) / examinations by securing minimum 55% marks but the aggregate marks at the end of years must not be less than 60% for taking up the comprehensive Examination.

(4) **Award of MPhil Degree**

- (a) **General.** Candidates who have passed Comprehensive Examination shall complete their MPhil in 2nd year and shall be awarded MPhil degree on successful completion of all other requirements.
- (b) **MPhil Research, Thesis Supervision and Evaluation**
 - (i) **Synopsis.** Format may consist of items as laid down for PhD students.
 - (ii) **Thesis** shall be written after conducting the research work after approval of synopsis by PCGS under the guidance of the Supervisor to comply with the laid down criteria of NUST.

- (iii) The student must submit at least one research paper for publication in refereed journal recognized by PM&DC.
- (iv) At the end of 2nd year, MPhil thesis defense examination shall be conducted as under:-
 - (aa) **Thesis evaluation** by GEC of the student. The report of the two external members must be positive.
 - (bb) **Thesis defence.** Dean, HoD in addition to GEC of the student.
- (v) Chairman PCGS / Deans shall mail thesis to external and internal examiners at least four weeks prior to the defense of thesis on the recommendations of Supervisor. They shall submit evaluation reports within three weeks. Thesis evaluation reports shall be submitted to PCGS for consideration. The following shall be the disposal of reports:-
 - (aa) If two out of three examiners (less supervisor) give satisfactory reports, the student shall be allowed to proceed for defense of thesis examination.
 - (bb) If two or more examiners (less supervisor) suggest minor corrections, the supervisor shall ask the student to incorporate these corrections and shall be allowed to appear in defense of thesis examination.
 - (cc) If two or more examiners (less supervisor) indicate major defects in thesis, the supervisor shall ask the student to repeat some experiments, do revision of thesis and resubmit it for evaluation within 4-6 months. It shall be resubmitted to the same panel of examiners for evaluation and decision shall be given again as mentioned above. If it is rejected again the student shall be debarred from defense of thesis examination.
- (c) **Eligibility Criteria for MPhil Thesis Supervisors, Co-Supervisor and External Examiners.** The eligibility criteria for M Phil shall be the same as for PhD, however, faculty holding an MPhil degree shall also be eligible.
- (d) **Minimum Requirement for Award of MPhil Degree.** Following are the minimum requirements which shall be met by a candidate for award of MPhil degree by NUST (Institutions/departments may specify additional requirements if considered appropriate/necessary):-

- (i) **Coursework.** The candidate shall complete the coursework as specified by PCGS.
- (ii) **Thesis Credits.** In addition to the course work, the candidate shall complete MPhil research acceptable to the NUST PCGS.

50. **Transfer of Credits.** Following shall be applicable in case of MS/MPhil:-

- (a) Postgraduate credits may be considered for transfer from other local approved accredited institutes or foreign reputed institutions of similar quality if they are relevant and appropriate to an approved Masters programme;
- (b) only postgraduate-level courses in which at least a 'B' grade or its equivalent was received shall be considered for transfer;
- (c) only postgraduate-level courses that were completed within the last three years may be considered for transfer; and
- (d) maximum of 9 postgraduate level course credits may be transferred but the grades shall not be transferred.
- (e) the transfer of credits shall be subject to acceptance by the concerned department.

51. **Double Registration.-** The student shall not be allowed to register for more than one degree course at a time.

52. **Academic Deficiencies.-** A student shall be dropped from the Masters programme if:-

- (a) CGPA remains below 2.00 (less than 50% in case of Medical Sciences) in any semester;
- (b) receives 'F' grade in more than two courses;
- (c) CGPA remains below 3.00 (less than 60% in case of Medical Sciences) after completion of the coursework even after availing the chance allowed under the provision of Regulation 54;
- (d) Attendance of the student remains below 75% in more than two subjects ('F' grade shall be awarded in the subjects in which student's attendance is below 75%); and;
- (e) on disciplinary grounds when recommended by the Discipline Committee of the institution and the Discipline Committee of NUST.

52A. **Suspension of Registration.-** (1) If a student remains absent for 30 or more consecutive days without intimation or any valid reason, his / her admission / registration

will be suspended. However, such student may resume the same programme subject to meeting the following conditions:

- (a) has completed minimum one Semester with minimum required GPA;
 - (b) has been recommended by the respective institution.
- (2) On re-admission, the student will pay the prescribed admission fee and 50% tuition fee for the period of absence. The rate of fee will be as applicable to students of the semester which he / she joins.
- (3) While considering the case for re-admission, it will be ascertained by the respective institution that the student has sufficient time to complete his / her degree within the prescribed time limit, which will start from date of original / first admission.
- (4) No special classes / courses will be planned / arranged for such cases, other than planned classes for repeat courses.
- (5) After re-admission, his / her studies will be governed by the rules and regulations applicable to the entry he joins.
- (6) Suspension of registration, on grounds of prolonged absence, will be granted only once in the programme in which he / she was originally granted admission.

53. **Probation**

- (a) **Definition.** A student is said to be on probation if he is deficient in academic standards and is allowed to continue studies.
- (b) **Policy.** A student will be placed on probation under any of the following conditions:
 - (i) If his CGPA is less than 3.00 (less than 60% in case of Medical Sciences) but greater than or equal to 2.00 (equal to or greater than 50% in Medical Sciences);
 - (ii) On disciplinary grounds when recommended by respective discipline committee of the School.

53A. **Suspension**

- (a) **Definition.-** “Suspension” means that a student is not allowed to continue regular academic activities for a specified time.
- (b) **Policy.-** Faculty Board of Studies shall recommend and qualify a suspension as under (as per latest policies of the University), namely :-
 - (i) suspension on disciplinary grounds;

- (ii) suspension on medical grounds;
- (iii) suspension on prolonged absence or
- (iv) suspension on reasons beyond student's control or on authorized grounds / sanctioned leave from competent authority.

54. **Repetition of Course(s).** A student may repeat a course under two circumstances, i.e., to clear an 'F' Grade or to improve his CGPA. The student shall be required to complete all formalities applicable to repetition of a course, i.e., mid semester examination/one hour tests, project, assignments, quizzes, etc and End Semester Examination. The student's transcript shall show both the old grade and the new earned grade, but the better grade will be used in the computation of CGPA. A student who repeats a course shall not be eligible for top student honours/awards even if he improves it and comes in that bracket after repeating. The two circumstances under which a student may repeat a course are:-

- (a) **Clearance of 'F' / 'W' Grade.-** If a student receives an 'F' / 'W' grade in a course, he shall be required to repeat that course, whenever offered.
- (b) **Improvement of CGPA,-** A student may repeat a course at any stage in MS / M Phil program, in which he received the grade point < 3.0 (less than 60% in case of Medical Sciences) but ≥ 2.0 ($\geq 50\%$ in Medical Sciences) in order to improve his CGPA. Procedure for repeating a course shall be as under, namely:
 - (i) the candidate shall apply to the HoD for permission to repeat a course. HoD may permit a student to repeat a course subject to its offering and availability of necessary resources;
 - (ii) the student shall have to repeat the course within the time limit given by Faculty Board of Studies;
 - (iii) a student shall be allowed to repeat a maximum of 3 courses for MS, 4 for MBA and 5 for EMBA during his entire coursework apart from clearance of 'F' grade, if any;
 - (iv) the student shall not be allowed to improve his CGPA after completion of the degree.
- (c) **Taking Alternative Elective Course.** A student may take an alternative elective course for repetition with the approval of Dean. The student's transcript shall show both the old grade and the new earned grade, but the better grade will be used in the computation of CGPA;

Note:

- The degree programme shall be considered complete on fulfillment of prescribed requirements of the degree, request of the student for final transcript / award of degree and formal notification by the Controller of Examinations.

- Repetition of a failed course shall be granted by HoD subject to availability of necessary resources/faculty and shall not be used as a tool for avoiding suspension.

55. **Deferment of Semester(s).**- A student may seek deferment from regular studies subject to the following conditions:

- Deferment will generally be requested before the start of a semester. However, in exceptional cases it may be requested latest by the 2nd week of a semester. It will be endorsed by the FBS and processed for formal approval by the Director Postgraduate Programmes;
- During the period of deferment , he / she will be allowed to repeat courses already studied on payment of prescribed fee for repetition of courses but not permitted to study new courses;
- He / She shall pay 25% tuition fee to maintain his / her registration;
- the student has the requisite time available to complete his / her degree within the stipulated time; or
- In case, a student opts to defer the first semester he/she shall have to pay 50% tuition fee (non-adjustable / non-refundable).

56. **Research During Masters Programme,**- The procedure for thesis research shall be as under:-

- all students must successfully complete a minimum of 6 credits in Masters thesis, based on a highly individualized, investigative study which shall make a significant contribution to knowledge;
- subject of research shall be agreed to by the student and the research Supervisor/Advisor (thesis advisor), in consultation with Guidance and Examination Committee (GEC), when required. The topics must be original and not plagiarized, and relevant to the needs of the country;
- thesis shall be graded and counted towards the calculation of CGPA for all programmes;
- a student who cannot complete the thesis work in the assigned on-campus time may continue to do so at his own arrangements to complete the thesis work within the maximum allowed time;
- the students desirous of continuing their research after the on-campus time shall have to maintain their registration with the University and accordingly pay the registration fee as per the policy.
- A student can start research work after completion of 9 (nine) credit hours of coursework provided his CGPA is ≥ 3.0 ($\geq 60\%$ in case of Medical Sciences).

Thesis defense will only be allowed once he has attained a CGPA of ≥ 3.0 ($\geq 60\%$ in case of Medical Sciences) in coursework.

57. **Guidance and Examination Committees (GEC).** The GEC shall comprise at least two members holding preferably a PhD degree in the relevant field. The Research Supervisor/Advisor shall chair the meeting of GEC. The Research Supervisors/Advisors must be given prior necessary experience for this job by initially nominating them as members of GEC/Co-Supervisors. However, the DBS may decide to allow for MS/PhD student supervision without prior experience on case-to-case basis.

57A. AWARD OF MASTER'S DEGREE IN BUSINESS ADMINISTRATION / EXECUTIVE MASTERS IN BUSINESS ADMINISTRATION / SOCIAL SCIENCES

(a) **Duration of Studies**

	Programme	Credit Hours	Duration	
			Minimum (On Campus)	Maximum
(i)	Master of Business Administration (MBA)			
	(a) for 16 years education graduates	72	2 Years	4 ½ Years
	(b) for 16 years education BBA graduates	36	1 ½ Years	4 Years
	(c) for 14 years education graduates	90	3 Years	5 Years
(ii)	Executive Master of Business Administration	66	2 Years	5 Years
(iii)	MS Economics			
	(a) for 16 years education graduates	66	2 Years	4 ½ Years
	(b) for 16 years education graduates with Economics background	36	1 ½ Years	4 Years
	(c) for 14 years education graduates	96	3 Years	5 Years

(b) **Award of Degree:-** On recommendations of the Faculty Board of Studies of the School, the University will award Masters degree to the students who satisfy the following conditions, namely:-

MBA

(i) Students admitted on the basis of 4-year BBA degree will complete 36 credit hours (30 credits of coursework and 6 credits of thesis research/business project).

- (ii) Students admitted on the basis of 16-year of prior non-business education will complete 72 credit hours (66 credits of coursework and 6 credits of thesis research/business project).
- (iii) Students admitted on the basis of 14-year of prior education are required to complete 90 credit hours (84 credits of coursework and 6 credits of thesis research/business project).
- (iv) have achieved a minimum CGPA of 3.0 in coursework with a minimum of 'B' grade in thesis/business project (6 credit hours);
- (v) have successfully completed 6-8 weeks internship (for MBA only)

EMBA

- (i) Have achieved a minimum CCGPA of 3.00 and completed 66 credit hours. Grades assigned for the business project (s) will be counted towards the calculation of CGPA.

MS

- (i) Students admitted on the basis of 16-year education in economics will complete 36 credit hours (30 credit of coursework and 6 credits of thesis research).
- (ii) Students admitted on the basis of 16-year education in non-economics will complete 72 credit hours (66 credit of coursework and 6 credit of thesis research).
- (iii) Students admitted on the basis of 14-years education in economics will complete 90 credit hours (84 credit of coursework and 6 credit of thesis research).

(c) **Scheme of Studies**

- (i) The assessment scheme shall be as follows:-

Nature of Examination	Duration	Frequency	Weighting (%age)
End semester examination	3 hours	1	30 – 50
for EMBA Only			20 – 30
Mid Term	2 hours	1	15 – 25
Quizzes	-	Minimum: 3	05 – 15
Class Participation	-	-	0 – 5*
Assignments / Project(s) / Case Studies	Own time	-	10 – 40

* Shall be allocated only if there are no case studies.

- (ii) The performance of each student in a course of study will be graded as follows:-

Grades	
Numerical Grade	Grade Points
A	4.0
B+	3.50
B	3.0
C+	2.50
C	2.00
F	0.00
I	Incomplete
W	Dropped

- (iii) It is the University policy to workout GPA by awarding relative grading on a scale of 4.00 points according to distribution curve based on the performance of a particular class by the faculty.
- (iv) To earn course credits, a student must obtain a minimum of 'C' grade for postgraduate programmes in each course.
- (d) **Offering and Registration of Courses.** The School will finalize additional courses to be offered in a particular semester well before its start but not later than last week of the previous semester keeping in view the resources available.
- (e) **Course Registration Procedure for EMBA Only.** Course registration shall be open till the first week of the semester. A late fee to the tune of 20% of the course fee will be charged for registration from student who registers in the second week. No request for registration will be entertained beyond the second week.
- (f) **Academic Deficiencies**
- (i) **Probation**
- (a) **Definition.** A student is said to be on probation if he is deficient in academic standards and is allowed to continue studies.
- (b) **Policy.** A student will be placed on probation under any of the following conditions:
- (i) If his CGPA is less than 3.00 but greater than or equal to 2.50 and he /she does not qualify for withdrawal;

- (ii) On disciplinary grounds when recommended by respective discipline committee of the School.
- (ii) **Suspension on Medical / Disciplinary Grounds/ Acceptable Reasons.** A student may be recommended for Suspension by the FBS on Medical / Disciplinary Grounds / Acceptable Reasons. This Suspension can be allowed, if occurrence takes place during the semester. During the period of Suspension the student will be required to pay 25% of the tuition fee.
- (g) **Withdrawal**
 - (i) **Definition.** “withdrawal” means that a student is considered unsuitable for further studies at NUST and is withdrawn from the programme.
 - (ii) **Policy.** A student is recommended for withdrawal by the Faculty Board of Studies as per latest policies of the University for approval by Main Office, NUST subject to any of the conditions listed below, namely:-
 - (a) receives ‘F’ grade in more than two courses;
 - (b) CGPA remains below 2.5 in any semester;
 - (c) CGPA remains below 3.00 after completion of his coursework even after availing the chance allowed under the provision for repetition of courses for improvement of CGPA;
 - (d) on disciplinary grounds when recommended by respective Discipline Committee of constituent institution and Discipline Committee of NUST.
- (h) **Award of “F”, “I” and “W” Grades**
 - (i) **Award of Grade ‘F’.-** In addition to ‘F’ grade awarded on the basis of academic failure, a student shall not be allowed to appear in final examination of a subject in which his attendance is less than 75%, and he shall be awarded ‘F’ grade in that subject. The ‘F’ grade so obtained shall only be cleared by repetition of the course whenever offered, so that the students are made to attend the missed course.
 - (ii) **Award of Grade ‘I’.-** A student, who, because of illness or other acceptable reasons approved by the Departmental/Faculty Board of Studies, fails to complete the required work in any course or misses any examination/test defined herein, provided his overall attendance is not less than 75%, is given ‘I’ as a grade. The student receiving

such a grade makes up the unfinished portion of his course and is given a grade as per regulation 29 at the discretion of the faculty without prejudice to the previous grade 'I'. In case the student fails to make up the coursework, he receives a grade 'F' unless further extension is given by the Faculty Board of Studies.

- (iii) **Award of Grade "W".-** If a student drops a course under the provision of these regulations, he will be awarded "W" Grade.

- (i) **Repetition of Course(s).-** A student may repeat a course under two circumstances i.e. to clear an 'F' Grade or to improve his CGPA. The student shall be required to complete all formalities applicable to repetition of a course i.e. mid semester examination, project, assignments, quizzes and End Semester Examination etc. The student's transcript shall show both the old grade and the new earned grade, but the better grade will be used in the computation of CGPA. A student who repeats a course shall not be eligible for top student honours/awards even if he improves it and comes in that bracket after repeating. The two circumstances under which a student may repeat a course are:-

- (j) **Clearance of W / F Grades**
 - (i) A student may repeat a course to clear an F / W grade. This repetition is not included in the provision allowed for improvement of CGPA.
 - (ii) It will be the student's responsibility to clear the failed / dropped courses subject to availability of resources and approval of Dean.
 - (iii) The student's transcript shall show both the old grade and the new earned grade, but the better grade will be used in the computation of CGPA;
 - (iv) The student who repeats a course to clear a W grade will not be eligible for academic honors / awards

- (k) **Improvement of CGPA.-** A student may repeat a course in which he received the grade point < 3.0 but ≥ 2.0 in order to improve his CGPA. Procedure for repeating a course shall be as under, namely:
 - (i) in MS programme a student may repeat course at any stage;
 - (ii) for MBA/EMBA, a student will be allowed to repeat a course(s) to improve their CGPA during the course of studies as allowed to other postgraduate students;
 - (iii) a student shall be allowed to repeat a maximum of 3 courses for MS, 4 for MBA and 5 for EMBA during his entire coursework apart from clearance of 'F' grade, if any.

- (iv) **Taking Alternative Elective Course.** A student may take an alternative elective course for repetition with the approval of Dean. The student's transcript shall show both the old grade and the new earned grade, but the better grade will be used in the computation of CGPA;

(l) **Adding / Dropping of Course(s) and Award of 'W' Grade**

- (i) Adding / Dropping of course(s) is allowed within the first two weeks of start of a semester. However, the students will ensure that minimum and maximum credit hours limit is followed as given below:-

		<u>Minimum</u>	<u>Maximum</u>
(a)	MBA	12	21 (18 in case of MBA with 36 CHs)
(b)	EMBA	06	12 (Fall & Spring Semester;
		03	06 (Summer Semester)
(c)	MS	09	18

- (ii) A student taking less than full semester load will not be considered for any merit scholarship / academic award.
- (iii) A student is allowed to drop a registered course latest by 8th week of a regular semester and 5th week of a summer semester with the recommendation of Dean.
- (iv) Letter grade 'W' will appear in his transcript against the specific course and will not be used for computation of GPA.
- (v) Student having 'W' on the transcript will not be considered for any academic honour / award.
- (vi) **For EMBA** The student of EMBA will be allowed to drop a course any time before the start of the End Semester examination week with an award of letter grade 'W.'
- (vii) The number of Ws allowed in a semester, and, the maximum number which a PG student can accumulate at a time are given as under:-

Credit Hours	Ws in a Semester	Maximum Ws at a Time
MBA		
36 Credit Hours	1	2
72 Credit Hours	2	3
90 Credit Hours	2	4

MS Economics		
36 Credit Hours	1	2
72 Credit Hours	2	3
90 Credit Hours	2	4
EMBA*		
66 Credit Hours	2	4

Note: If a “W” is earned in an elective, the student may clear the “W” by registering for and passing any other elective not necessarily the same course in which a “W” grade was earned. In case of core courses, “W” can only be replaced by repeating / passing the same course.

(m) **Deferment of Semester(s).**- A student may seek deferment from regular studies subject to the following conditions:

- (i) Deferment will generally be requested before the start of a semester. However, in exceptional cases it may be requested latest by the 2nd week of a semester. It will be endorsed by the FBS and processed for formal approval by the Director Postgraduate Programmes;
- (ii) During the period of deferment , he / she will be allowed to repeat courses already studied on payment of prescribed fee for repetition of courses but not permitted to study new courses;
- (iii) He / She shall pay 25% tuition fee to maintain his / her registration;
- (iv) the student has the requisite time available to complete his / her degree within the stipulated time; or
- (v) In case, a student opts to defer the first semester he/she shall have to pay 50% tuition fee (non-adjustable / non-refundable).

(n) **Transfer of Credits.**- Following shall be applicable in case of MS/MPhil/MBA/EMBA:-

- (i) Postgraduate credits may be considered for transfer from other local approved accredited institutions or foreign reputed institutions of similar quality if they are relevant and appropriate to a Master’s programme;
- (ii) only postgraduate-level courses with at least a ‘B’ grade or equivalent shall be considered for transfer;
- (iii) only postgraduate-level courses completed within the last three years will be considered for transfer; and

- (iv) maximum of 9 postgraduate level course credits (12 credits for MS/MBA/EMBA) may be transferred but the grades shall not be transferred.
- (o) **Research During Master Programme.-** The procedure for thesis research shall be as under:-
 - (i) all students must successfully complete a minimum of 6 credits in Master's thesis/business project(s) for MBA/EMBA, based on an individualized, investigative study which shall make a significant contribution to knowledge;
 - (ii) subject of research/business project shall be agreed to by the student and the Supervisor/Advisor, in consultation with Guidance and Examination Committee (GEC), when required. The research work must be original and not plagiarized, and relevant to the needs of the country;
 - (iii) a student who cannot complete the thesis work in the assigned time may continue to do so at his own arrangements/expenses to complete the thesis work within the maximum allowed time;
 - (iv) the students desirous of continuing their research after the on-campus time shall have to maintain their registration with the University and accordingly pay the registration fee as per the policy.
 - (v) for MS programmes, a student can start research work after completion of 09 credit hours of coursework provided his CGPA \geq 3.0. Thesis defense will only be allowed once a student has attained a CGPA \geq 3.0 in coursework.
 - (vi) an MBA student shall start research work after completion of 2 semester (36 credit hours) even if his CGPA is less than 3.00. However, thesis/business project defence/presentation will only be allowed once a student has attained the degree awarding CGPA of 3.00 in coursework.
 - (vii) grade of thesis/business project (s) will be added in the CGPA of the student after defence/presentation in MS/MBA and will be counted towards calculation of CGPA in EMBA.

57B. Suspension of Registration.- (1) If a student remains absent for 30 or more consecutive days without intimation or any valid reason, his / her admission / registration will be suspended. However, such student may resume the same programme subject to meeting the following conditions:

- (a) has completed minimum one Semester with minimum required GPA;

- (b) has been recommended by the respective institution.
- (2) On re-admission, the student will pay the prescribed admission fee and 50% tuition fee for the period of absence. The rate of fee will be as applicable to students of the semester which he / she joins.
- (3) While considering the case for re-admission, it will be ascertained by the respective institution that the student has sufficient time to complete his / her degree within the prescribed time limit, which will start from date of original / first admission.
- (4) No special classes / courses will be planned / arranged for such cases, other than planned classes for repeat courses.
- (5) After re-admission, his / her studies will be governed by the rules and regulations applicable to the entry he joins.
- (6) Suspension of registration, on grounds of prolonged absence, will be granted only once in the programme in which he / she was originally granted admission.

CHAPTER VIII

AWARD OF PhD DEGREE AND ACADEMIC DEFICIENCIES FOR PhD STUDENTS

58. **Award of PhD Degree.** On recommendations of the Faculty Board of Studies of the constituent institutions the University shall award degree of Doctor of Philosophy to the students who satisfy the following conditions. Institution/departments may specify additional requirements if considered necessary:-

- (a) **Coursework.** The minimum coursework required will be 18 credits of 800/900 level courses or equivalent. These 18 credit hours will be in addition to the pre-requisites specified by the PEAC of the concerned Institution.
- (b) Migration shall not be allowed in the PhD Programme. Any student joining the PhD Programme shall complete all the requisite courses in line with NUST/HEC policy.
- (c) **Cumulative Grade Point Average (CGPA).** Minimum cumulative GPA required will be 3.5 out of 4.0 in the 18 credit hours of 800/900 level courses to be counted towards PhD. (For Medical Sciences 70% marks)
- (d) **PhD Qualifying Examination.** Each student must pass each paper of Part A –the Subject Examination of PhD comprehensive examination with a minimum of 65% marks and Part B – the Oral Examination, (defence of synopsis) by majority vote. In case of Medical Sciences, the pass marks in each component of PhD comprehensive qualifying examination will be 65%. For PhD in Business Administration, each PhD student shall have to pass two examinations in respect of Part A (the Subject Examination), viz, Comprehensive Examination 1, covering themes and topics included in the compulsory core courses, and Comprehensive Examination 2 covering themes and topics included in the specialization field courses.
- (e) **Approval of Thesis Synopsis.** Each student must carry out literature survey and prepare a written synopsis of his intended topic of research and present the same along with research plan at the beginning of Part B (the Oral Examination) of the Qualifying Examination for approval.
- (f) **Thesis Credits.** In addition to the coursework, all doctoral students must register for at least 30 credits of doctoral research.
- (g) **Successful Evaluation Report of Research Thesis.** Out of the Thesis Evaluation Committee, positive report by the supervisor/co-supervisor, one local external expert and two foreign experts is essential.

- (h) **Publications.** A student must have a minimum of two research papers published/accepted for publication, preferably presented also, in HEC approved journals / international conferences of repute out of which at least one paper must be accepted/published in an HEC approved “X” or higher category journal for award of PhD Degree (“Y” or higher in case of Social/Management Sciences only). Only those publications, related to the research work, will be counted in which student’s name is that of the 1st author.
- (i) **Thesis Defence.** Successful defence of Thesis and approval by a majority vote of Defence Committee is required.
- (j) **Submission of Thesis.** Five bound copies of Thesis shall be submitted after successful defence within 60 days from the date of thesis defence. Request may be made to Main Office, NUST to relax the period of thesis submission to incorporate any additional requirement of the Defence Committee.
- (k) **Seminars.** In case of Medical Sciences, at least two seminars shall be conducted by every PhD student on his thesis research before an audience prior to thesis defence.

59. Coursework

- (a) A selected PhD candidate shall take a minimum of 18 credit hours of 800/900 level courses at PhD level, as specified by his GEC. These 18 credit hours shall be the courses which have not been counted towards any other degree, as, in compliance of the HEC Quality Assurance Criteria, courses counted towards any other degree cannot be double counted towards PhD coursework.
- (b) The GEC may specify additional subjects to be taken by the PhD student, if considered essential. These shall be notified as “Additional Courses” and shall not be counted towards calculation of CGPA.
- (c) In addition to the minimum 18 credit hours coursework, the pre-requisite courses, prescribed by PEAC at the time of admission, would also be included in the PhD transcript, and shall also be notified as “Additional Courses”. These additional courses shall not be counted towards calculation of CGPA.
- (d) The CGPA shall be calculated only on the basis of the 18 credit hours of courses taken by the student at the PhD level.
- (e) Institutions shall intimate results of a PhD student to PGP Directorate and Main Office, NUST for notification as being done for other programmes.
- (f) To complete the coursework, a student may take the courses offered by other constituent institutions of NUST with their consent and with the permission of his Supervisor through Main Office NUST.

- (g) It is the University policy to workout GPA by awarding relative grading on the scale of 4.00 points according to the distribution curve based on the performance of a particular class by the faculty. In case of Medical Sciences performance is expressed in percentages.

60. **MS Leading to PhD Programme.** Deleted.

61. **Qualifying Examination.** After successful completion of 800/900 level courses to be counted towards his PhD with a minimum cumulative GPA of 3.5 out of 4.0 (70% in case of Medical Sciences), the student shall take a qualifying / comprehensive examination in the subjects to be specified by the GEC. The qualifying examination shall be conducted as soon as possible after completion of the coursework but, in any case, it shall not be delayed for more than 4 months. The examination shall be conducted in two parts in the following manner:-

- (a) **Part A - Written Comprehensive Examination.** Question papers for the written comprehensive examination shall be prepared by the GEC and supervised by the HoD concerned. In case the HoD is also the student's supervisor, Dean of the institution shall supervise the examination. The comprehensive examination shall be based on the entire PhD coursework plus subjects considered essential for the intended area of research. It shall consist of two papers, one covering student's major area of research and the other covering the allied or supporting subjects. The minimum pass marks for each paper in Part A shall be 65%.
- (b) **Part B - Oral Examination.** The Dean will chair the Oral Comprehensive Examination Committee meeting with the HoD and the members of the GEC as its members. HoD and Dean/Commandant/ Principal would be voting members only if PhD qualified in the relevant field. Oral Examination will be conducted within three months after the student qualifies Part A of the Qualifying Examination. It shall be designed to ascertain in-depth knowledge, analytical abilities and aptitude of the student in his area of PhD research. The student shall defend his thesis synopsis as a part of this oral examination. The Oral Examination Committee shall determine, by majority vote, whether the student be allowed to proceed for the doctoral research or otherwise. If the number of votes for "Pass" equals the number of votes for "Fail", then verdict of the supervisor would be taken as the final decision.
- (c) Institutions shall retain all the question papers in safe custody in their Examination Branches till award of degree and subsequently shall be destroyed according to NUST Policy. However, soft copies shall be retained in safe custody for future reference and will not be destroyed.
- (d) Unsuccessful candidates in either part shall be given one additional chance only to appear in the failed part within a time period to be decided by the GEC. Upon each failure in either part, each committee member shall submit a comment page, which would clearly document reasons for failure. These

comment pages, duly signed by each committee member, shall be submitted to PGP Directorate and Examination Branch at Main Office NUST by the concerned institution. A duplicate copy of these shall also be provided to the student.

- (e) Main Office NUST (Examination Branch) shall notify the result of the Qualifying Examination.
- (f) Regarding Part A of the Qualifying Examination for PhD in Business Administration programme, each PhD student shall have to pass two comprehensive examinations mentioned above scoring at least a minimum of 65% marks in each examination. These shall be conducted as soon as possible after completion of the coursework, but in any case shall not be delayed for more than 4 months.
- (g) Regarding Medical Sciences, minimum 70% marks (internal assessment) in PhD coursework shall be essential for undertaking PhD Qualifying / Comprehensive Examinations, to be conducted on completion of 18 credits advance coursework. The PhD Qualifying/Comprehensive Examination shall comprise two components, i.e., a written examinations of the coursework for which the question papers will be prepared by GEC of the student and supervised by the HoD/Dean and Viva Voce of the Defence of Synopsis PhD Research Work in the oral examination to be conducted by a committee comprising members of GEC, HoD and chaired by the Dean. The pass marks in each component of PhD qualifying / comprehensive examinations will be 65%. If the candidate fails in any of the components of the examinations, he will be given one chance to qualify and retest will not be held before three months. The rest of the regulations as described above are all applicable.

62. **Academic Deficiencies.** A student shall be dropped from the PhD degree programme under following circumstances/conditions:-

- (a) CGPA remains below 3.50 (75% marks), (70% in case of Medical Sciences) on completion of coursework even after availing three chances for improvement of grades;
- (b) fails twice in the qualifying examination;
- (c) fails to achieve the research objectives as set forth by his Supervisor / GEC within the maximum time allowed;
- (d) on disciplinary grounds when recommended by the respective Discipline Committee of the Institution and Discipline Committee of NUST; or
- (e) remains absent for 60 or more consecutive days without valid reasons;
- (f) fails in one or more course(s);

- (g) fails to complete coursework requirements in three years.

63. **Improving Cumulative GPA.** Out of the coursework counted towards PhD, a student may repeat the course in which he received the grade point of less than 3.5 (70% in case of Medical Sciences) but greater than or equal to 2.0 (50 – 54 % in case of Medical Sciences), in order to improve his cumulative GPA, if it is below 3.5 (70% in case of Medical Sciences) before taking the qualifying examination. Procedure for repeating shall be as under:-

- (a) The candidate will apply to the Supervisor for permission to repeat a course. The case will be presented before the GEC for deliberation/approval.
- (b) The student shall repeat a course which is permitted by the GEC. On repeating the course, the student shall get the earned grade. The student's transcript shall show both the old grade and the new earned grade, but the better grade will be used in the computation of CGPA;
- (c) The student will have to repeat the course within the time limit given by the GEC.
- (d) A student will be allowed to repeat a maximum of three courses only during his entire PhD coursework.
- (e) If an elective course cannot be offered for repetition due to unavoidable circumstances, a student may take an alternative elective course with the approval of GEC and shall get the earned grades. Grades of both original and alternative courses shall appear on the transcript. However, for calculating CGPA grade of original courses shall not be counted and those obtained in replacement/alternative courses shall be incorporated.

64. **Research during PhD Programme.** The procedure for thesis shall be as follows:-

- (a) all students must successfully complete a minimum of 30 credits of creative PhD research, based on a highly individualized, investigative and creative study which shall make a significant contribution to knowledge in the form of new findings/inventions;
- (b) a student having a CGPA below 3.50 (70% in case of Medical Sciences) shall not be allowed to take PhD Research;
- (c) subject of research shall be agreed to by the student and the research Supervisor (thesis supervisor), in consultation with the Guidance and Examination Committee (GEC), when required. It must be original and not plagiarized; and
- (d) A student who cannot complete the research work in the assigned time may continue to do so at his own arrangements/expenses to complete the research

work within the maximum time allowed as per policy in vogue after the prescribed "on-campus" time.

65. **Guidance and Examination Committee (GEC).** A Doctoral GEC will be formed at the earliest after the acceptance of a student into the PhD programme but not later than one month of the student's joining date. The GEC will comprise at least three PhD members in addition to the supervisor and co-supervisor (if appointed), and at least one member of GEC shall be external from other reputed universities/R&D organizations/relevant industry or constituent institutions /organizations of NUST. The supervisor must be a PhD degree holder with his name preferably included in HEC approved list of supervisors. The Head of the Department in consultation with the student and his supervisor and also with the approval of the Commandant/Principal/Dean shall appoint the GEC. In case of an outstation member, prior approval of Main Office NUST will be sought. The student's supervisor will chair the GEC meetings.

66. **Evaluation of the Research Thesis**

- (a) The PhD thesis shall be evaluated by a Thesis Evaluation Committee. The committee shall comprise the GEC, and at least three external experts, two of whom shall be foreign renowned faculty from technologically advanced countries.
- (b) Evaluation report by the thesis supervisor/co-supervisor, at least one local external expert, and two foreign experts has to be positive before the student can be asked to carry out final defence.

67. **Thesis Defence.** On receipt of positive reports from Thesis Evaluation Committee, defence of a PhD thesis shall be conducted as under:-

- (a) The schedule of thesis defence of a PhD student shall be announced by the institution at least 8 weeks prior to the defence to all NUST institutions and Main Office NUST for maximum participation.
- (b) The Defence Committee shall comprise the student's GEC and three external experts (i.e., one local and two foreign experts who were part of the Thesis Evaluation Committee). The participation of two foreign experts shall be arranged through video conferencing, if possible.
- (c) The student shall provide copies of Research Thesis to all the members of the Defence Committee at least 4 weeks before the defence date and 8 weeks in case of foreign experts,
- (d) The student shall present his work to the Defence Committee on the given date and time.
- (e) The Defence Committee shall give its decision with majority vote and intimate Main Office NUST about the decision for final notification. 5x bound copies of the thesis along with 5x soft copies on CDs will be prepared

by the student. 1x copy for the institution Library, 1x copy for the Student's Supervisor, 1x copy for Examinations Branch Main Office NUST, who will forward it for placement in NUST Central Library after the publication of gazette notification, 1x copy for PGP Directorate, Main Office NUST for onward submission to HEC, and 1x copy for the concerned student.

- (f) Any plagiarism in PhD research work and fake documents submitted by the student, even those submitted at the time of admission shall result in cancellation of degree.

68. **Specific Requirement/Provisions**

- (a) **Off-Campus PhD.** There are a large number of well-established high-tech R&D organizations in the country, which are producing high quality research but are unable to benefit academically due to non-availability of required platform. To facilitate their research and to broaden the scope of research activities. NUST offers an Off Campus PhD programme. The coursework is required to be completed at NUST constituent institution whereas the research phase may be conducted at an R&D organization under the supervision of a co-supervisor of the same organization.
- (b) **Deferment of Semester(s).**- A student may seek deferment from regular studies subject to the following conditions:
 - (i) Deferment will generally be requested before the start of a semester. However, in exceptional cases it may be requested latest by the 2nd week of a semester. It will be endorsed by the FBS and processed for formal approval by the Director Postgraduate Programmes;
 - (ii) During the period of deferment , he / she will be allowed to repeat courses already studied on payment of prescribed fee for repetition of courses but not permitted to study new courses;
 - (iii) He / She shall pay 25% tuition fee to maintain his / her registration;
 - (iv) the student has the requisite time available to complete his / her degree within the stipulated time; or
 - (v) In case, a student opts to defer the first semester he/she shall have to pay 50% tuition fee (non-adjustable / non-refundable).
- (c) **Payment of Tuition Fee.** PhD students will be charged full tuition fee for 3 years (on-campus duration). Thereafter, if the student has completed her / his coursework, s/he will not be required to pay any fee till completion of degree requirements. However, beyond the stipulated 3 years, a student will be required to pay the prescribed course fee for deficient / improvement courses. However, fee during Summer Semester will be course based.

68A. Award of PhD Degree in Medical Sciences

(1) **Programme Committee for Graduate Studies (PCGS):-** The PCGS shall be headed by Dean Faculty of Medicine and may preferably consist of Head of the Department / Professors / Supervisor of concerned departments. The terms of reference for PCGS shall be as under:-

- (a) To evaluate and detail the faculty eligible for:-
 - (i) thesis supervision (Supervisor, Co-Supervisor, Internal/External Examiners); and
 - (ii) thesis committee members
- (b) To evaluate and recommend postgraduate courses and projects as proposed by thesis supervisors
- (c) To oversee and evaluate progress of the approved postgraduate research projects and coursework
- (d) To approve quarterly and biannual progress reports of PhD candidates
- (e) To approve examination results of PhD candidates
- (f) To recommend final examination of PhD candidates to Main Office NUST
- (g) To recommend award of PhD degree to the successful candidates for approval by Main Office NUST; and
- (h) To recommend transfer of credits of coursework done outside NUST (during PhD studies) for final approval of Main Office NUST.

(2) **Graduate Examination Committee (GEC):-** The GEC shall comprise of Students Supervisor, Co-Supervisor (if any), who have to be from the major subjects, one internal from minor subjects and two external examiners both from major subjects. The GEC shall be named at the earliest after the acceptance of an applicant into PhD programme and in any event not later than one month of students joining date. The GEC shall be nominated by PCGS in consultation with the student and forwarded to Main Office NUST. The student's Supervisor shall chair the GEC.

(3) **General Scheme of Studies**

- (a) **Year 1**
 - (i) Compulsory Advance Courses as proposed by the concerned department and approved by PCGS.
 - (ii) Identification of Thesis Supervisor and Research

- (iii) Submission of synopsis to PCGS for approval
- (iv) Qualifying examination and defense of synopsis

(b) **Year 2 – 3**

- (i) Completion of Research Work and Thesis writing.
- (ii) Three External Thesis Evaluators (foreign) and two local External Evaluators (from other universities) to be proposed by the Thesis Supervisor and to be recommended by PCGS for approval by NUST.
- (iii) Evaluation of the thesis by experts from abroad and in country. At least two evaluators shall be from foreign universities of the developed world (Technologically advanced countries).
- (iv) Seminar on the results of study before an audience (open house).
- (v) Oral Defense of the Thesis.
- (vi) Approval and award of PhD Degree to the candidate.

(4) **Advanced Coursework**

MPhil/FCPS Qualified Intake: First twelve months of the programme shall consist of advance coursework under a prescribed syllabus as proposed by the concerned department and approved by PCGS.

(5) **Qualifying Examination:-**

- (a) Minimum 70% marks (Internal assessment) in PhD coursework are essential for undertaking PhD qualifying / comprehensive examinations, to be conducted on completion of 18 credits advance coursework.
- (b) The PhD Qualifying/Comprehensive Examination will comprise of two components:
 - (i) **Written Examinations of the coursework.** The question paper will be prepared by GEC of the student and supervised by the HoD/Dean.
 - (ii) **Viva Voce of the Defence of Synopsis PhD Research Work.** The oral examination will be conducted by a committee comprised of the members of GEC, HoD and chaired by the Dean.
 - (iii) The pass marks in each component of PhD qualifying / comprehensive examination will be 65%.

- (iv) If the candidate fails in any of the components of the examination, he/she will be given one chance to qualify and retest will not be held before three months.
 - (c) At least, two seminars to be conducted by every PhD student on his PhD thesis research before an audience prior to thesis defence.
 - (d) For evaluation of PhD thesis research, the thesis shall be sent to minimum of two foreign experts and one local (external) expert in addition to his GEC members.
- (6) **Award of PhD Degree**
- (a) **PhD Research, Thesis Supervision and Evaluation:-**
 - (i) The research thesis of a PhD student shall be supervised by one principal supervisor and co-supervisor from a matching area of expertise.
 - (ii) Every PhD thesis shall have external evaluators who shall be identified by the supervisor in consultation with the PCGS and approved by Main Office NUST.
 - (iii) The candidate shall submit a synopsis of his proposed research project at the end of 1st year for defense examination and approval by the PCGS.
 - (iv) The final thesis must comply with the following criteria:-
 - (aa) It must form a distinct contribution to the knowledge.
 - (bb) It may contain evidence for originality of the work shown either by discovery of new facts or by the exercise of independent critical judgment.
 - (cc) It must not include the research work for which a degree has already been conferred on the candidate by any University in the country or abroad.
- (7) **Examination and Award of PhD Degree:-** PCGS shall forward names of at least three foreign experts and two local experts to Main Office NUST which shall select a panel of examiners as under:-
- (a) **Thesis Evaluation.** Minimum of two external (foreign experts from the developed world (technologically advanced countries) and one local external expert in addition to GEC.
 - (b) **Thesis Defense.** Dean, HoD in addition to GEC.

- (c) The final panel of examiners shall be proposed by PCGS and approved by Main Office NUST. All names of external examiners shall be forwarded to Main Office NUST.
 - (d) Apart from the criteria specified before submission of thesis, each student shall be required to,-
 - (i) read at least one paper in a major conference of international repute related to his thesis;
 - (ii) publish two papers related to his thesis, in approved and refereed journals of international repute, as first or second author as recognized by PM&DC; and
 - (iii) conduct at least two seminars on his PhD project.
- (8) **Thesis Evaluation**
- (a) If the thesis is adjudged as adequate by three (including two foreign examiners whose report must be positive) out of the four external examiners from developed world (Technologically advanced countries), the PCGS shall allow the candidate to appear in the viva voce to defend his thesis.
 - (b) If any of the examiners suggests major revision, additions or modifications in the thesis, the candidate shall be required to do so and the thesis shall be resubmitted for evaluation to the same panel of examiners within six months. If only minor corrections or modification were required then thesis may not be resubmitted for evaluation.
- (9) **Thesis Defense.** If the thesis is adjudged adequate by the examiners under clause (d) of sub regulation (2) the board of examiners shall hold viva voce. This board shall comprise of two external examiners from the approved panel and supervisor and co-supervisor of the candidate.

CHAPTER IX

AWARD OF MBBS/BDS DEGREE AND ACADEMIC DEFICIENCIES FOR MBBS/BDS STUDENTS

69. **Objectives.-** Evaluation is an essential part of the education process. There shall be regular internal evaluation. The students shall be evaluated in all 3 domains cognitive (knowledge), affective (beliefs and attitude) and psychomotor (skills). The purpose of evaluation shall be,-

- (a) to give feed back to the students about their understanding of the course material. This purpose can be achieved by regular internal evaluation of each assignment or course;
- (b) to certify that the students have successfully completed the training and have achieved the objectives of the educational program;
- (c) to determine the success of the teaching program; and
- (d) to motivate and encourage students to direct their own learning.

70. **Tests/Quizzes.-** Each academic year shall comprise minimum 3 terms each of 2-3 months duration. The students shall take the following tests and examinations for each subject during the academic years:-

- (a) **Minor Tests.-** A minimum of 4-5 minor tests of 10 to 15 minutes duration (Subjective/MCQs, Oral, Assignments, stages, substages, ward tests, OSCE, PBL etc) shall be conducted in each course at irregular intervals throughout the year.
- (b) **Major Tests.-**
 - (i) **Term Tests.-** A 2-3 hours test shall be conducted in each subject at the end of each term with an advance warning of a minimum of seven days.
 - (ii) **Send up Examinations.-** The examination of 3 hours duration is held on completion of each academic year under the arrangement of the institution . The theory examination may preferably be followed by oral and practical/clinical examination.
 - (iii) **Professional Examination.-** This examination comprise of a theory paper of 3 hours duration held on completion of each academic year under the arrangements of the university. The theory examination is subsequently followed by Oral and Practical/clinical examination. All professional examinations of the University, unless otherwise approved by the Rector, shall be held at constituent/affiliated institutes according to the dates and schedule prepared by the institution and approved by the Controller of Examinations, National University of Sciences and Technology (NUST).

71. Continuous internal assessment of students in all subjects shall be done by respective departments through minor tests, term tests and send up examinations. A proper record of the internal assessment shall be maintained and reckoned in the professional examination. The scores obtained in the internal assessment shall contribute 10% of the total score of University (Professional) examination of the candidate in accordance with the rules of Pakistan Medical and Dental Council (PM&DC). Professional examinations of each subject shall therefore contribute 90% of the total score, and the student shall pass in the aggregate. In various Professional Examinations the Examiners in assessing marks shall take into account only the duly attested records (continuous evaluation) of the work done by the candidates throughout their courses of study in the subjects of the Examination.

72. **Registration.-**

- (a) The MBBS/BDS students admitted into the institution shall be registered, soon after admission, with the Registration Branch of NUST, through the concerned institution on payment of prescribed admission/ registration fee.
- (b) The students shall also be registered with Pakistan Medical and Dental Council (PM&DC) as medical/dental students.

73. **Examination Cell.-** An examination cell established at Main Office, NUST is responsible for streamlining the conduct of various professional examinations. Controller of examinations who is head of the cell shall be responsible for preparations and conduct of MBBS/BDS Examinations.

74. **Deputy Controller of Examination.-** Each constituent/affiliated institution shall appoint/nominate their own officer for coordination with examination cell at Main Office NUST. The officer shall act as Deputy Controller of Examination and shall assist the Controller of Examination in the smooth conduct of professional examinations.

75. **General Eligibility for a Professional Examination.-** A student shall be eligible to appear in a professional examination at the end of an academic year subject to fulfilling the following conditions, namely:-

- (a) has studied the prescribed courses during the academic year;
- (b) has attended at least 75% lectures, demonstrations, practicals and clinical sessions in each subject separately;
- (c) has paid the examination fee as prescribed by NUST;
- (d) his admission form for that particular examination submitted to the Controller of Examinations by the institution ; and
- (e) additional eligibility for a particular professional examination of MBBS and BDS courses shall be in accordance with Annex 'A' and 'B' respectively in line with PM&DC regulations.

76. **Examination Schedule.**- The schedule for the examination shall be as follows:-
- (a) At the start of each calendar year, the institution shall forward a schedule duly recommended by Faculty Board of Studies, of all professional examinations to be conducted during the year.
 - (b) The Deputy Controller of Examinations at each institution, shall forward the panels of examiners and date sheets for professional examinations for approval of Controller of Examinations at least three months prior to the commencement of examination.
 - (c) The preparatory period for examinees shall not be more than one month for 1st, 2nd and 3rd Professional Examinations and two months in Final Professional Examination.
 - (d) The gap between two consecutive papers shall not be more than three days.
 - (e) In case of unforeseen, change in the date sheet/examiner shall be approved by the Controller of Examinations.
 - (f) The University shall publish the professional examination schedule at least eight weeks before start of examination for information of the examinees, institution(s) and PM&DC.

77. **Professional Examinations**

- (a) The University examinations shall be held only twice each academic year (i.e. Annual and Supplementary) for each class.
- (b) There shall be no more than two professional University examinations in an academic year.
- (c) The same fee shall be payable whether a candidate appears in one or more subjects.
- (d) There shall be External Examiner in each subject of all the MBBS/BDS Professional Examinations who shall be equally associated with the Internal Examiner in Theory, Practical, Clinical and Viva Voce Examination as laid down by the Pakistan Medical and Dental Council (PM&DC).
- (e) The Examiners for all subjects shall be appointed from amongst the approved list of examiners of PM&DC. The number of external examiners and internal examiners shall be equal. External examiners shall not be appointed for more than three consecutive years. The number of internal and external examiners should at least be one for a group of one hundred students.
- (f) Maximum number of examiners (both internal & external) shall be engaged, alternate external and internal examiners shall also be selected.

- (g) Maximum number of eligible examiners from amongst the teachers may be involved in the examinations.
- (h) Whatever may be the system of marking for all examinations throughout the medical course, the percentage of pass marks in each subject shall not be less than fifty i.e. 50% in theory and 50% in oral and practical/clinical examinations separately.
- (i) In all professional examinations, sufficient time shall be assigned to practical work to test the thoroughness of the candidate's knowledge and assess practical skills.
- (j) Clinical and practical examinations shall be standardized by incorporating multiple stations.
- (k) No grace marks shall be allowed to the medical students in any examination.
- (l) No student shall be promoted to the higher classes unless he passes all the subjects of the previous class.
- (m) The first professional examination shall be divided into two parts (part I and part II), each to be conducted by the University at the end of each academic year.
- (n) The final professional MBBS examination shall not to be taken before the close of the fifth academic year of medical students.
- (o) The final professional BDS examination shall not to be taken before the close of the fourth academic year of dental students.
- (p) Controller of the Examinations shall ensure following actions eight weeks prior to the commencement of examination, namely:-
 - (i) examination fee as per number of students in a particular professional examination shall be deposited into NUST accounts according to approved rates which may be revised from time to time; and
 - (ii) required funds for conduct of a particular professional examination shall be demanded as per Annex D to Service and Financial Statutes of NUST (for constituent institution only).
- (q) The examination cell shall forward admitted cards to the examination branch of the institution for issue to individual students at least two weeks before the commencement of examination.
- (r) The nominations of all invigilating staff including Superintendent/Deputy Superintendent and associated staff by the institution at least four weeks prior to the commencement of examinations.

78. **Question Papers of Professional Examinations.-**

- (a) The draft theory papers set by internal and external examiners shall be sent, duly sealed to Controller of Examinations for safe custody till moderation.
- (b) All question papers shall be finally moderated by the chief internal examiner or his nominee incorporating at least 40% of questions from the external examiner.
- (c) Moderation of the paper shall be done not more than one working day prior to the day of commencement of a particular paper at Registrar Directorate, Main Office NUST.
- (d) Theory papers shall consist of MCQs (one best type) and short structured essays.
- (e) Not more than 20% choice shall be allowed in theory papers.
- (f) Theory papers and practical/clinical examinations of all the subjects shall be of 3 hours duration each.
- (g) Photocopying or duplicating of the papers shall be done at Registrar Directorate under the supervision of Controller of Examinations and in the presence of the paper setters who shall also ensure the correctness of the papers.
- (h) The papers shall be counted and sealed in the presence of paper setters, by the Controller of Examinations. Any additional/damaged copies shall be destroyed immediately.
- (i) Question papers shall be kept in the safe custody of Controller of Examinations till required. He shall bear legal and moral responsibility for the safe custody and secrecy of the question paper. He shall issue the papers on the day of examination to Superintendent of examinations of each institution for transportation to examination center. The seals of the envelopes shall be opened after showing the same to students.

79. **Practical/Clinical Examinations**

- (a) Practical/clinical examination shall be held after the theory examination of the subject but in special cases, it may be held before the theory examination with the approval of the Controller of Examinations.
- (b) For the purpose of practical/clinical examination, the candidates may be divided into sub groups by the institution under intimation to the Controller of Examinations and Heads of the concerned departments.

80. **Conduct of Professional Examinations**

- (a) The Principal of the institution (s) shall be responsible for arranging the conduct of examination.

- (b) The institution shall provide the supervisory staff, accommodation, furniture, stationery and such other items as may be required for the conduct of the examinations.
- (c) The invigilators shall report to the Superintendent/Deputy Superintendent 30 minutes before the commencement of examination.
- (d) All answer books used in the examination shall be initialed by Superintendent/ Deputy Superintendent. No other answer books are to be used.
- (e) Examinees shall sit in the examination room according to the seating plan prepared by the Superintendent.
- (f) The examinees shall be warned against the use of unfair means and advised to surrender notes, papers or other unauthorized material before the commencement of the examination.
- (g) Answer books shall be issued to the invigilators 15 minutes before the commencement of the examination and retrieved at the end of the examination.
- (h) The examinees shall write their examination roll number on the front cover of each additional answer sheet used. If more than one answer book is used, they are stapled together. All unused answer books shall be returned back to the Superintendent/ Deputy Superintendent after the examination.
- (i) No examinee shall be allowed to leave the examination room within one hour of commencement of examination, and visits to wash rooms shall be carefully controlled.
- (j) No examinee shall be allowed to join the examination 30 minutes after its commencement.
- (k) Absentee report, if any, shall be prepared and forwarded to the Examination Branch at the end of each examination.
- (l) The question papers and answer books of an examinee detected using unfair means or assisting another candidate, shall be taken away and the matter reported to the Superintendent/Deputy Superintendent of examination. The Superintendent shall record all available evidence to be used as written proof later on.
- (m) The subject instructors (faculty) shall remain available near the examination center during the examination of their subject to clarify any query and to collect answer books from Superintendent/ Deputy Superintendent after the examination.
- (n) Sending of answer sheets to the examiners, return of answer sheets to examination branch of institution shall be supervised by Deputy Controller of Examinations.

81. **Use of Reference Material During Tests/Examinations.-** Prior to professional examinations, the concerned faculty shall announce such books, notes or other material which can be referred to by the students during the tests/examinations. All other books, notes, papers etc are withdrawn from the examinee person and desk and placed at a designated spot.

82. **Students' Responsibility.-** Students shall report half an hour before the time fixed for the examination the first day and 15 minutes on subsequent days. No books, notes or documents are to be taken in the examination room except those authorized by the Superintendent.

83. **Unfair Means.-** Any student found using unfair means or assisting another student during a test/examination shall be liable to disciplinary action. A student found guilty of such an act may be withdrawn from the institution. Use of unfair means includes the following, namely:-

- (a) an attempt to have access to the question paper before the test/ examination;
- (b) use/possession of unauthorized reference material during test/examination;
- (c) any form of communication amongst the examinees in or outside the examination room while the test/examination is in progress; and
- (d) unauthorized entry into any faculty's office with the intention of having an access to /tampering with the official record.

84. **Computation of Results**

- (a) After the Examination, the papers shall be sent by the Deputy Controller of Examinations to the Examiner for marking. The papers shall be jointly marked by the internal and external examiners ensuring 50% by each examiner.
- (b) After the results are received from each department, the Deputy Controller of Examinations of the institution shall forward them to Examination Cell Main Office NUST. The final results shall show marks obtained in each subject of the course and a total score of each student. The result sheets shall also indicate the tentative disposal of students failing to achieve required standard as determined by the Faculty Board of Studies and PM&DC from time to time.
- (c) The Deputy Controller of Examinations shall formulate SOP for secrecy during conduct of examination, compilation of result till final announcement of results by Main Office NUST.

85. **Announcement/ Display and Record of Results**
- (a) Controller of Examinations Main Office, NUST shall issue a formal notification of the result within two week of the receipt of result from the institution.
 - (b) The Examination Branch of the institution shall place one copy each of the final result sheets on the institution and cadet's hostel notice boards for one week. The Deputy Controller of Examination shall forward one copy of the final notification to concerned departments for their records.
86. **Destruction of Answer Sheets/Result Sheets.-** The following policy on destruction of Answer Sheets/Result Sheets examinations shall be adopted, namely:-
- (a) answer sheets shall be retained for one year after the graduation of the class;
 - (b) hard copies of results shall be retained forever; and
 - (c) soft copies in the form of CD ROM/DVD shall be retained forever as duplicate record at different and secure places.
87. **Issue of Academic Transcript/Detailed Marks Sheet.-** A student desirous of obtaining Academic Transcript/Detailed Mark Sheet may apply to Controller of Examination, Main Office NUST along with the prescribed fee for each original copy.
88. **Academic Standard for Award of MBBS/BDS.-** A candidate who has passed the final professional MBBS/BDS examination, from a NUST constituent/affiliated institution shall be entitled to the Degree of Bachelor of Medicine and Bachelor of Surgery (MBBS) and Bachelor of Dental Surgery (BDS) respectively from NUST provided he has conformed to all the requirements of PM&DC which may be enforced from time to time.
89. **Medals and Certificates of Honours.-** The medals and certificates shall be awarded as under, namely:-
- (a) The medals shall be awarded as per NUST policy in vogue.
 - (b) A student who appears in an annual MBBS Examination but fails, or fails to appear in any such examination except for reasons beyond his control such as illness or injury, to the satisfaction of the Principal/Dean, shall not be eligible for the award of any medal.
 - (c) A student found guilty of indiscipline or misconduct during the period of his studies at the institution shall be debarred from the award of medal.
 - (d) The award shall be recommended by the Principal/Dean.
 - (e) If the student concerned is declared ineligible on the basis of the above standards, the award shall be made to the next eligible student.

90. Miscellaneous

- (a) Remuneration for Examiners and Supervisory Staff shall be calculated in accordance with the rates given in Annex 'C'.
- (b) TA/DA bill shall be prepared by individual examiners and forwarded to Main Office, NUST through Deputy Controller of Examinations as per NUST Financial Statutes.

90A. Payment of Tuition Fee

- (a) Students relegated due to less attendance will be charged full tuition fee, during the relegated period as they are required to attend the complete academic session.
- (b) Students relegated on academic grounds, i.e., failing in supplementary examination shall be charged 75% tuition fee during the relegated period, after that full yearly fee shall be charged.

CHAPTER X

AWARD OF BACHELOR DEGREE IN MILITARY ART & SCIENCE, ARCHITECTURE & MANAGEMENT / SOCIAL SCIENCES AND ACADEMIC DEFICIENCIES FOR BACHELOR STUDENTS

BACHELOR OF MILITARY ART & SCIENCE

91. **Scheme of Studies.** (1) The minimum number of credit hours and duration for completing the Bachelor of Military Art and Science Programme will be as under:

- | | | |
|-----|-----------------------|---------|
| (a) | Minimum Credit Hours: | 130 |
| (b) | No of Semesters: | 8 |
| (c) | Minimum Duration | 4 years |
| (d) | Maximum Duration: | 7 years |

(2) **Conduct of Studies.** The Programme will be conducted under the auspices of NUST Institute of Peace and Conflict Studies (NIPCONS) at three campuses as under:

Semester	Campus
(a) 1-5	Pakistan Military Academy (PMA), Kakul
(b) 6	School of Infantry & Tactics (SI&T), Quetta
(c) 7-8	Human Resource Development Centres (HRDCs)

(3) **Internship.** After passing out from the PMA, the students will spend up to one semester with their respective military units/departments to provide them practical on-job experience and confidence as professionals. It will be a non-credit assignment.

(4) **Composition of Faculty Boards of Studies**

(i) **Pakistan Military Academy Campus**

- | | | |
|-----|----------|--|
| (a) | Chairman | Commandant PMA |
| (b) | Members | |
| | (i) | Dean NIPCONS |
| | (ii) | HoD MAS, NIPCONS |
| | (iii) | Chief Instructor, PMA |
| | (iv) | Dean / Director of Studies |
| | (v) | Battalion Commanders |
| | (vi) | Heads of Academic Department |
| | (vii) | General Staff Officer I (Training)/GSO II Programme |
| | (viii) | Controller of Examinations, NUST |
| | (ix) | Rep Academics Directorate, NUST |
| | (x) | Rep HRD Dte, GHQ |
| | (xi) | Deputy Controller Examinations (GSO II Examination, PMA) |
| | (xii) | SO NUST Affairs |

- (ii) **School of Infantry & Tactics Campus**
- (a) Chairman Commandant SI&T
 - (b) Members
 - (i) Dean NIPCONS
 - (ii) HoD MAS, NIPCONS
 - (iii) Chief Instructor
 - (iv) 2 x OC Divisions
 - (v) 5 x Senior Instructors
 - (vi) Controller of Examinations, NUST
 - (vii) Rep Academics Directorate, NUST
 - (viii) Rep HRD Dte, GHQ
 - (ix) Deputy Controller Examinations (GSO I Training, SI&T)
 - (x) SO NUST Affairs

(iii) **Human Resource Development Centres (HRDCs)**

- (a) Chairman Principal NIPCONS
- (b) Members
 - (i) Dean NIPCONS
 - (ii) HoD MAS, NIPCONS
 - (iii) 3x Senior Faculty Members
 - (iv) Controller of Examinations, NUST
 - (v) Rep Academics Directorate, NUST
 - (vi) DD Examinations, NIPCONS

(5) **Academic Standards.** The basis for determining a student's grade in a course is left at the well-considered discretion of the individual faculty member/Departmental Board of Studies. Since some courses are purely theoretical, some are purely practical and some have a theoretical as well as a practical portion, the grading scheme given below will be followed by each department / campus for the purpose of uniformity (Less Physical Training and Drill Package at PMA and outdoor training at School of Infantry and Tactics):

Nature of Examinations	Duration	Frequency	Weighting (%age)
End Semester Examination	Approx 3 hrs	1	35-50
Mid Semester Examination	2-3 hrs	1	20-30
Quiz Tests	10 to 15 mins	Min2-3 per Sem	5-20
Assignments	As specified by the faculty	-do-	0-20
Class Participation	-	-	0-20

(6) **Physical Training and Drill Package at PMA.** Will be assessed as under:

- (a) A cadet will be considered a PT failure on the following grounds:
- (i) Failing in 1 Mile; or
 - (ii) Failing in 2 ground events in the first four semesters; or
 - (iii) Failing in 1 ground event in the 5th semester
- (b) Grading / results will be formulated on the basis of performance in mid-semester and end semester examinations only

(7) For purely theoretical and purely practical courses, the grading scheme is evident. However, for subjects which have the two categories (theory and practical) combined, the final grade will be computed by multiplying the number of credits assigned to each category with the percentage marks obtained in that category and dividing the sum of the two by the total credits in that subject. For example:

EXAMPLE				
Subject	Theory Credit	Practical Credit	% age Marks Earned	
			Theory	Practical
Physics	3	1	70	90
Overall grade = $(70 \times 3 + 90 \times 1) / (3+1) = 75\%$				

(8) The overall subject percentage thus obtained shall be rounded off by the individual faculty up to two decimal points. Fraction of 0.5 or more will be rounded to the next higher digit.

(9) The performance of each student in a course of study will be graded as follows:

Grade	Numerical Equivalence	Grade Point
A+	90-100%	4.00
A	80-89%	3.75
B+	70-79%	3.5
B	60-69%	3.00
C+	55-59%	2.5
C	50-54%	2.00
D+	45-49%	1.5
D	40-44%	1.00
F	Less than 40%	0.00
I		Incomplete

(10) GPA will be worked out on the basis of absolute grades, i.e., the grade points earned for the actual marks awarded in a particular examination / assessment (instead of relative grading) on a scale of 4.00 points as given in Para j above.

(11) To earn course credits, a student must obtain a minimum of 1.0 Grade Point in each course. However, the minimum grade required in Individual Research Project (IRP) is D+ (GP 1.5).

(12) To successfully complete the degree requirement, a student must obtain a minimum CGPA (CGPA) of 2.00.

(13) **Award of Grade ‘F’ on the Basis of Low Attendance.** In addition to ‘F’ grade awarded on the basis of academic failure, a student shall not be allowed to appear in final examination of a subject in which his attendance is less than 75% (at HRDCs) or misses 140 contact hours (at PMA) or misses 25% graded marks or 20% of course duration (at SI&T) or more, he shall be awarded ‘F’ grade in that subject. The ‘F’ grade so obtained shall only be cleared by suspension to the next course or repetition.

(14) **Award of Grade “I”.** A student who because of illness or other acceptable reasons, approved by the DBS, fails to complete the required work in any course or misses an examination/test will be given “I” as a grade provided his overall attendance is not less than 75%, has not missed 140 contact hours or more at PMA or has not missed more than 25% graded marks or 20% of course duration in case of SI&T. He will be allowed make-up examination(s) in case of PMA and HRDCs or graded on the basis of remaining scored marks in case of SI&T, as decided by the DBS/FBS. He will be awarded the marks scored in the make-up examination without prejudice to the previous grade “I”.

(15) **Final Grade.** The grade earned by a student in home assignments, quiz tests, laboratory/ outdoor work, class participation, mid semester examination, end semester examination, etc, will be formalized into final result by the concerned faculty. It must be ensured that all examination answer sheets, including end semester examination, are shown to the respective students prior to finalization of the results. The faculty will prepare the final result and submit it to the DBS. The grade sheets of each course, duly approved by the DBS, will be sent to the Deputy Controller of Examination (SO NUST).

(16) **Computation and Approval of Results.** After the results are received, the Examination Branch will compile the final results which will reflect the grades obtained in each subject / course, the Semester GPA (SGPA) and the CGPA (CGPA) of each student. The campus shall hold the Faculty Board of Studies (FBS) meeting within two weeks after the termination of final examination and approve the result. The final result, duly approved by the FBS, shall be formally announced by the Examination Branch and sent to NIPCONS for onward submission to Controller of Examinations for notification.

(17) **Record of Results.** The final result will be recorded on the provisional semester transcript of each student. The Examination Branch of respective campus will prepare two copies of individual student semester transcript. The original copy will be sent to

NIPCONS, and the second copy will be retained in the student's file/dossier. Complete semester result of each course will be subsequently sent to Controller of Examination, NUST for scrutiny and formal notification.

(18) **Issue of Academic Transcript / Detailed Marks Sheet.** A student desirous of obtaining Academic Transcript / Detailed Marks Sheet may apply for the same to Controller of Examinations NUST through SO NUST on the campus.

92. **Award of Bachelors Degree**

- (a) On recommendations of the Faculty Board of Studies (NIPCONS), the University will award Bachelor of Military Art and Science (BMAS) degree to the students who satisfy the following conditions, namely:-
 - (i) Have completed minimum 130 credit hours, and as per requirement of Higher Education Commission (HEC) for Bachelors Degree; and
 - (ii) Have achieved a minimum CGPA of 2.00.
- (b) The degrees will reflect CGPA earned by the student during the degree Programme.
- (c) **Academic Deficiencies.** A student who obtains one or more of the following grades in the final result of a semester is considered academically deficient, namely:-
 - (i) an 'F' grade in any course;
 - (ii) Semester GPA less than 2.00;
 - (iii) CGPA less than 2.00; and
 - (iv) 'I' (Incomplete) grade in any course
- (d) **Disposal of Academically Deficient Students.** The cases of academically deficient students will be disposed of initially by the DBS and subsequently by the FBS of the respective campus. The FBS shall consider each case individually and take one of the following actions:
 - (i) Issue warning to the student;
 - (ii) Place him on probation;
 - (iii) Relegate him to the next junior course;
 - (iv) Return him to the unit in case of SI&T & HRDC: or
 - (v) Recommend his withdrawal from the institution / University.

Note: One copy of the order will be placed in the student's file for record and one will be sent to NIPCONS.

- (e) **Retest** (Not applicable to SI&T)
 - (i) Retest may be allowed for course (s) in which a student earns "F" grade provided the accumulated weightage of such courses is less than 9 credits. Maximum achievable grade in such cases will be C;

- (ii) Retest may also be allowed for improvement of Semester GPA. Maximum achievable grade in such cases will be B;
 - (iii) Retest will be held after minimum one week of preparatory classes.
 - (iv) Result will be finalized within three days.
- (f) **Warning**
- (i) **Definition.** ‘Warning’ means a written cautionary statement issued to a student who qualifies to continue his studies despite minor deficiencies so as to make him conscious of the weakness and advise him to work hard.
 - (ii) **Policy.** A student is placed on warning under any of the following conditions or as per the latest policies of the University, duly notified:
 - (a) First Semester GPA is equal to or more than 1.90 but less than 2.00 and has not obtained ‘F’ grade in any subject; or
 - (b) Second Semester onwards, Semester GPA is equal to or more than 1.90 but less than 2.0 without F Grade provided the CGPA is more than or equal to 2.00 and does not qualify for probation, suspension or withdrawal.
- (g) **Probation**
- (i) **Definition.** A student is said to be on probation if he is deficient in academic standards to the extent that he is likely to be relegated / withdrawn and is allowed to continue studies for one semester.
 - (ii) **Policy.** A student may be placed on academic probation under any of the following conditions or as per the latest policies of the University, duly notified:
 - (a) His Semester GPA is equal to or more than 1.5 but less than 2.0, after the retest, without any “F” grade; or
 - (b) CGPA is equal to or more than 1.5 but less than 2.0 and he does not qualify for suspension or withdrawal.
- (h) **Suspension**
- (i) **Definition.** ‘Suspension’ means that the student is asked to join the next junior course. It will be applicable to PMA campus.
 - (ii) **Policy.** A student may be recommended for suspension by the FBS, subject to any of the conditions listed below, namely:

- (a) His 1st Semester GPA is less than 1.5.
- (b) Fails to achieve CGPA of 2.00 for two consecutive semesters, despite probations.
- (c) Fails a retest of a failed course.
- (d) Fails in courses carrying accumulated weighting of 9 credit hours and above.
- (e) For missing six (6) weeks or 140 contact hours (consecutive /broken) of studies / training during a semester, on medical grounds or reasons beyond his control. Such suspension will be called suspension on technical grounds. (Exceptions to this rule are permitted provided the respective DBS records cogent reasons for not recommending suspension).
- (f) For being a PT failure.
- (g) On disciplinary grounds, recommended by FBS.
- (h) A student will be allowed maximum two suspensions (excluding suspensions on technical grounds).

(i) **Return to Unit (RTU)**

- (i) **Definition.** An officer may be returned to unit if he is not in a position to continue his studies. He rejoins his unit and is allowed to repeat the course later. It will be applicable to SI&T and HRDCs.
- (ii) **Policy.** A student may be returned to unit by the FBS, subject to any of the conditions listed below, namely:
 - (a) His Semester GPA is less than 1.5.
 - (b) Fails to complete the semester on medical grounds or reasons beyond his control.
 - (c) On disciplinary grounds

(j) **Withdrawal**

- (i) **Definition.** ‘Withdrawal’ means that a student is considered unsuitable for further studies and is withdrawn from the Programme.

- (ii) **Policy.** The Faculty Board of Studies may recommend a student for withdrawal, for approval of the competent authority, subject to any of the conditions listed below or as per the latest policies of the University, duly notified:
 - (a) Has been previously relegated twice (excluding technical suspensions) and merits another suspension at PMA;
 - (b) On disciplinary grounds; recommended by the FBS.

93. **BACHELOR OF ARCHITECTURE DEGREE**

- (a) **Title of the Degree.** These regulations pertain to 10 semesters of Bachelor of Architecture professional degree programme being offered at School of Art, Design and Architecture.
- (b) **Eligibility for Admission.** As defined in Part II, Chapter II, Clause 3 of NUST Statutes.
- (c) **Selection for Admission.** Candidates will be selected on the basis of NUST Entrance Test, which will include cognitive and skill based evaluation.
- (d) **Duration of Studies**
 - (i) Minimum number of credit hours and duration for completing the Bachelor's Programme shall be as under :-

<u>Program</u>	<u>Credit Hours</u>	<u>Duration</u>	
		<u>Minimum</u>	<u>Maximum</u>
Bachelor of Architecture	181	5 years	8 years

- (ii) Internship with reputed public/private sector organizations for a minimum duration of 14 weeks will be compulsory. Students must arrange the internship during 3rd and 4th year semester breaks to provide them practical on the job training and confidence before employment as professionals.
- (e) **Academics Requirements**
 - (i) The programme is a combination of theory subjects, design studios and internship in the various aspects of architecture. It will be spread over 5 years and consists of 10 semesters leading to the thesis design in the 10th semester.
 - (ii) The degree as a qualified “Architect” will be conferred in accordance with Pakistan Council of Architects and Town Planners (PCATP) regulations as applicable from time to time.

(f) **Credit and Contact Hour Correlation**

- (i) “Credit Hour” means a lecture of one-hour duration (including ten minutes break) per week per semester for a subject countable towards a student’s Cumulative Grade Point Average shall be considered as one credit hour. However, in case of studio, one credit hour requires two contact hours.
- (ii) “Contact Hour” means one hour including ten minutes break spent on academic and research related activities including instructional work/tutorials, Studio work, research work, projects, seminars, workshops, internships, etc during the course of studies at the University. Generally speaking one credit hour of course work is equal to one contact hour whereas one credit hour of studio work is equal to two contact hours.

(g) **Tests Examinations and Grading Policy for Architecture**

- (i) **Minor Tests (Quizzes)** - Quizzes will be conducted in each course at irregular intervals throughout the semester, with or without intimation. Quizzes for architectural design studio course will not be mandatory as the studio itself is an extension of the test of theoretical knowledge. The faculty will exercise its discretion to conduct theoretical minor test if needed.
- (ii) **Major Tests**
 - (a) **Mid Semester.** A 1-2 hours test will be conducted at mid semester in each course with due notice of at least two days.
 - (b) **End Semester Examination.** The last comprehensive examination of approximately 2-3 hours duration will be given in each course on its completion.
- (iii) **Class Assignment.** A task relevant to a course of study assigned by the concerned faculty to substantiate the course contents. The assignment may or may not be graded.
- (iv) **Studio.** These include all such evaluations so to ascertain the level of competency of practical application of knowledge acquired within architectural domain. Studio work comprises projects which can vary from theoretical to practical nature:
 - (a) The studio courses especially the design studio will be broken down into Basics of Design I & II, Architecture Studio-I & VI, and the final year thesis design.

- (b) For the studios to meet PCATP academic standards and the accreditation criteria, the teacher-student ratio will not be more than (1:15). Further, other than the Basics of Design, the studio instructors will be paid-up PCATP members. It is important that all studio work assignments will be submitted on time and late submittals will not be accepted.
- (v) **Project.** Project is a research/design work aimed at testing the ability of a student to translate the theoretical knowledge acquired during a course of study into practical use at undergraduate level.
- (vi) **Thesis.** Thesis is a report comprising the precedent study, original research part and an original design solution to an issue or design question approved by the school, of a student which is counted towards the partial fulfillment of his Bachelors requirement:
 - (a) The Thesis lays the rational and the foundation work for the thesis architecture design, and will ultimately include the architectural proposal. Thus, it will be a composite document which will be graded in two parts; it will ultimately have the drawings in CD format included in it (to be inserted before the end of 10th semester).
 - (b) Thesis shall be examined and evaluated by External Jurors and Internal Faculty members as assigned and nominated by the School.
 - (c) As recommended by the Pakistan Council of Architects and Town Planners, the internal grading will be 30% and the external grading will be 70% of the total grades.
- (h) **Question Papers.** All question papers will be set by the respective faculty, and duly scrutinized, approved, and conducted in accordance with the university policy. As per the spirit of Semester System, there should be no choice in attempting the questions. It shall also be ensured that the Question Papers are balanced and cover the essentials of the whole syllabus completed by the faculty.
- (i) **Academic Standards for Award of Degree.** The Grade Point will be awarded on the basis of absolute grading system on a scale of 4.00 points.
- (j) The performance of each student in a course of study will be graded as follows:-

Grade	Numerical Equivalence	Grade Point	
		Major Field Courses	All Other Courses
A	80-100%	4.00	4.00
B+	70-79%	3.50	3.50
B	60-69%	3.00	3.00
C+	55-59%	2.50	2.50
C	50-54%	-	2.00
D+	45-49%	-	1.50
D	40-44%	-	1.00
F	Less than 40%	Less than 55%	0.00
I		Incomplete	Incomplete
W		Dropped	Dropped

- (k) **Attendance.** Overall attendance of a student in a course (credited and non-credited) shall not be less than 75%. The student shall not be allowed to sit in the final examination if his attendance in a particular course falls below 75%.
- (l) Word “Distinction”, “Honour”, “Pass” will be reflected on degree as per following criteria:
- Distinction – CGPA 4.00
 - Honours – CGPA between 3.5 to 3.9
 - Pass – CGPA higher than 2.0 and less than 3.4
- (m) **Classification of Courses**
- “Major Field Course” will be a core course of Bachelor of Architecture Program. Passing grade for such a course will be 2.5 or more (C+ grade).
 - “Other Course” means all courses other than Major Field Course. Passing grade for such course will be minimum 1.00 (D grade).
- (n) Parameters for determining a student’s grade in a course are laid down as under:-
- Combined grading system scheme will be adopted for computation of overall grade of a course as under for example:

For Example				
Subject	Theory Credits	Studio Credits	%age Marks Earned	
			Theory	Studio
Basics of Design	1	5	70	90
Overall grade = $(70 \times 1 + 90 \times 5) / (1 + 5) = 70 + 450 / 6 = 520 / 6 = 86.7\%$				

(ii) Following courses have been designated as Major Field Courses (MFCs).

(a)	Semester 1	
	(i) Basics of Design I	1-5
	(ii) Visual Communication I (Freehand Drawing)	1-2
(b)	Semester 2	
	(i) Basics of Design II	1-5
	(ii) Materials and Construction I	2-1
	(iii) Visual Communication II (Technical Drawing)	1-2
(c)	Semester 3	
	(i) Architectural Design I	1-5
	(ii) Materials and Construction II	2-1
(d)	Semester 4	
	(i) Architectural Design II	1-5
	(ii) Environmental System I	3-0
	(iii) Materials and Construction III	2-1
	(iv) Visual Communication III (CADD)	1-2
(e)	Semester 5	
	(i) Architectural Design III	1-5
	(ii) Environmental Systems II	3-0
(f)	Semester 6	
	(i) Architectural Design IV	1-5
(g)	Semester 7	
	(i) Architectural Design V	1-5
(h)	Semester 8	
	(i) Architectural Design VI	1-5
(i)	Semester 9	
	(i) Architectural Design VII	2-6
	Thesis Research	2-1
(j)	Semester 10	
	(i) Architectural Design VIII	2-6

Total Credits Hours	91
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- (iii) CGPA for Award of Degree will be 2.0 / 4.0.
- (iv) Students will not be promoted to 9th semester if he is having any 'F' grade including non-credited course.
- (v) **Non Credit Course:** Only pass or fail grade will be awarded. Pass grade will be awarded to the student having 75% or more attendance.

(o) The School has the right to retain the student's studio and / or theory work for publication or putting it on the web pages.

(p) **Assessment Modes and Weighting**

- (i) **Theory Courses:** Assessment will be based on the results of Mid Term Examinations, the Final Examinations, evaluation of the term assignments, the progress and quality of the log book and the minimum level of attendance required in a particular course (75% of total class hours). The assessment for all theory courses /theory component of the course shall be in accordance with the following table;

Bachelor of Architecture			
Nature of Examination	Duration	Frequency	Weighting (%age)
Theory			
End semester Examination	2- 3 hours	1	30-50
Mid Term	1-2 hours	1	20-30
Quizzes	-	1 CH Course – min 2 2 CH and above Courses – min 3	10-15
Assignments / Project(s)	Own time	-	15-25
Studio Projects			
Studio	2 contact hours	1 per week for each CH	
Portfolio Review/ Studio Participation			10-20
Studio Work			80-90

(ii) **Studios Work:**

- (a) **Design Studios, other than Basics of Design, and Tenth Semester Thesis Design**

These will include all such evaluations so to ascertain the level of competency of practical application of knowledge acquired within the architectural domain. Studio work comprises projects which can vary from theoretical to practical nature. The individual Studio project instructions be prepared by the instructor and duly approved by the Head of Department (HoD). These may also be called the class studio assignments. Sample assignment already exists, and can be referred to and will form the basis of any new studio class assignments. These studio assignments will follow the overall framework of the curriculum outline, and will be approved one month prior to the start of semester.

- (b) Assessment will be based on the results of projects which include: desk crits, design reviews, mid-project review and final review. The assessment shall also include: portfolio review and participation / attendance. The grading criteria for all studio courses /studio component of the course shall be in line with the criteria laid down by the University in Clause 16 of this chapter.

(iii) **Thesis(Report, and Final Year Thesis Design) 9 / 10th Semester**

- (a) **Thesis:** More than two attempts will not be allowed for the thesis. The student will no longer be enrolled after two failed attempts. The passing grade for thesis will be C+ i.e. the same as the MFCs (2.50 GPA). However a distinction grade will be decided by the external examiners.
- (b) The Grading of the Thesis shall be divided into two components.
 - (i) Theory
 - (ii) Studio
 However the grading scheme outlined below should be followed.

(iv) **Theory Component.**

	Range
(a) (Thesis , only of the Thesis Design) it is the theoretical document of the thesis design studio.	50-60%
Draft report, (original work) Including site analyses, building program, Architectural preposition, Design question to be addressed.	
Or	
If it is a social project the social surveys will be added to the above, and their tabulation with polices, recommendation, analyses, settlement pattern, site and services, a complete set of policies.	
(b) Final Thesis will be evaluated by an external examiner / juror. This Thesis document will also be provided to the external examiner who will be reviewing the architectural thesis.	40-50%

Total Theory Marking Range 100%

(v) **Thesis Design (Studio Work)**

- (a) **Internal Marking Scheme**

- (i) Concept, Architectural Proposition and the design question if any and its ultimate realization, including reference to the written Thesis. 10-15%
- (ii) Interim presentation to group of internals appointed by HoD. The studio instructor will not be part of the internals, but will observe the proceedings, and may be called to give any clarification. 10-15%
- (iii) Attendance and interest taken in the class, attendance below 75% will be penalized. The student will not be marked if his attendance in a particular course falls below 75% of the total required hours. The internal studio instructor will award these grades, as he is best acquainted with the student, and his attendance and interest shown in the class. 5-10%

Total Internal Marking Range

30%

- (b) **External Grading and Marking Scheme.** External examiners will consist of a panel of 3 to 5 external examiners. They will be required to grade each thesis and average marks will constitute the grade. Distinction grade will also be awarded by the external examiners. It will solely be their prerogative. The external examiners of various groups can jointly consult each other (70-75%).
 - (i) Architectural concept and its logical conclusion culminating in a viable Architecture Design, which covers new ground but it is still technically viable. 10-15%
 - (ii) Originality of the work – plagiarized work will not be accepted, and will be penalized. 5-10%
 - (iii) Architectural presentation and technical aspects of design, and its presentation, as related to the concept and its subsequent design development. The presentation quality will be close to professional work. 40-50%
 - (iv) Drawings to be self – explanatory and technically correct. Proper plans, sections, site plan and 3Ds, evaluation in this part to focus on this aspect. The grading will be to evaluated that whether the student is the author of the scheme or not. 10-15%

Total Range

70%

(q) **Specific Designations for Architectural Thesis**

- (i) “External Juror” means a person holding suitable qualifications in the relevant discipline who may belong to any outside constituent/

affiliated institution or university/ organization but has not taught the subject to the class during the academic semester for which the examination is being held.

- (ii) “Supervisor” means an in-house faculty who assists in supervision/ guidance of thesis of a B Arch student till completion of thesis. The supervisor must have sufficient experience and relevant qualification in the field of research.
 - (iii) “Advisor” means a faculty/specialist from industry R&D organization that assists in supervision/ guidance of thesis of a B Arch student till completion of thesis. The co-advisor / co-supervisor must have sufficient experience and relevant qualification in the field of research.
- (r) **Award of Grade ‘F’.-** In addition to ‘F’ grade awarded on the basis of academic failure, a student shall not be allowed to appear in final examination of a subject in which his attendance is less than 75%, and he shall be awarded ‘F’ grade in that subject. The ‘F’ grade so obtained shall only be cleared by repetition of the course whenever offered, so that the students are made to attend the missed course.
- (s) **Award of Grade ‘I’.-** A student, who, because of illness or other acceptable reasons approved by the Departmental/Faculty Board of Studies, fails to complete the required work in any course or misses any examination/test defined as under, provided his overall attendance is not less than 75%, is given ‘I’ grade. The student receiving such a grade makes up the unfinished portion of his course and is given a grade as per regulation 93(j) at the discretion of the faculty without prejudice to the previous grade ‘I’. In case the student fails to make up the coursework, he receives a grade ‘F’ unless further extension is given by the Faculty Board of Studies.
- (i) **Mid Semester Examination.** Whenever a student misses Mid Semester Examination due to reasons acceptable to the Departmental Board of Studies, make up test should be arranged within the period to be decided by the Departmental Board of Studies but not later than four weeks from original date of missed Mid Semester Examination.
 - (ii) **End Semester Examination.** Whenever a student misses End Semester Examination due to reasons acceptable to the Faculty Board of Studies, make up examination should be arranged within first six weeks after the beginning of the subsequent semester.
- (t) **Adding / Dropping of Course(s)**
- (i) Adding / Dropping of a course is allowed within the first two weeks of start of a semester. However, the students shall ensure that minimum number of credit hours is not less than 12 and maximum

number of credit hours does not exceed 21 unless permitted by FBS. FBS shall decide on case-to-case basis.

- (ii) A student taking less than regular semester load shall not be considered for any merit scholarship / academic award.
 - (iii) A student is allowed to drop a registered course latest by 8th week of a regular semester and 5th week of a summer semester with the recommendation of HoD and approval of Dean /Associate Dean. However, letter grade 'W' shall appear in his transcript against the specific course and shall not be considered for computation of GPA.
 - (iv) Student having 'W' on the transcript shall not be considered for any academic honor / award.
 - (v) A student shall be allowed to have maximum of 2 W's in a semester. He shall not be allowed to accumulate more than 4 W's at any one particular time.
- (u) **Final Grade-** The grade earned by a student in home assignments, quizzes, design studio work, mid semester, end semester examination etc, are formalized into final result by the concerned faculty. It must be ensured by the faculty that all examination answer sheets including end semester examination are shown to the respective students prior to finalization of the results. The faculty prepares the final results of the students on the standard grade sheet in duplicate and submits it to the Departmental Board of Studies (DBS). The grade sheets of each course duly approved by the DBS are sent to the Deputy Controller of Examination.
- (v) **Computation and Approval of Results.-** After the results are received from each Department, the Examination Branch of the School compiles the final results of each class. The final results show grades obtained in each course of the semester, the Semester GPA and the CGPA of each student. The result sheets also indicate the tentative disposal (probation, warning, suspension, withdrawal) of students failing to achieve required standard. The institution shall hold the Faculty Board of Studies (FBS) meeting within two weeks of the conclusion of the end semester examinations, and approve the result. The final result shall be formally announced by the Examination Branch after it is approved by the FBS.
- (w) **Record of Results.-** The final result is recorded on the provisional semester transcript of each student. The Examination Branch of the school prepares four copies of individual student semester transcript. The original copy is sent to the sponsoring authority (where applicable) second and third copy to the students and their parents/guardians. The fourth copy is retained in the student's permanent file at the school. The complete semester result of each course is sent to Controller of Examinations NUST for scrutiny and formal notification.
- (x) **Issue of Academic Transcript/Detailed Mark Sheet.-** A student desirous of obtaining Academic Transcript/Detailed Mark Sheet may apply to Controller

of Examinations NUST through the School along with the prescribed fee, as per the policy issued on the subject.

(y) **Award of Bachelors Degree.-** On recommendations of the Faculty Board of Studies of the School, the university will award undergraduate degree to the students who satisfy the following conditions, namely:-

(i) Have completed minimum 181 credit hours, and as per approval of Pakistan Council of Architects and Town Planners (PCATP) /Higher Education Commission (HEC) for Bachelor of Architecture degree, which may be in vogue at the time.

(ii) Have achieved a minimum CGPA of 2.0.

(iii) The degree will reflect CGPA earned by the student during the degree programme

(iv) **Internship.-** A total of fourteen weeks of internship would be required before, the award of Bachelor of Architecture degree. A form will be filled out by the supervisor of the entity who will be offering internship. A list of prospective firms, and entities will be available with the School. Rostrum of available firms will be available to the students for consultation at all times. However it will be the responsibility of the student to secure internship in the field. The student will be evaluated on the standard NUST form used at that time.

(z) **Academic Deficiencies.-** A student who obtains one or more of the following grades in semester final result is considered academically deficient, namely:-

(i) An 'F' grade in any course.

(ii) Semester GPA less than 2.00.

(iii) CGPA less than 2.00.

(iv) 'I' (Incomplete) grade in any course.

(aa) **Disposal of Academically Deficient Students.-** The case(s) of academically deficient student(s) will be disposed of initially by the Departmental Board of Studies (DBS) and subsequently by the Faculty Board of Studies (FBS) in the following manner, namely:-

(i) The DBS shall review the end semester results of deficient students and recommend any one of the following actions to the FBS, namely:-

(a) Warning

(b) Probation

(c) Suspension

(d) Withdrawal

- (ii) The FBS of the School upon receipt of recommendations from the DBS shall be convened within two weeks of the conclusion of the end semester examination.
 - (iii) the FBS shall consider each case individually and take one of the following actions as per latest policies of the University, namely:-
 - (a) Issues warning to the student.
 - (b) Place the student on probation.
 - (c) Recommend suspension of the student.
 - (d) Recommend withdrawal of the student from the University.
- (bb) The warning and probation orders will be issued by the Deputy Controller of Examination of the School. One copy of the order will be placed in the student's file for record and one copy each is sent to the parent/guardian and student's tutor.
- (cc) **Warning**
- (i) **Definition.-** “Warning” means a written cautionary statement issued to a student who qualifies to continue his studies despite minor deficiencies in some course so as to make him conscious of the weakness and advise him to work hard during the semester under progress.
 - (ii) **Policy.-** A student is placed on warning as per latest policy of the University,
 - (a) If his Semester GPA is less than 2.00 or he earns F grade(s) in a course(s) but does not qualify for probation and withdrawal.
 - (b) If the student have any ‘F’ grade after the 8th semester will not be allowed to take the course of 9th semester until he clear all earned ‘F’ grade.
 - (iii) **Compulsions.-** While on warning, a student is to.-
 - (a) contact concerned faculty for guidance; and
 - (b) keep a complete record of the semester work comprising home assignments, laboratory reports, quizzes, mid semester/one hour tests and the marks obtained.
- (dd) **Probation**
- (i) **Definition.-** A student is said to be on probation if he is deficient in academic standards to the extent that he is likely to be withdrawn and is allowed to continue studies.

- (ii) **Policy.-** A student will be placed on academic probation under the following conditions:
 - (a) CGPA is less than 2.00, and he does not qualify for withdrawal. This clause shall not be applicable in the First Semester.
 - (b) on disciplinary ground when recommended by the discipline committee of the school and discipline committee of the NUST.
 - (iii) **Compulsions.-** While on probation, a student is to,-
 - (a) contact concerned faculty for guidance; and
 - (b) keep a complete record of the semester work comprising home assignments, laboratory reports, quizzes, mid semester/one hour tests and the marks obtained.
- (ee) **Suspension**
- (i) **Definition.-** “suspension ” means that the student is asked to join the next junior class.
 - (ii) **Policy.-** Faculty Board of Studies shall recommend and qualify a suspension as under (as per latest policies of the University), namely:-
 - (a) suspension on disciplinary grounds;
 - (b) suspension on medical grounds;
 - (c) suspension on prolonged absence;
 - (d) suspension on reasons beyond student’s control or on authorized grounds / sanctioned leave from competent authority; or
 - (e) Suspension on academic grounds.
 - (iii) A student is recommended for suspension by the Faculty Board of Studies for approval by Main Office NUST, subject to any of the conditions listed below, namely:-
 - (a) on disciplinary grounds when recommended by the respective Discipline Committee of the School and Discipline Committee of NUST.

- (b) if overall attendance of the student in the institution is below 75% in a semester on medical grounds or reasons beyond his control; or
- (c) if the student remains absent for more than thirty but less than forty five consecutive days without valid reasons;
- (d) If a student has earned two to three consecutive probations, and may be required to repeat one or two semesters, to improve the CGPA on student's request or a decided by the institution FBS, may be allowed to recommend it.

Note: If a student is suspended, s/he will resume her / his studies from the same stage where s/he was suspended.

(ff) **Withdrawal**

- (i) **Definition.** "Withdrawal" means that a student is considered unsuitable for further studies at NUST and is withdrawn from the program.
- (ii) **Policy.** A student is recommended for withdrawal as per latest policies of the University by the Faculty Board of Studies for approval by Main Office, NUST subject to any of the condition listed below, namely:
 - (a) the student accumulates 7 or more F grades.
 - (b) earns four consecutive probations.
 - (c) on disciplinary grounds when recommended by the School Discipline Committee and Discipline Committee of NUST.
 - (d) he cannot complete his degree requirements within the maximum stipulated time of 8 years, even if he utilizes the summer semester. Such like cases will be recommended by the FBS and referred to Registrar Directorate for approval.
 - (e) a student who remains absent for more than 45 days without valid reasons, but does not qualify for suspension of registration.
 - (f) Earns five 'F' grades or more in first semester only.

Note: If a student is likely to be withdrawn on academic deficiencies, he will be duly warned, and counseled, and his parents will be forewarned for intervention. Such communications will be duly recorded.

(gg) **Repetition of Course(s).**- A student may repeat a course for the following reasons subject to payment of prescribed tuition fee for the repeated courses:

(i) **Clearance of W / F Grades.**

- (a) A student shall repeat a course to clear an F / W grade.
- (b) It shall be the students responsibility to clear the failed / dropped courses subject to availability of resources at the respective institution and approval of Dean / Associate Dean / HoD.
- (c) The student's transcript shall show both the old grade and the new earned grade, but the better grade will be used in the computation of CGPA;
- (d) The student who repeats a course to clear a W grade shall not be eligible for academic honours / awards.
- (e) **Counting of 'F' grades.** A student who fails in a subject, and after repeating fails again (irrespective of the number of time he / she repeats) the number of 'F's' counted in this case will be one 'F' only.

(ii) **Improvement of CGPA.** A student shall repeat a course to improve his CGPA subject to the following provisions.

- (a) The student shall register for the course(s) to be repeated after formal permission from the respective HoD;
- (b) All terms and conditions (of repeat courses) shall be the same as per regular courses. The student transcript shall show both the old grade and new earned grade but the better grade will be used in the computation of CGPA;
- (c) He shall not be eligible for top academic honours / award based on a new earned grade(s);
- (d) The student shall not be allowed to improve his CGPA after completion of the degree.

(iii) **Retest of End Semester Examination.**- In case a failed subject is a pre-requisite for a course in the following semester, the student shall have to clear it through retest within first six academic weeks of the next semester. F Grade awarded to a student on the basis of academic failure is only eligible to appear in the retest, whereas, F Grade awarded on the basis of low attendance is not qualified to appear in the retest. Maximum achievable grade in this case is 'D' for other

courses and C+ for MFCs. There shall be no extra coaching classes prior to such retest. Only one or two projects will be retested.

Note:- The degree programme shall be considered complete on fulfillment of the prescribed requirements of the degree, request of the student for final transcript / award of degree and formal notification by the Controller of Examinations.

(hh) **Deferment of Semester(s).**- A student may seek deferment from regular studies subject to the following conditions:

- (i) Deferment will generally be requested before the start of a semester. However, in exceptional cases it may be requested latest by the 2nd week of a semester. It will be endorsed by the FBS and processed for formal approval by the Registrar;
- (ii) During the period of deferment, he / she will be allowed to repeat courses already studied on payment of prescribed fee for repetition of courses but not permitted to study new courses (a substitute course will be treated as a new course);
- (iii) He / She shall pay 25% tuition fee to maintain his / her registration; or
- (iv) the student has the requisite time available to complete his / her degree within the stipulated time.
- (v) In case, a student opts to defer the first semester he/she shall have to pay full tuition fee (non-adjustable / non-refundable).
- (vi) If a student defers a semester(s), s/he will resume her / his studies from the same semester in which s/he left (deferred the semester).

(ii) **Plagiarism.**- All Academic work submitted by a student must be his own work. If a student submits work done by any other person it is plagiarism, cause for formal school discipline and justification for any faculty member to award a failing grade and or for the DBS/FBS to cancel grade previously awarded only in that particular assignment/project.

(jj) **School Property.**

- (i) All movable and non-movable properties belong to the school. In the event of damage NUST regulations are to be followed.
- (ii) The school has the right to retain the student's studio work, for publication or putting it on the web pages.

93A. **Suspension of Registration.**- (1) If a student remains absent for 45 or more consecutive days without intimation or any valid reason, his / her admission / registration

will be suspended. However, such student may resume the same programme subject to meeting the following conditions:

- (a) has completed minimum one year of studies and attained mandatory GPAs;
- (b) has been recommended by the respective institution.
- (2) On re-admission, the student will pay the prescribed admission fee and 50% tuition fee for the period of absence. The rate of fee will be as applicable to students of the semester which he / she joins.
- (3) While considering the case for re-admission, it will be ascertained by the respective institution that the student has sufficient time to complete his / her degree within the prescribed time limit, which will start from date of original / first admission.
- (4) No special classes / courses will be planned / arranged for such cases, other than planned classes for repeat courses.
- (5) After re-admission, his / her studies will be governed by the rules and regulations applicable to the entry he joins.
- (6) Suspension of registration, on grounds of prolonged absence, will be granted only once in the programme in which he / she was originally granted admission.

94. **MANAGEMENT AND SOCIAL SCIENCES**

- (a) These regulations pertain to the bachelors programme in Business Administration and Social Sciences and should be read in conjunction with the relevant statutes.
- (b) Eligibility criteria and selection for admission will be followed as stipulated in part II, Chapter II, Clause 3 and 4 of the Statutes.

Bachelors Programs

(c) **Duration of Studies**

Programs			Credit Hours	Duration of Degree				
			(Minimum)	(Minimum)	(Maximum)			
(i)	Bachelor of Business Administration	} <table border="0" style="display: inline-table; vertical-align: middle;"> <tr> <td style="text-align: center;">130</td> <td style="text-align: center;">4 Years</td> <td style="text-align: center;">7Years</td> </tr> </table>	130	4 Years	7Years			
130	4 Years		7Years					
(ii)	Bachelor of Public Administration							
(iii)	Bachelor of Science (Mass Communication)							
(iv)	Bachelor of Science (Economics)							

95. **Award of Bachelor’s Degree in Business Administration and Social Sciences**

- (a) On recommendations of the Faculty Board of Studies the University will award undergraduate degrees to the students who satisfy the following conditions, namely:-
- (i) have completed the prescribed credit hours as per approval of Higher Education Commission (HEC) for Bachelors’ degree; and
 - (ii) have achieved a minimum CGPA of 2.50 with a minimum of “C+” grade in project work.
 - (iii) have successfully completed 6 – 8 weeks Internship in BBA and Mass Communication.

(b) **Academic Standards for Award of Degree**

- (i) The following assessment scheme shall be followed:-

Nature of Examination	Duration	Frequency	Weighting (%age)
End semester examination	3 hours	1	30 – 50
Mid Term	2 hours	1	15 – 25
Quizzes	-	Min quizzes 3	05 – 15
Class Participation	-	-	0 – 05*
Assignments / Project(s) / Case Studies	Own time	-	10 – 40

* Shall be allocated only if there are no case studies.

- (ii) The performance of each student in a course of study shall be graded as follows:-

Grades	
Numerical Grade	Grade Point
A	4.0
B+	3.50
B	3.0
C+	2.50
C	2.00
D+	1.50
D	1.00
F	0.00
I	Incomplete
W	Dropped

- (iii) It is the University policy to workout GPA by awarding relative grading on a scale of 4.00 points according to distribution curve based on the performance of a particular class by the faculty.
 - (iv) To earn course credits, a student must obtain a minimum of 1.0 grade point (D).
- (c) **Offering and Registration of Courses.-** NUST Business School will finalize additional courses to be offered in a particular semester well before its start but not later than last week of the previous semester keeping in view the resources available.
- (d) **Awarding of “F”, “I” and “W” Grades**
- (i) **Award of Grade ‘F’.-** In addition to ‘F’ grade awarded on the basis of academic failure, a student shall not be allowed to appear in final examination of a subject in which his attendance is less than 75%, and he shall be awarded ‘F’ grade in that subject. The ‘F’ grade so obtained shall only be cleared by repetition of the course whenever offered, so that the students are made to attend the missed course.
 - (ii) **Award of Grade ‘I’:-** A student, who, because of illness or other acceptable reasons approved by the Departmental/Faculty Board of Studies, fails to complete the required work in any course or misses any examination/test defined herein, provided his attendance in a particular course is not less than 75%, is given ‘I’ as a grade. The student receiving such a grade makes up the unfinished portion of his course and is given a grade as per regulation 95(b) (ii) at the discretion of the faculty without prejudice to the previous grade ‘I’. In case the student fails to make up the coursework, he receives a grade ‘F’ unless further extension is given by the Faculty Board of Studies.
 - (iii) **Award of Grade “W”:-** If a student drops a course under the provisions of these regulations, he will be awarded “W” Grade.
- (e) **Examination**
- (i) **Mid-Semester Examination:-** Whenever a student misses a Mid-Semester Examination due to reasons acceptable to the Departmental Board of Studies, a make-up test should be arranged within the period to be decided by the Departmental Board of Studies but not later than four weeks from original date of missed Mid Semester Examination.
 - (ii) **End Semester Examination.** Whenever a student misses End Semester Examination due to reasons acceptable to the Faculty Board of Studies, a make-up examination should be arranged within first six weeks after the beginning of the subsequent semester.

- (f) **Add/Drop of Course(s) and Award of Grade ‘W’:-**
- (i) Adding / Dropping of course(s) is allowed within the first two weeks of start of a semester.
 - (ii) It will be ensured that minimum number of credit hours is not less than 12 and maximum number of credit hours does not exceed 21.
 - (iii) A student taking less than regular semester load will not be considered for any academic honour / award.
 - (iv) A student is allowed to drop a registered course latest by 8th week of a regular semester and 5th week of a summer semester with the recommendation of HoD and approval of Dean.
 - (v) Letter grade ‘W’ will appear in the transcript against the specific course and will not be considered for computation of GPA.
 - (vi) Student having ‘W’ on the transcript will not be considered for any academic honor/ award.
 - (vii) A student will be allowed to have maximum of 2W’s in a semester. He will not be allowed to accumulate more than 4W’s at any one particular time.
- (g) **Academic Deficiencies.-** A student who obtains one or more of the following grades in semester final result will be considered academically deficient, namely:-
- (i) an “F” grade in any course;
 - (ii) Semester GPA less than 2.50;
 - (iii) CGPA less than 2.50;
 - (iv) ‘I’ (Incomplete) grade in any course.
- (h) **Disposal of Academically Deficient Students**
- (i) The cases of academically deficient students will be disposed of initially by the Departmental Board of Studies (DBS) and subsequently by the Faculty Board of Studies (FBS) in the following manner, namely:-
 - (a) the DBS shall review the end semester results of deficient students and recommend any one of the following actions to the FBS, namely:-
 - (i) warning;
 - (ii) probation;
 - (iii) suspension;
 - (iv) withdrawal.

- (ii) the FBS shall consider each case individually and take one of the following actions as per latest policies of the University, namely:-
 - (a) issue warning to the student;
 - (b) place the student on probation;
 - (c) recommend withdrawal of the student from the University.
- (iii) The disposal orders will be issued by the Deputy Controller of Examination of the School. One copy of the order will be placed in the student's file for record and one copy each will be sent to the parent/guardian and student's tutor.

(i) **Warning**

- (i) **Definition.-** “warning” means a written cautionary statement issued to a student who qualifies to continue his studies despite minor deficiencies in some course so as to make him / her conscious of the weakness and advise him/her to work hard during the semester under progress.
- (ii) **Policy.-** A student will be placed on warning under any of the following conditions and/or as per the latest policies of the University:-
 - (a) Semester GPA of the student is less than 2.50 or he earns F grade(s) in a course(s) but does not qualify for probation / withdrawal.
- (iii) **Compulsions.-** While on warning, a student is to,-
 - (a) contact concerned faculty for guidance; and
 - (b) keep a complete record of the semester work comprising home assignments, quizzes, mid semester and the marks obtained.

(j) **Probation**

- (i) **Definition.-** A student is said to be on probation if he is deficient in academic standards but is allowed to continue studies.
- (ii) **Policy.-** A student will be placed on probation under any of the following conditions and / or as per the latest policies of the University:-
 - (a) CGPA is less than 2.50, and he does not qualify for withdrawal. This clause shall not be applicable in the first semester.

- (b) On disciplinary grounds when recommended by the institution discipline committee and discipline committee of NUST.
- (iii) **Compulsions.-** While on probation, a student is to,-
 - (a) contact concerned faculty for guidance; and
 - (b) keep a complete record of the semester work comprising home assignments, quizzes, mid semester and the marks obtained.
- (k) **Suspension**
 - (i) **Definition.-** “suspension” means that the student will not be allowed to continue regular academic activities.
 - (ii) **Policy.-** Faculty Board of Studies shall recommend and qualify a suspension as under (as per latest policies of the University), namely:-
 - (a) suspension on disciplinary grounds;
 - (b) suspension on medical grounds;
 - (c) suspension on prolonged absence;
 - (d) suspension on reasons beyond student’s control or on authorized grounds / sanctioned leave from competent authority; or
 - (e) Suspension on academic grounds.
 - (iii) A student is recommended for suspension by the Faculty Board of Studies for approval by Main Office, NUST subject to any of the conditions listed below, namely:-
 - (a) on disciplinary grounds when recommended by respective Discipline Committee of institution and Discipline Committee of NUST;
 - (b) if overall attendance of the student in the institution is below 75% in a semester on medical grounds or reasons beyond his control;
 - (c) if the student remains absent for more than thirty but less than forty five consecutive days without valid reasons; or
 - (d) If a student has earned two to three consecutive probations, and may be required to repeat one or two semesters, to improve the CGPA on student’s request or a decided by the institution FBS, may be allowed to recommend it.

Note: If a student is suspended, s/he will resume her / his studies from the same stage where s/he was suspended.

(l) **Withdrawal**

- (i) **Definition.** “withdrawal” means that a student is considered unsuitable for further studies at NUST and is withdrawn from the program.
- (ii) **Policy.** A student will be recommended for withdrawal as per the latest policies of the University by the Faculty Board of Studies for approval by Main Office, NUST under the following conditions namely:
 - (a) the student accumulates 7 or more F grades;
 - (b) earns four consecutive probations;
 - (c) on disciplinary grounds when recommended by respective Discipline Committee of constituent institutions and Discipline Committee of NUST;
 - (d) cannot complete her/his degree requirements within the maximum stipulated time of 7 years, even if s/he utilizes the summer semester. Such like cases be recommended by the FBS and referred to Registrar Directorate for approval;
 - (e) a student who remains absent for more than 45 days without valid reasons, but does not qualify for suspension of registration;
 - (f) earns five ‘F’ grades or more in first semester only.

Note:- If a student is likely to be withdrawn on academic deficiencies, he will be duly warned and counseled and his parents will be forewarned for intervention. Such communications will be duly recorded.

(m) **Repetition of Courses.-** A student shall repeat a course for the following reasons subject to payment of prescribed tuition fee for the repeated courses:-

- (i) **Clearance of W / F Grades.**
 - (a) A student shall repeat a course to clear an F / W grade.
 - (b) It shall be the student’s responsibility to clear the failed / dropped courses subject to availability of resources at the respective institution and approval of Dean.

- (c) The student's transcript shall show both the old grade and the new earned grade, but the better grade will be used in the computation of CGPA.
 - (d) The student who repeats a course to clear a W grade shall not be eligible for academic honors / awards.
 - (e) **Counting of 'F' grades.** A student who fails in a subject, and after repeating fails again (irrespective of the number of time he / she repeats) the number of 'F's' counted in this case will be one 'F' only.
- (ii) **Improvement of CGPA.** A student shall repeat a course to improve his CGPA subject to the following provisions.
- (a) The student shall register for the course(s) to be repeated after formal permission from the Dean and subject to the availability of resources.
 - (b) All terms and conditions (of repeat courses) shall be the same as per regular courses. The student transcript shall show both the old grade and new earned grade but the better grade will be used in the computation of CGPA.
 - (c) s/he shall not be eligible for top academic honors / award based on a new earned grade(s).
 - (d) the student shall not be allowed to improve her/his CGPA after the completion of the degree.
- (iii) **Retest of End Semester Examination.-** In case a failed subject is a pre-requisite for a course in the following semester, the student shall have to clear it through retest within first six academic weeks of the next semester. F Grade awarded to a student on the basis of academic failure is only eligible to appear in the retest, whereas, F Grade awarded on the basis of low attendance is not qualified to appear in the retest. Such retest shall have the same weightage as that of actual End Semester Examination in that subject. Maximum achievable grade in this case shall be 'D'. There shall be no extra coaching classes prior to such retest.

Note:- The degree programme shall be considered complete on fulfillment of the prescribed requirements of the degree, request of the student for final transcript / award of degree and formal notification by the Controller of Examinations.

95A. **Suspension of Registration.-** (1) If a student remains absent for 45 or more consecutive days without intimation or any valid reason, his / her admission / registration will be suspended. However, such student may resume the same programme subject to meeting the following conditions:

- (a) has completed minimum one year of studies and attained mandatory GPAs;
- (b) has been recommended by the respective institution.
- (2) On re-admission, the student will pay the prescribed admission fee and 50% tuition fee for the period of absence. The rate of fee will be as applicable to students of the semester which he / she joins.
- (3) While considering the case for re-admission, it will be ascertained by the respective institution that the student has sufficient time to complete his / her degree within the prescribed time limit, which will start from date of original / first admission.
- (4) No special classes / courses will be planned / arranged for such cases, other than planned classes for repeat courses.
- (5) After re-admission, his / her studies will be governed by the rules and regulations applicable to the entry he joins.
- (6) Suspension of registration, on grounds of prolonged absence, will be granted only once in the programme in which he / she was originally granted admission.

96. **Deferment of Semester(s).**- A student may seek deferment from regular studies subject to the following conditions:

- (a) Deferment will generally be requested before the start of a semester. However, in exceptional cases it may be requested latest by the 2nd week of a semester. It will be endorsed by the FBS and processed for formal approval by the Registrar.
- (b) During the period of deferment , he / she will be allowed to repeat courses already studied on payment of prescribed fee for repetition of courses but not permitted to study new courses;
- (c) He / She shall pay 25% tuition fee to maintain his / her registration;
- (d) the student has the requisite time available to complete his / her degree within the stipulated time; or
- (e) In case, a student opts to defer the first semester he/she shall have to pay full tuition fee (non-adjustable / non-refundable).
- (f) If a student defers a semester(s), s/he will resume her / his studies from the same semester in which s/he left (deferred the semester).

CHAPTER XI

RESEARCH, INNOVATION AND COMMERCIALIZATION (RIC)

97. **Introduction.** National University of Sciences and Technology (NUST) with the mission “to develop NUST into a comprehensive research led university, with the focus on technology, innovation and entrepreneurship” must give high priority to Research, Innovation and Commercialization (RIC) of technologies being developed at NUST. For this, Offices of Research Innovation and Commercialization (ORIC) have been established with following objectives:

- (a) To establish and maintain a Research culture at NUST.
- (b) To ensure that the Research pursuits at NUST have relevance to the community, industry and society.
- (c) Make efforts to commercialize R&D performed at NUST.
- (d) Promote and facilitate entrepreneurship at NUST.
- (e) Facilitate job opportunities for NUST graduates.

98. **Research Directorate.** Directorate of Research established at NUST is acting as a focal point for providing guidance and support to the constituent institutions in all activities related to research. It is an integral part of Offices of Research, Innovation and Commercialization (ORIC). Responsibilities of Research Directorate are as follows:

- (a) Promoting research culture to ensure research remains an integral component of academic activities at NUST.
- (b) Ensuring high quality of research directly relevant to Pakistan’s needs is pursued at NUST.
- (c) Facilitating and supporting NUST researchers in their pursuits for publication and presentation of their research work.
- (d) Serving and maintaining liaison between Researchers and Sponsoring Agency/Organization.
- (e) Monitoring research activities, and where necessary, conducting technical audit and physical inspections.
- (f) Ensuring expenditure on research activities as per the approved proposals.

99. **Innovation & Commercialization (I&C) Directorate.** The role of I&C Directorate is to encapsulate NUST's research and intellectual property opportunities at the earliest stage, and to translate these benefits to industry by working closely with industry through partnerships, collaborations and licensing. The following offices are functioning under I&C Directorate, the responsibilities of each are given as under:

- (a) **Intellectual Property Office (IPO).** The Intellectual Property Management Office determines the patentability of a technology and provides assistance with protection of intellectual property. A separate NUST IP Policy is promulgated. All functions of IPO are to be governed by NUST IP and NUST RIC policies.
- (b) **Technology Transfer Office (TTO).** Technology Transfer Office facilitates commercialization of NUST research output. It is to evaluate and manage invention portfolios, get assistance from IPO in patent prosecution, **negotiation** of licensing agreements and periodically review cooperative research agreements already in place.
- (c) **Career Development Centre (CDC).** CDC provides programmes and services to help students and alumni to explore and make effective career choices, foster professional networks with employers and assist employers in meeting their recruitment needs. The office helps students connect with their potential employers through job fairs and employer sessions.
- (d) **Industrial Liaison Office (ILO).** NUST – ILO develops and maintains industry linkages to make NUST graduates their premium choice and identifies specific industry partners for the ongoing research at NUST. It currently looks after two areas:
 - (i) **Industrial relations:** It is responsible for the acquisition of job opportunities / placement from / in industry and handling all activities to facilitate identification and coordination for placement of NUST graduates.
 - (ii) **Alumni Affairs:** It builds and maintains lifelong relations with the NUST Alumni through a common platform in order to stimulate interest, build loyalty, increase involvement and generate support for NUST.

100. **Technology Incubation Center (TIC).** TIC is an integral part of RIC Ecosystem. The Centre provides a supportive and nurturing environment to start-up companies especially those established by NUST faculty and students and to help them transform into commercially viable enterprises. These facilities are also open to the general public provided they can either leverage NUST knowledge base or contribute to it.

101. **Science & Technology (ST) Ventures.** Science and Technology Ventures also known as ST Ventures is a holding company of National University of Sciences and Technology (NUST). Conceptually, ST Ventures is an important instrument in the creation of new enterprises and careers by accelerating commercialization of R&D

outputs to carry on businesses based on technology, research work, technical expertise and innovative products acquired from universities, educational institutions and R&D organizations.

102. **RIC Coordination by NUST Institutions.** For active coordination with constituent institutions, the position of HoD Research has been created for each institute, with industrial liaison officer placed under him. The HoD Research is to be appointed from existing faculty and will be authorized honorarium for his/her additional responsibilities. He will carry out his duties as per the TORs given by HR Directorate and in accordance with NUST RIC Policy.

103. **Legal Bounds.** Federal regulations and sanctions promulgated and enforced by various government agencies will have to be strictly observed. General Research ethics and obligations in contract agreements and international good practices are to be adhered to by all researchers.

104. **Utilization and Sharing of Research Laboratory Facilities for Academic and Research Purposes.** NUST has invested heavily on its research facilities and infrastructure including procurement of a lot of hi-tech lab equipment and expansion and up-gradation of laboratories. Optimum utilization of our state-of-the-art equipment for benefit by NUST faculty, students and other researchers, guidelines laid down in NUST RIC policy will be followed.

105. **Research Paper Publications and Presenting in Conferences.** It is mandatory for the faculty and postgraduate students to publish research papers in journals and present their research work in conferences on regular basis under the name of “National University of Sciences and Technology, Islamabad”. The University will retain the right to publish all the research work done at NUST and researchers are encouraged to disseminate the result of their research work. Delay in the publication, for a reasonable time, may be allowed to permit filing of a patent application, to avoid possible premature disclosure of patent application information and to review for inadvertent disclosure of a sponsor's confidential information. The final decision to publish rests with NUST. Each faculty member is expected to produce at least one research publication annually in ISI indexed journal. Highest credit will be given to publications in journals with high Impact factor. To encourage faculty, students and research staff for publication and presentation of their research paper; publication charges, registration fee and visit for presentation in conference can be sponsored by NUST. Likewise, sponsorship for publication of book and chapter in a book will be made available after evaluating the research work, publishing agency and standing of the publication. NUST will also provide cash award for contribution of its faculty and students in publication of their research work as per provisions of NUST RIC policy.

106. **Conferences/Workshops /Seminars at Institutions.** Each constituent institution of NUST is required to organize at least one national level conference/ workshop/ seminar each year and at least one international level conference/workshop/ seminar every alternate year in their respective fields of discipline.

107. **Avoidance of Plagiarism.** Higher Education Commission (HEC) has formulated a “Plagiarism Policy”, which aims to apprise the students, teachers, researchers and staff about plagiarism and how it can be avoided. HEC Plagiarism Policy has been implemented at NUST for avoidance of plagiarism.

108. **Publication Secrecy.** It is the university policy to support research and the researcher to publish and materialize research results. Researcher shall however not enter into projects requiring secrecy without the specific permission of the head of the institution. During implementation of the Research projects, if any confidential information has been made available to the investigator / researcher, the confidentiality of such information is to be protected. Any person furnishing such information may require submission of manuscript for review by the Higher Authority for obtaining permission.

109. **Awards**

- (a) **University Best Researcher Award.** In order to encourage young researchers and to motivate them to perform better, University Best Researcher of the year Award will be given on Postgraduate Convocation. The nomination of two to three faculty members for the award of best researcher duly recommended by each constituent institution shall be forwarded to Main Office NUST. Final selection / approval of the best researcher of the year shall be made by NUST Evaluation Committee (NEC) based on a predetermined criterion.
- (b) **Best Innovation and Commercialization Award.** Every year best innovation and commercialization award is given to recognize the commercialization efforts of our researchers / faculty members/students. Final selection / approval of the best innovation and commercialization award of the year shall be made by NUST Evaluation Committee (NEC) based on a predetermined criterion.

CHAPTER XII

AWARD OF UNIVERSITY CERTIFICATES

110. **BSc/BA equivalence certificates. Deleted.**
111. **UG/PG Provisional Certificate.** A provisional certificate may be issued to UG/PG students on completion of their degree requirement by the concerned Institution.
112. **Diploma for masters' students not eligible for the degree. Deleted.**
113. **Certificates for Short Courses/Seminars/Workshops.** For award of University certificates, prior approval of the Rector is mandatory in case of Short Courses / Seminars/ Workshops etc. Certificates for these courses duly signed by Commandant/Principal/Dean of the institution shall be awarded to the participants.

CHAPTER XIII

FINANCIAL AID - FELLOWSHIPS SCHOLARSHIPS, ASSISTANTSHIPS AND TUITION EXEMPTIONS

114. The NUST is visualized to be a model institute of higher learning, therefore, it is essential that the brightest talent of the nation is attracted even if they are financially handicapped. Furthermore, financial incentive for the high achievers would also help maintain their performance level. To achieve these goals, the students shall be provided financial assistance in the form of fellowships, grants or deferred payment on both performance as well as need basis as per policy in vogue. The payment of the deferred dues in such cases shall become payable after completion of the study programme / course. The level of financial assistance for needy and high performers shall vary according to the performance of students and availability of funds.

115. In addition, some assistance may also be arranged for the financially handicapped high performers in the form of soft, on campus jobs in hostels, laboratories, libraries, research projects., as per policy in vogue. The deserving post-graduate students could also be utilized as TAs or RAs as per policy in vogue. The entire financial assistance programme shall be dependent on the continued performance of the student in each semester or academic year, as the case may be, and the availability of funds/allocation of budget for the purpose.

116. Financial Assistance

- (a) **University Financial Assistance for Undergraduate and Postgraduate Students.-** For first semester, top NUST students selected in each discipline / class may be awarded financial assistance on the basis of their performance in NUST Entrance Test and for subsequent semesters financial assistance shall be given to the students on the basis of semester examinations irrespective of any other scholarship from any other source. However, a restriction can be imposed that student shall not avail scholarships where the sum total goes beyond the sum total of tuition fee and the living expenses which cater for tuition fee, hostel and other allied charges of a student. The students attaining minimum GPA 3.5/4.0 in discipline other than Medical Sciences, and minimum 70% marks in MBBS and BDS will be eligible for financial assistance at the rates approved from time to time. A student taking less than the regular semester load shall not be considered for any form of financial assistance.
- (b) **Assistance-ship for Postgraduate Students.-** Teaching and Research Assistance ship may be awarded to suitable post graduate students whomay be willing to assist the faculty in the conduct of under graduate classes and also carry out research during the normal working hours of the University/Institutions. Eligibility criteria and duration for award of assistance-ship will be as under:-

(i) **Eligibility.-**

- (a) Students who secure a minimum GPA of 3.5/4.0 in 1st semester and maintain it above 3.5/4.0 through out their studies at NUST.
- (b) Students in research/ project / second semester (MS Programme) and first semester (PhD Program) shall be eligible for award of half/full assistance ship on recommendation of Faculty Board of Studies.
- (c) Teaching Assistance ship shall be awarded only to students studying in full time MS / PhD Program.

(ii) **Awards for TA/RA.-**

- (a) **Full (100% Tuition Fee Waiver).** Students shall be required to,-
 - (i) conduct practical classes of 3 contact hours per week and, assist faculty in theory classes (marking of assignments, help in preparation and conduct of lectures etc) and examinations (conduct, marking of papers, finalization of result etc) for one subject of BE/MS programs in case of MS/PhD students respectively; or
 - (ii) research work/laboratory work not exceeding 20 hours/ week (i.e instead of both paragraphs (i) and (ii)).
- (b) **Half Tuition Fee Waiver.** Student shall be required to :-
 - (i) assist faculty in conduct of practical classes of 3 contact hours per week; or
 - (ii) assist faculty in theory classes and examinations including marking of assignments, answer sheets etc for one subject of BE/MS programs in case of MS/PhD courses respectively; or
 - (iii) research work/ laboratory work not exceeding 10 hours / week.
- (c) **Duration.-** For MS students, award shall be made for one semester at a time. However, in case of PhD students, it shall be for one year. Renewal of award shall require approval of Faculty Board of Studies of the institution.

117. **Deferment of Tuition Fee and Award of Subsistence Allowance**

- (a) **Deferment of Tuition Fee.**- Those needy students who can not pay the fees shall be allowed deferred payment on case to case basis and shall be given degree after the payment of balance amount subsequently. Minimum 50% of fee shall be paid in each semester and remaining 50% amount shall be cleared before award of certificate so that they can get some jobs.
- (a) **Subsistence Allowance to the Students from Backward Areas.**- In order to ensure equal opportunities and to attract more students from the backward areas the following provisions shall apply namely:-
 - (i) The hostel facilities shall be partially or wholly subsidized for the needy and bright students from the backward areas provided they can prove the need for it; and
 - (ii) the subsistence allowance so awarded shall also be paid back by the student after he has completed his degree.

118. **Procedure for Award of Subsistence Allowance and Deferment of Tuition Fee**

- (a) Students desirous of availing this concession /assistance shall be required to apply on the prescribed form obtainable from the office of the respective institutions.
- (b) No student shall be eligible to avail at a time more than any one of the above concessions /assistance either from the University or from any other outside body.
- (c) The application shall be forwarded to Main Office, NUST through the Head of the Department and duly recommended by the Commandant/ Principal /Dean.
- (d) The application so received shall be considered by a Committee comprising Registrar, Director Academics, Director Finance and representatives each from the institutions as members. Registrar shall act as Chairman and Deputy Director Registration (UG) shall act as Secretary of the Committee.
- (e) The Committee shall submit its recommendations keeping in view the funds available under the head "Tuition Revenue" to the Rector whose decision in the matter shall be final.
- (f) The Registrar shall draw up a final list of students to whom the concession / assistance are granted. Copies of the list shall be forwarded to all concerned institutions and shall be displayed on the notice boards.
- (g) The students who have been awarded deferment in tuition fee or subsistence allowance will have to provide duly authenticated undertaking by their guarantors before they are allowed to avail these concessions.

119. **Forfeiture of Concession Guarantee.** Absence from or failure in a University examination, lack of progress and assiduity in studies , breach of discipline or reprehensible

conduct, shall entitle the loss of full, 75%, 50% or 25% of tuition fee/scholarships granted to any student and he shall be asked to pay the full tuition fee within the stipulated period failing which his name shall be struck off the rolls of the University/institution s. Rector, on the recommendations of the Commandant/ Principal / Dean, shall decide the revised percentage of fee concession based on the gravity of the offence/circumstance on case to case basis.

120. **Fee/Charges.** Civilian students shall pay fee/charges as per laid down rates / policy.

CHAPTER XIV

ACADEMIC COSTUMES

121. The academic costumes of the University shall consist of ;
- (a) a gown;
 - (b) a hood; and
 - (c) a headgear
122. The details of costumes may be as under:-
- (a) **For the Patron-in-Chief / Chief Guest/ Chancellor/ Chairman Board/ Rector.-** Gown of black cloth, with three inches wide gold lace and tufts in front and on the outside of the bottom of the sleeves with conventional head wear with golden tassel.
 - (b) **For the Pro-Rector, Directors.-** Gown of black cloth , with three inches wide silver lace and tufts in front and on the outside of the bottom of the sleeves with conventional head wear with silver tassel
 - (c) **For the Fellows and Commandant/ Principal/ Deans of Institutions.-** Gown of black cloth, with three inch broad white ribbon in front and on sleeves.
 - (d) **For Registrar / Director of Academics / Research and Finance.-** Gown of black cloth , with three inches wide silver lace in front with conventional headgear with black tassel.
 - (e) **For Heads of Departments.-** Gown of black cloth, with three inches broad white ribbon in front and on the sleeves and hood in the colour of the faculty with white lining.
 - (f) **Dress of the Members of Procession/Faculty.-** A dark colour suit with closed collar. Female members / faculty shall wear decent dress of sober colour.
123. The gown for the Doctor's Degree shall have full sleeves and shall have a three inch border of the faculty color running in front on the outside of the bottom of the sleeves. The hood shall be fully lined with the faculty color.
124. The gown for the Master's Degree shall have full sleeves, while that for the Bachelor's Degree shall have wide loose half sleeves. The hood shall be of white silk, with two inches border of the faculty color for the Master's Degree and one inch border of the faculty color for the Bachelor's Degree.
125. The following colours shall be assigned to the disciplines and shall be represented on the hoods of the graduates of that discipline as per detail below :-

Discipline

Telecommunication Engineering
Software Engineering
Electrical Engineering
Mechanical Engineering
Computer Engineering
Mechatronics Engineering
Civil Engineering
Electrical Engineering (Navy)
Mechanical Engineering (Navy)
Electronics Engineering
Avionics Engineering
Aerospace Engineering
Bachelor of Information and Communication
System Engineering
Bachelor of Information Technology
MBBS
BDS
Business Administration
Environmental Engineering
Transportation Engineering
Geotech Engineering
Structural Engineering
Disaster Management
Disaster Mitigation and Reconstruction Engineering
Construction Engineering & Management
Engineering Management

Computer and Communication Security
Computer Science
Materials and Surface Engineering

Colour

Red
Forest Green
Pink
Yellow
Green
Golden Brown
Royal Blue
Pink
Yellow
Red
Pink
Yellow
Delta Green

White
Maroon
Signal Green
Feroza
Sun Rise Yellow
Ocean Urquoise
Blue
Orange
Red
Red
Ocean Urquoise
White over Navy Blue
Background
White
“
Silver Grey

Energetic Materials Engineering	Dull Gold
Water Resources Engineering	Navy Blue
Environmental Science	Navy Blue
Remote Sensing and Geographic Information System	Purple Deep
Design and Manufacturing Engineering	Metallic Gold
Robotics and Intelligent Machine Engineering	Indigo
Biomedical Engineering & Science	Olive Green
Computational Science & Engineering	Orange
Energy Systems Engineering	Green
Mathematics	Electric Indigo
Physics	Middle Indigo
Economics	Copper
Chemical Engineering	Indigo
Materials Engineering	Bottle Green
Geo-informatics Engineering	Purple Deep
Mass Communication	Crimson (Red Oxide Colour)
Public Administration	Peacock Blue
Applied Biosciences	Black Fluorescent Blue Ferozi
Architecture	Lemon Yellow
Management Information System	White
Industrial & Manufacturing Engineering	Saffron

126. Graduating Students shall Wear the following Academic Costume and Dress, Namely:-

- (a) The graduating student will put on the academic costumes as per para 121 above.
- (b) A dark colour suit with closed collar for male students; and
- (c) Decent dress of sober color for female students.

127. Further details can be worked out separately in accordance with the existing practices in vogue in each institution.

CHAPTER XV

CONVOCATIONS

128. **General.** Convocation shall be of two kinds, namely:-

- (a) **Ordinary Convocation.** The ordinary convocation shall be held for conferring the degree of a particular year or years, if there was no convocation in the previous years, on persons who have under prescribed conditions, pursued a course of study in, and passed examinations of the University, and on persons who have under prescribed conditions carried on independent research.
- (d) **Special Convocation.** The special convocation shall be held for conferring Honorary degree, in the prescribed manner, on eminent person or persons.

129. The Patron-in-Chief shall, when present, preside over the convocation of the University.

130. The Chancellor shall, in the absence of the Patron-in-Chief, preside over the convocation of the University.

131. The (Pro-chancellor) shall, in the absence of the Patron-in-Chief, Chancellor, preside over the Convocation of the University.

132. If Patron-in-Chief / Chancellor is required to preside, the date of every convocation shall be fixed by the Patron-in-Chief / Chancellor on the recommendations of the Rector, who shall also check the availability of Chairman Board. As soon as the date of Convocation is fixed, the Registrar or Institutions Commandant / Principal shall notify all graduates entitled to receive their degrees at the convocation through the press and through notices sent to the candidates' known addresses under certificate of posting.

133. Under regulation 131, the Registrar shall, also notify all members of the Board, Executive Committee, Academic Council, Commandants / Principals/ Deans of the institutions and the faculties by means of circular, giving the time, date and venue of the Convocation.

134. Graduates receiving degrees at the convocation in accordance with the regulations for admission to degrees shall make their own arrangements for the academic costumes prescribed for the degrees in question. The institutions shall assist.

135. Similarly, all Commandants / Principals / Deans and other officers presenting themselves at the convocation, shall wear the academic costume to which they are entitled.

136. No graduate shall be admitted to a convocation unless and until he is in the proper academic costume.

137. **Sequence of Events during Ordinary Convocation**

- (a) The members of the University / Institutions and the graduates who are to receive their degrees shall assemble at the place and time notified to them by the Registrar of the University / local institution.
- (b) Entry of graduate to the convocation Hall or enclosure may be closed half an hour before the time of the commencement of the convocation.
- (c) The candidates to be admitted to the degree shall be presented by the Commandant / Principal / Dean or Head of the Department concerned or, in the absence of the Commandant / Principal / Dean or the Head of the Department, by a person nominated by the Rector.

138. **Assembly of Procession.** At the appointed time, a procession shall be formed and shall enter the convocation hall or enclosure in the following order :-

- (a) The Registrar
- (b) Commandant / Principal / Dean of the institutions.
- (c) Director Academics.
- (d) Director Research
- (e) Members of the Academic Council and senior faculty members.
- (f) Pro-Rector (Academics)
- (g) E-in-C in case of MCE only.
- (h) The Rector.
- (i) Chairman Board.
- (j) The Guest of honour-if other than the Presiding Officer.
- (k) The Chancellor.
- (l) Patron-in-Chief.

139. **Entrance in Convocation Hall.-** Those present in the Auditorium shall rise in their seats when the Patron-in-Chief / Chancellor / Chairman Board of Governors, Rector, the guest of honour, if any, and shall resume their seats when the Patron-in-Chief, Chancellor, Chairman Board, the Rector and the guest of honour resume their seats.

140. **Declaration of Opening Convocation.** The Patron-in-Chief / Chancellor / Chairman Board / Rector shall at the request of the Commandant/ Principal / Dean/ Registrar, declare the convocation open. The proceedings of the convocation shall begin with recitation from the Holy Quran.

141. **Progress Report.-** The Rector shall present a brief report regarding achievements of the University during the last academic year and its future plans in case of PG and special

convocations only. The Commandants / Principals of Institutions may give this report if they so desire in normal convocations.

142. **Presentation of Candidates.**- The candidates for the award of ordinary degrees shall be presented to the Patron-in-Chief / Chancellor / Chairman Board / Rector, by the Dean of the Faculties / Commandant / Principal/ Registrar or the Chairman of the concerned department in convenient batches.

143. The Patron-in-Chief/Chancellor/Chairman Board /Rector shall say:-
“Let the candidates now be presented”.

144. **Order of Conferment.** The following order shall be observed in the conferment of the degrees:-

- (a) Candidates for the degrees of PhD.
- (b) Candidates for the degrees of Master of Science and such other degrees as may be approved from time to time.
- (c) Candidates for the degrees of Bachelor of Engineering / Information Technology / Medical Sciences / Management Sciences.

145. The Commandant / Principal / Dean/Registrar shall request the Patron-in-Chief / Chancellor / Chairman Board / Rector, “I present to you this candidate / these candidates who has / have been certified after examination/who have under prescribed conditions carried on independent research to be duly qualified to receive the degree of _____, to which I pray he or she / they may be admitted”.

146. The Patron-in-Chief / Chancellor / Chairman Board / Rector shall confer the degree in the following words:-

“By virtue of the authority vested in me as _____ of this University, I admit you to the degree, PhD / Master of Science/ Bachelor in Engineering / Information Technology / Medical Sciences / Management Sciences and in token thereof, I present to you this degree and authorise you to wear the robes obtained as the insignia of this degree.”;

and the candidates after receiving their degrees shall resume their seats.

147. When all graduates have been presented, the Commandant / Principal/ Registrar shall read out the list of graduates who are not present and who have requested and paid the fees for conferment of the degree in absentia and shall request the Patron-in-Chief/Chancellor / Chairman Board of Governors / Rector as under :-

“Mr Patron-in-Chief / Chancellor / Chairman Board / Rector, I request that these candidates who have been certified after examination / who have under prescribed conditions carried on independent research to be duly qualified to receive the degree of _____”.

148. In admitting the candidates to the degrees, in absentia, the Patron-in-Chief / Chancellor / Chairman Board / Rector, shall simply say :-

“By virtue of the authority vested in me as _____ of this University, I admit them all, in absentia, to the degrees to which they are entitled”. The Scroll shall then be presented to the Chancellor, Rector, who shall affix his signature on it.

149. **Award of Prizes / Medals / Other Distinctions**

- (a) A nominee of the Institution/Registrar shall then present the persons (in case required) who since the date of the last annual convocation have earned distinctions by gaining medals says :-

“Mr _____, I present you _____ who has been awarded _____ for the year _____ for original contribution for the advancement of Sciences.

- (b) The presiding officer shall then award the prize, medal or other distinction.
- (c) The candidate shall receive the prize, medal or other distinction from the presiding officer and resume his seat.

150. **Convocation Address.** After distribution of Prizes and Medals, the presiding officer or the Guest of Honour on request, shall address the convocation.

151. **Closure of Convocation.** The convocation shall come to an end, the presiding officer or the Guest of Honour, concludes his address.

152. At the request of the Commandant / Principal / Registrar, the Presiding Officer shall declare the convocation closed.

153. **Convocation Protocol.-** The following convocation protocol shall be followed :-

- (a) Convocations when Presiding Officer is junior to the Chief Guest in protocol is given at Annex-D.
- (b) Convocation protocols when Presiding Officer is the Chief Guest also is given at Annex-E.

154. **Departure.** The Presiding Officer or the Guest of Honour if any, shall be conducted out of the Auditorium in a procession by members of the Board (if present), Executive Committee (if present) and the Academic Council, the Registrar, Commandants/ Principal / Deans of the institution etc. When the Presiding Officer and the Guest of Honour rise to leave, all present in the Auditorium shall stand up and shall remain standing till the procession has left.

155. The graduates who do not obtain their degrees at the convocation, shall apply to the Rector through Commandant / Principal / Dean of the Faculty / Chairman of the Department concerned for obtaining such degrees in absentia. A normal fee as announced from time to time is to be paid to the Director Finance for obtaining degrees in absentia.

156. **Special Convocations**

- (a) The honorary degrees shall be conferred in the prescribed manner on eminent persons deserving such degree, in accordance with the decision of the Board under clause h, of sub section (2) of section 4 read with sub section (3) of section 8 of the Act.
- (b) All concerned shall be seated in the designated convocation hall at least thirty minutes before the prescribed time.
- (c) **Initial Procedures.-** Procession shall assemble exactly as explained in clause (c) of regulation 138. It shall enter the convocation hall in the same way and proceeding shall commence with the recitation from the Holy Quran. The convocation shall then be declared open as per the procedure explained for ordinary convocation.
- (d) The Registrar NUST shall read the citation regarding the recipient of the degree and read out the relevant resolution of the Board.
- (e) The Registrar shall read out the name of the recipient of the degree who shall walk forward to the Patron-in-Chief / Chancellor / Chairman Board of Governor/ Rector who shall confer the Honorary degree in the following words:-

“In accordance with the resolution of the Board and by virtue of the authority vested in me as Patron-in-Chief / Chancellor / Chairman of Board /Rector of this University, I admit you to the honorary degree of the Doctor of Science, and in token thereof, I present to you this degree, and authorize you to wear the robes ordained as the insignia of this degree”.
- (f) The recipient of the degree shall thereupon be robed in the prescribed costume and resume his seat.
- (g) When the honorary degree, if any, have been conferred by the Patron-in-Chief / Chancellor / Chairman Board / Rector, shall say to the Registrar:-

“Let the degree conferred be now proclaimed”
- (h) The Registrar shall thereupon read out the record of the degree as follows:-

“We, the Patron-in-Chief / Chancellor / Chairman and members of the Board / Rector / Executive Committee and the Academic Council of National University of Science and Technology, do hereby proclaim and make known that we have admitted you to the honorary degree of Doctor of Sciences”.
- (i) **Convocation Address / Departure.-** The procedure for addressing to and departure from convocation shall be the same as prescribed for ordinary convocation.

CHAPTER XVI

INSTITUTION OF UNIVERSITY MEDALS AND PRIZES

157. **Institution of Medals and Prizes.** The University shall institute Medals and Prizes along with the merit certificates to be awarded each year, from within its financial resources.

158. **Number and Value of Medals and Prizes.** The policy on the number and value of University Medals and Prizes to be awarded each year on the results of various examinations shall be decided by the Board / Executive Committee.

159. **Award of Medals and Prizes.** Gold medals and Prizes shall be awarded at the “convocation” when held. Each recipient shall be informed of his having been awarded a Medal or Prize. A recipient, not notifying the University in writing of his acceptance of the award within two weeks of the receipt of information, shall be liable to forfeit his award which may be re-awarded.

160. If more than one student qualify for a particular Medal on the basis of CGPA or marks (as the case may be), all shall be awarded jointly by giving a Medal to each. If there is an award for a particular position in the form of Prize money or a similar divisible award, it shall be distributed equally amongst the recipients who qualify for it on the basis of CGPA or marks (as the case may be).

Specification of Medals

161. The specifications of Medals shall be such as may be determined by the Board /Executive Committee from time to time.

162. **Types of Medal.** Following types of medal shall be awarded at the time of convocation:-

- | | | | |
|-----|--|---|-----------------------------------|
| (a) | President’s Gold Medal | - | Best in Academics |
| (b) | Chancellor’s Silver Medal | - | 2 nd Best in Academics |
| (c) | Rector’s Gold Medal | - | Best in Project/Thesis |
| (d) | COAS / CNS/CAS
Gold Medal | - | Best Military Student |
| (e) | Any other Medal approved by Board/Executive Committee. | | |

163. For AM College (MBBS and BDS respectively) following type of Medals will be awarded at the time of convocation:-

- | | | | |
|-----|------------------------|---|---------------------------|
| (a) | President’s Gold Medal | - | Best all round student |
| (b) | Rector’s Gold Medal | - | Best student in academics |
| (c) | COAS Gold Medal | - | Best Military student |

164. The following conditions shall be applied for award of Gold Medal to the best student in the project:-

- (a) Project will be graded.
- (b) Supervisor to recommend the best student who has contributed maximum in completing the project, but he must have a minimum 'A' Grade in the Project.
- (c) Remaining members of the team will be awarded certificates.

165. The Medals be awarded indiscriminately to top students without any special quota or allocation to different categories of students.

166. In future there shall be no Medals for MS students as these programs have been upgraded to MS leading to PhD. However, for MBA students Medals shall be awarded.

167. **Withdrawal of the Institution of a Medal.**- The Board shall have power to withdraw or cancel the institution of a Medal, provided the circumstances so demand.

CHAPTER XVII

DISCIPLINE MATTERS

168. **Introduction.**- The University is an institute where the students are imparted knowledge not merely to obtain degree but also to develop their personalities and to enrich the society in which they live. The need for a disciplined and organized life on the University / institution campus is extremely important. It is, therefore, essential that rules and regulations should be laid down to ensure an orderly and decent atmosphere on the University /Institutions campus. It is with this objective in view that NUST provides for the establishment of the Discipline Committees. Minor punishments shall be awarded by Commandants/ Principals /Deans on the recommendations of College Discipline Committees, where as major punishments for civilian students shall be awarded by the Rector on recommendations of NUST Discipline Committee. However military procedures shall continue to govern military students selected by the Services.

169. Discipline committee

- (a) the NUST Discipline Committee shall consist of ;-
 - (i) the Chairman to be nominated by the Rector;-
 - (ii) one senior faculty member from each of the constituent institutions to be nominated by the Commandant /Head of Institute/ Principal, subject to a maximum of five;
 - (iii) students' representative from the concerned institutions;
 - (iv) officer-in-charge Student Affairs, from Main Office, NUST – to be member/ Secretary; and
 - (v) any other member coopted by the Discipline Committee.
- (b) The Institution Discipline Committee shall consist of ;-
 - (i) Deputy Commandant/Vice Principal/Deputy / Dean - Chairman;
 - (ii) three civilian Professors /Associate Professors nominated by Commandant; and
 - (iii) students' representative by rotation.
- (d) The Discipline Committee shall award punishment or penalty in case of the breach of discipline on the University / Institution campus after giving a full opportunity to the defaulter to give his viewpoint.
- (e) The term of office of the Committee other than ex-officio members shall be two years.
- (f) The quorum for meeting of the NUST Discipline Committee shall be five.

- (g) During an academic session, the Discipline Committee shall meet at least every two months or whenever required.

170. **Acts of ill -discipline by Students.** The following, among others, shall constitute acts of ill-discipline for which action may be taken by the Discipline Committee, namely:-

- (a) violation of public morals, such as the use of indecent and filthy language, undesirable remarks and gestures, disorderly behavior for example, abusing, quarrelling, fighting and insolence towards others including faculty and staff;
- (b) defiance of University / Institution Authority and its rules;
- (c) impersonation or giving false information or willful suppression of information or cheating or deceiving;
- (d) inciting violence, use of force or destruction of University / Institution property;
- (e) making of speeches, shouting slogans or circulation of printed or cyclostyled or photocopied material, e-mail, derogatory to Islam, Pakistan, the prestige of University / Institution ntre or malign the reputation of its faculty or staff;
- (f) use / sale / facilitation / possession / distribution of drugs, narcotics, intoxicants, etc., on the campus directly or indirectly;
- (g) Indulgence in political / ethnic / racial / sectarian activities or taking membership of any banned organization and participation in such like organization for furthering the case of a political party / group;
- (h) use of unfair means in examinations;
- (i) Use / facilitation / possession of hazardous materials (biological / chemical) and any type of weapons, fire arms, explosives, crackers, etc.,
- (j) NUST Code of Conduct issued to the students will form part of these regulations

171. **Punishment or Penalty for Acts of ill– discipline.** Punishment or penalty for acts of ill-discipline shall be according to the gravity of the case and may be any one or more of the following namely:-

- (a) **Minor Punishments**
 - (i) a warning in writing;
 - (ii) a probation for a specific period;
 - (iii) a fine which may amount upto Rs 10,000/-
 - (iv) withholding of a certificate of good moral character;

- (v) deprivation from the privileges enjoyed by the students of the University / Institution;
 - (vi) expulsion from the hostel for a period of upto one semester; or
 - (vii) award of 'F' grade in a paper.
- (b) **Major Punishments**
- (i) expulsion from the class for a period of upto one semester;
 - (ii) a fine which may amount upto Rs 50,000/-
 - (iii) cancellation of the examination result;
 - (iv) expulsion or rustication from the University / Institution for a specific period;
 - (v) non conferment of degree/transcripts; or
 - (vi) suspension / withdrawal;

172. **Procedure for Processing acts of ill-discipline.** Each case of ill-discipline shall be reported to the Commandant / Principal of the Institution through the Head of the Department or the warden of the hostel. In case an event takes place outside the teaching blocks or hostels, but on the University / Institution campus, the case shall be directly reported to the Commandant / Principal. On receipt of a complaint, the Commandant / Principal or his deputed representative shall issue a show cause notice to the person involved in act of ill-discipline. It shall be ensured that the show cause notice has been received by the person against whom a report of ill-discipline has been made. The Discipline Committee at the appropriate level shall ensure that the person against whom a complaint of ill-discipline has been filed is given adequate chance to present his case. The Discipline Committee may ask, if necessary, the person to appear before the Committee. The statement of the invigilatory staff/faculty shall be given due weightage.

173. An appeal against the Discipline Committee's decision can be filed with the Commandant / Rector within fifteen days of the announcement of the decision of Discipline Committee.

CHAPTER XVIII

HOSTEL FACILITIES

174. Every student of the University / Institution shall reside;-
- (a) In a Hall maintained by the University / Institution;
 - (b) in the city of Islamabad / Rawalpindi / Risalpur / Karachi or surrounding area with a guardian, approved by the University / Institution; or
 - (c) in a lodging or building house, approved for this purpose by the University / Institution.
175. A warden shall be appointed by the Commandant / Principal / Dean from amongst the faculty members of the University/ Institution on such terms and conditions as the NUST may, from time to time, determine. He shall be responsible directly to the Commandant / Principal / Dean.
176. The warden shall be responsible for the residence, health and extra-curricular activities of students belonging to his Hall. He should also look after the extra-curricular activities of students assigned to him and residing with approved guardians or in other approved lodging or boarding house.
177. The warden shall be the custodian of all property within the Hall, including furniture, crockery, kitchen utensils and office establishment. He shall be the disbursing officer for all payments made out of the Hall funds.
178. The Halls of residence of University/Institution shall have a separate fund which shall include;-
- (a) admission fee to the Hall;
 - (b) monthly room rent;
 - (c) mess fees realized from the students;
 - (d) service and allied charges including electricity, water and gas charges realized from the student, if any;
 - (e) such other items of income as may be sanctioned by NUST from time to time; and
 - (f) barrack damages / breakage due to fault of residents.
179. The warden shall be responsible for maintaining all records pertaining to the Hall. He shall also maintain accounts of income and expenditure in a manner prescribed by the audit cell of the University / Institution. All staff, whether administrative or from establishment, working in the Hall, shall work under his supervision and direction.

180. The warden shall maintain discipline in the Hall with the assistance of the wardens if appointed for the purpose. He shall have such powers to enforce discipline as have been provided for or by the regulations for the maintenance of discipline.

181. One or more wardens may be appointed in each hostel or block of a Hall maintained by the University / Institution if required. The wardens shall be appointed by the Commandant/ Principal / Dean on the recommendation of the Administrative Officer, on such terms and conditions as the Commandants / Principal / Dean may, from time to time, determine. The wardens shall be directly responsible to the Administrative Officer and shall perform such duties in their respective hostels or in general administration of the Hall as may be assigned to them by the Administrative Officer.

182. The conditions and the procedure for admission to the hostels, together with the scale of charges to be recovered from the students shall be determined by the regulation from time to time.

183. Rules for students admitted to the Hall shall be framed by the FBS. The wardens shall enforce these rules and regulations under the general supervision of Administrative Officer.

CHAPTER XIX

USE OF LIBRARIES

184. The use of the University/Institution libraries shall be opened to members of following categories applying for the membership on the prescribed form:-

Category A.- Members of the University/ Institution teaching staff.

Category B.- Fellows and Research Scholars.

Category C.- Students on the rolls of the University/ Institution.

Category D.- Officers of the University/ Institution.

Category E.- Other employees of the University/ Institution.

185. Members of the library shall be entitled to borrow books from the library except those books which are especially mentioned in (regulation 189).

186. A borrower's ticket shall be issued to every member by the Institutions on presentation of which, books shall be issued to him from the library. One ticket shall entitle him to borrow only one book at a time. This ticket shall not be transferable and shall be surrendered at the time of obtaining a clearance certificate. A sum of rupees five shall be charged for the loss of each ticket.

187. Books may be issued to members of various categories, as mentioned in regulation 183 as under:-

Category A.- Six books at a time for one semester

Category B.- Four books at a time for one month.

Category C&D.- Four books at a time for two weeks.

Category E.- Two books at a time for one week.

188. Books once borrowed may be re-issued with the permission of the Librarian provided they are not required by any other member.

189. In case a book is urgently required, the Librarian may recall it at a short notice any time and such a book shall be returned immediately by the borrower.

190. Books and other material of the following description shall not be issued to borrowers but may be consulted in the library during the working hours with permission of the Librarian:-

(a) Reference books, like encyclopedia, dictionaries, reports and other reference media.

(b) Reserved books.

- (c) Rare books and protected documents.
- (d) Microfilms photographs, tape-recorders, video films etc.
- (e) Periodicals/news papers, etc.

191. If any book is damaged, defaced pages torn/turned or mutilated during the period of loan or is lost by the borrower, he shall replace it in the original version or pay the cost as assessed by the Librarian.

192. The library timings shall be prescribed by the Librarian from time to time with the approval of the Commandant/Principal/Dean of the institution.

193. Members of the library shall not be allowed to take umbrellas, sticks, dirty shoes, combustible material and other such articles in the library.

194. Eating, sleeping, smoking and audible conversation within the library premises shall be prohibited. A serene atmosphere will be maintained.

195. Books borrowed from the library are non-transferable and shall be returned to the library on or before the last date stamped on the date label. A fine of rupees five per day shall be charged for the number of days the books remain with the borrower for an unauthorized duration.

196. Books, micro-films, autographs, photo-states, tape-recorders, videos and other materials may be issued on a quasi-permanent loan to the Department with the approval of the Commandant/Principal/Dean from time to time. A separate account, department-wise, of all such issues shall be maintained in the library.

197. New arrival of books, periodicals, research reports and other materials of interest shall be notified by the Librarian to the Heads of the various Departments, from time to time, and also pasted on the notice boards. A quarterly accession list shall also be circulated.

198. Library books/Journals recommended by faculty, students and other library members shall be purchased by the librarian after approval from books purchase committee and Principal/Commandant/Dean of the institution.

199. Losses to the extent of 3% per annum of the available stock in the library shall be written off by the Principal/Comdt/Dean of the institution on the recommendation of library committee. In addition mutilated, damaged, outdated and worn out books found to be beyond repair during physical verification of the library shall be placed before the library committee for write off/weeding out.

200. Sufficient number of computers along with scanning and printing facilities, connected through LAN shall be made available to faculty/students in the library along with internet facility to access online digital literature, journals and electronic databases subscribed by Main Office NUST/Institutions.

**ANNEXES AND APPENDIXES
OF PART – I**

Cat.	Parameter	Points/ Parameter	Count	Total Marks (pts x count)
Cat IV	Books Published	8		
	Book Chapters published	4		
	Edited Journal issues/Proceedings / Organized Conference /workshops/symposiums etc	2		
Cat V	Patents Filed / Exhibition / Consultancy (where applicable)	4		
	Patents Granted (where applicable)	8		
Total Marks (Max 9 for each category) .				

7. **Overall Points Scored for Research**

(Total Marks obtained ÷ 45 x 20)

Section 4: Teaching Proficiency
(To be filled in by the Reporting Officer)

8. Class Audit Report Points (Max. 20)

(Average of min. 4 audit reports)

(Average of min. 4 audit reports)

9. Student Feedback Report Points (Max. 25)

(Average of all feedbacks during the year)

10. **Overall Points Scored for Teaching**

(Serial 8 +9)

Section 5: Personality Traits
(To be filled in by the Reporting Officer)

11. (Assign Marks from 1– 10 (1 = Worst and 10 = Best))

<i>Parameter</i>	Weightage (a)	Marks (b)	Total Marks (a x b)
Punctuality	2		
Excellence in service	2		
Sense of Responsibility	2		
Positive towards feedback	1		
Attitude	1		
Sense of ownership	1		
Mentoring	1		
Grand Total			

12. **Overall Points Scored for Personal Traits**

(Total Marks obtained ÷ 100 x 20)

13. **Overall Score** (Serial 6+7+10+12) :

Institutional Service	Research	Teaching	Personality Traits	Overall Score
				100

14. **Overall Standing** =

- | | | |
|--|---|-------------|
| Overall Points Scored ≥ 90 | = | Excellent |
| $80 \leq$ Overall Points Scored < 90 | = | Very Good |
| $70 \leq$ Overall Points Scored < 80 | = | Good |
| $60 \leq$ Overall Points Scored < 70 | = | Average |
| $50 \leq$ Overall Points Scored < 60 | = | Low Average |
| Overall Points Scored < 50 | = | Poor |

15. **Comments / Recommendations by the Reporting Officer**

Degree of Contact with the Reported Officer (Tick appropriate box):

Weak Fair Strong

Signature _____
(Reporting officer)

Signature _____
(Faculty Member)

16. **Comments / Recommendations by the Countersigning Officer**

Date: _____

Signature_____

17. **Comments / Recommendations by the Senior Countersigning Officer**

Date: _____

Signature_____

Evaluation by the Reporting Officer has been (Tick appropriate box):

Lenient

Fair

Strict



Annual Appraisal Report – Research Focused

Section 1: Personal Details

(To be filled in by the faculty member/Reported Officer)

Report Type: Normal Interim Early Delayed Probationary

1. Name: _____
2. Designation*: _____ 3. Qualification: _____
4. Date of Employment: _____ 5. Field of Specialization: _____
- * Professor/Assoc Professor/Asst Professor/Lecturer/Demonstrator/RVF

Section 2: Institutional Services

(To be filled by the initiating officer)

6. **Institutional Services Rendered** (during Reporting Period as committed by the faculty member in the faculty contribution report. Attach separate sheet for details, if
(Max. 15)

Section 3: Research Output

(Marks to be given by the Reporting Officer after endorsing the evidence received from faculty member as committed in faculty contribution report)

Cat.	Parameter	Points/ Parameter	Count	Total Marks (pts x count)
Cat. I	Publications in ISI indexed Journal with IF	6		
	Publications in other Journals	2		
	Research papers/articles in Conference/ Symposium/Workshop of repute	1		
Total Marks Awarded for Category (max. 17)				
Cat. II	R&D project proposal submitted to funding agency <i>(02 points each for a proposal of minimum Rs. 2.00 M and above)</i>	4		
	Industrial Funded Projects undertaken <i>(2 points each for minimum Rs. 1 million for each project)</i>	6		
	R&D research grant obtained <i>(02 point each for minimum Rs.2 .00 M)</i>	8		
	Funds generated through consultancy services/ commercialization of R&D output <i>(02 point each for Rs.0.50 M)</i>	6		
Total Marks Awarded for Category (max. 17)				
Cat. III	PhD Students Supervised/ Completed	2		
	MS Students Supervised/ Completed	0.5		
Total Marks Awarded for Category (max. 17)				

Cat IV	Books Published	8		
	Book Chapters published	4		
	Edited Journal issues/Proceedings / Organized Conference /workshops/symposiums etc	2		
Total Marks Awarded for Category (max. 9)				
Cat V	Patents Filed / Exhibition / Consultancy (where applicable)	4		
	Patents Granted (where applicable)	8		
Total Marks Awarded for Category (max. 17)				
GRAND TOTAL (Sum of Cat. I, II, III, IV & V), max 77 Marks)				

7. **Overall Points Scored for Research**
(Total Marks obtained ÷ 77 x 50)

Section 4: Teaching Proficiency

(To be filled in by the Reporting Officer)

8. Class Audit Report Points (**max. 5**)

(Average of min. 4 audit reports)

9. Student Feedback Report Points (**max. 10**)
(Average of all feedbacks during the year)

10. **Overall Points for Teaching (Serial 8+9)**

Section 5: Personality Traits
(To be filled in by the Reporting Officer)

11. (Assign Marks from 1– 10 (1 = Worst and 10 = Best))

<i>Parameter</i>	Weightage (a)	Marks (b)	Total Marks (a x b)
Punctuality	2		
Excellence in service	2		
Sense of Responsibility	2		
Positive towards feedback	1		
Attitude	1		
Sense of ownership	1		
Mentoring	1		
Grand Total			

12. **Overall Points Scored for Personal Traits**

(Total Marks obtained ÷ 100 x 20)

13. **Overall Score** (Serial 6+7+10+12) :

Institutional Service	Research	Teaching	Personality Traits	Overall Score
				100

14. **Overall Standing** =

Overall Points Scored \geq 90	=	Excellent
$80 \leq$ Overall Points Scored $<$ 90	=	Very Good
$70 \leq$ Overall Points Scored $<$ 80	=	Good
$60 \leq$ Overall Points Scored $<$ 70	=	Average
$50 \leq$ Overall Points Scored $<$ 60	=	Low Average
Overall Points Scored $<$ 50	=	Poor

15. **Comments / Recommendations by the Reporting Officer**

Degree of Contact with the Reported Officer (Tick appropriate box):

Weak

Fair

Strong

Signature _____

(Reporting officer)

Signature

(Faculty Member)

16. **Comments / Recommendations by the Countersigning Officer**

Date: _____

Signature _____

17. **Comments / Recommendations by the Senior Countersigning Officer**

Date: _____

Signature _____

Evaluation by the Reporting Officer has been (Tick appropriate box):

Lenient

Fair

Strict



Annual Appraisal Report – Hybrid (Teaching & Research Focused)

Section 1: Personal Details

(To be filled in by the faculty member/Reported Officer)

Report Type: Normal Interim Early Delayed Probationary

1. Name: _____
 2. Designation*: _____ 3. Qualification: _____
 4. Date of Employment: _____ 5. Field of Specialization: _____
- * Professor/Assoc Professor/Asst Professor/Lecturer/Demonstrator/RVF

Section 2: Institutional Services

(To be filled by the initiating officer)

6. **Institutional Services Rendered** (during Reporting Period as committed by the faculty member in the faculty contribution report. Attach separate sheet for details, if
(Max. 15)

Section 3: Research Output

(Marks to be given by the Reporting Officer after endorsing the evidence received from faculty member as committed in faculty contribution report)

Cat.	Parameter	Points/ Parameter	Count	Total Marks (pts x count)
Cat. I	Publications in ISI indexed Journal with IF	6		
	Publications in other Journals	2		
	Research papers/articles in Conference/ Symposium/Workshop of repute	1		
Total Marks Awarded for Category (max. 17)				
Cat. II	R&D project proposal submitted to funding agency <i>(02 points each for a proposal of minimum Rs.2.00 M and above)</i>	4		
	Industrial Funded Projects undertaken <i>(2 points each for minimum 1 million for each project)</i>	6		
	R&D research grant obtained <i>(02 points each for minimum Rs. 2 .00 M)</i>	8		
	Funds generated through consultancy services/commercialization of R&D output <i>(02 point each for Rs.0.50 M)</i>	6		
Total Marks Awarded for Category (max. 19)				

Cat. III	PhD Students Supervised/ Completed	2		
	MS Students Supervised/ Completed	0.5		
Total Marks Awarded for Category (max. 7)				
Cat IV	Books Published	8		
	Book Chapters published	4		
	Edited Journal issues/Proceedings / Organized Conference /workshops/symposiums etc	2		
Total Marks Awarded for Category (max. 9)				
Cat V	Patents Filed / Exhibition / Consultancy (where applicable)	4		
	Patents Granted (where applicable)	8		
Total Marks Awarded for Category (max. 17)				
GRAND TOTAL (Sum of Cat. I, II, III IV & V), max. 69 Marks)				

7. **Overall Points Scored for Research**
(Total Marks obtained ÷ 69 x 35)

Section 4: Teaching Proficiency
(To be filled in by the Reporting Officer)

8. Class Audit Report Points (max. 10)

(Average of min. 4 audit reports)

9. Student Feedback Report Points (max. 20)
(Average of all feedbacks during the year)

10. **Overall Points for Teaching (Serial 8+9)**

Section 5: Personality Traits
(To be filled in by the Reporting Officer)

11. (Assign Marks from 1– 10 (1 = Worst and 10 = Best))

<i>Parameter</i>	Weightage (a)	Marks (b)	Total Marks (a x b)
Punctuality	2		
Excellence in service	2		
Sense of Responsibility	2		
Positive towards feedback	1		
Attitude	1		
Sense of ownership	1		
Mentoring	1		
Grand Total			

12. **Overall Points Scored for Personal Traits**

(Total Marks obtained ÷ 100 x 20)

13. **Overall Score** (Serial 6+7+10+12) :

Institutional Service	Research	Teaching	Personality Traits	Overall Score
				100

14. **Overall Standing** =

Overall Points Scored \geq 90	=	Excellent
$80 \leq$ Overall Points Scored $<$ 90	=	Very Good
$70 \leq$ Overall Points Scored $<$ 80	=	Good
$60 \leq$ Overall Points Scored $<$ 70	=	Average
$50 \leq$ Overall Points Scored $<$ 60	=	Low Average
Overall Points Scored $<$ 50	=	Poor

15. **Comments / Recommendations by the Reporting Officer**

Degree of Contact with the Reported Officer (Tick appropriate box):

Weak Fair Strong

Signature _____

(Reporting officer)

Signature

(Faculty Member)

16. **Comments / Recommendations by the Countersigning Officer**

Date: _____

Signature _____

17. **Comments / Recommendations by the Senior Countersigning Officer**

Date: _____

Signature_____

Evaluation by the Reporting Officer has been (Tick appropriate box):

Lenient

Fair

Strict



Class Audit Report

(to be filled by the Reporting Officer)

Course Code: _____

Course Title: _____

Instructor: _____

Class: _____

Topic: _____

Date: _____

5
*Excellent***4**
*Very Good***3**
*Good***2**
*Average***1**
Poor

Sr. #	Areas Being Evaluated	Comments	Rating
1	Objective & Goals	The faculty made a clear statement of the objectives of the session at the beginning of class or at another appropriate time	
2	Preparation	The faculty was well prepared for class with necessary materials	
3	Subject Matter Expertise	The faculty presented material at a level appropriate to the course	
4	Teaching Methodology	When appropriate, the faculty combined methods of instruction (visual, auditory, etc) to accommodate various student learning styles	
5	Responsiveness	The professor was attentive to student questions and comments and provided clear explanations and examples	
6	Classroom Management	The faculty demonstrated effective classroom management skills	
7	Organization	The faculty presented the material in an organized manner	
8	Clarity	The faculty presented instructional material clearly	
9	Respect	The faculty encourages mutual respect	
Non-Classroom Observations			
10	Course Outline	The faculty syllabus conforms to the existing course outline of record	
11	Syllabus	The faculty's syllabus includes a description of course content, contact information, office hours if applicable, the means by which students will be evaluated, grading standards and other relevant information	
12	Student Evaluation Process	The faculty participated in the evaluation in a professional and timely manner in light of Part II, Chapter 04 of NUST statutes	
13	Professional Obligation	The faculty meets professional obligations outside of class (submits rosters and grades on time)	
14	Curriculum Development	Adds and introduces new techniques for effective teaching. The faculty reviews the curriculum in the light of latest developments/requirements	
15	Student Facilitation	The faculty assists and facilitates the students during office hours and provides necessary guidance	

Sr. #	Areas Being Evaluated	Comments	Rating
16	Value addition	The faculty related theory with practical problems and establishes relevance of the industry with academic concepts	
17	Fairness	The faculty treats and evaluates all the students fairly	
18	Conduct of lab/projects	The faculty conducts the lab/projects timely and effectively	
19	Punctual Conduct of Assessment Means	Assignments, quizzes, one hour tests, mid term and final examinations were designed, conducted, marked and discussed on time	
20	Knowledge of NUST statutes	Faculty has clear understanding & knowledge of the NUST statutes regarding academic standards & related requirements	
Total Marks:			

Total Points Scored based on the following formula =

- **For Teaching Focused:** *(Total Marks ÷ 100 x 20)*
- **For Research Focused:** *(Total Marks ÷ 100 x 5)*
- **For Hybrid Focused:** *(Total Marks ÷ 100 x 10)*

a. Strong Areas:

b. Suggestions to Improve: He/She has been advised to:

(Name and Signature)

STUDENT FEEDBACK REPORT

5
Excellent
4
Very Good
3
Good
2
Average
1
Poor

Sr. #	Performance Criterion	Marks
1.	The objective of the course was clear and was communicated through course outline	
2.	Organizes lecture appropriately and utilizes class time effectively	
3.	Creates understanding and interest in the subject	
4.	Effectively uses teaching/training aids	
5.	Uses appropriate language	
6.	Level of patience	
7.	Conducts test and assignments on time and shares the grades	
8.	Provides timely feedback to the students by letting them to know what is expected of them	
9.	Creates an environment of fairness in class	
10.	Handles questions to clarify all ambiguities	
11.	Maintains a standard against which papers are marked	
12.	Available & guides during office hours	
13.	Followed the course outline	
14.	Encourages students' participation	
15.	Conducts labs/projects appropriately	
16.	Clarity of speech	
17.	Completes lecture in allocated time	
18.	Punctual in class	
19.	Conducts student evaluation(in test, quizzes, examinations, assignments etc) fairly	
20.	Integrates knowledge with other courses of same discipline	
Total Marks:		

Total Points Scored based on the following formula =

- **For Teaching Focused:** (Total Marks ÷ 100 x 25)
- **For Research Focused:** (Total Marks ÷ 100 x 10)
- **For Hybrid Focused:** (Total Marks ÷ 100 x 20)

Your comments (if any):

SELF ASSESSMENT (TTS) / FACULTY CONTRIBUTION REPORT

Name: _____ Appointment: _____

Serving since : _____ At : _____

Note: - *Attach separate sheets where required* - *Attach documented/certified evidence*

1. Please indicate any institutional services rendered (advisory and administrative and other than assigned teaching workload) *(to be indicated in section 2, serial 4 of Annual Appraisal report)*

--

2. Highest Qualification (with Date) _____

3. Specialization _____

4. Further Studies _____

5. Please indicate your research output during the reporting period *(to be indicated in section 3 of Annual Appraisal Report)*

	Parameter	Count
Cat. I	Publications in ISI indexed Journal with IF	
	Publications in other Journals	
	Research papers/articles in Conference/Symposium/Workshop of repute	
Cat. II	R&D project proposal submitted to funding agency	
	Industrial Funded Projects undertaken	
	R&D research grant obtained	
	Funds generated through consultancy services/commercialization of R&D output	
Cat. III	PhD Students Supervised/ Completed	
	MS Students Supervised/ Completed	

Cat IV	Books Published	
	Book Chapters published	

	Edited Journal issues/ Proceedings/Organized Conference/ workshops/ symposiums etc	
Cat V	Patents Filed (where applicable)	
	Patents Granted (where applicable)	

6. New Courses Developed or Innovation Introduced in Course/Laboratory Work

- a. _____
- b. _____
- c. _____
- d. _____

7. Courses Taught (UG/PG/PhD)

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____
- f) _____

8. Any additional information

Signature with date
(Faculty Member)

Signature with date
(Reporting Officer)

**PROCEDURE FOR MOVEMENT OF NUST EMPLOYEES AND VISITING
FACULTY WITHIN PAKISTAN/ABROAD**

1. **Movement within Pakistan..** Movement within Pakistan for staff of Headquarters NUST shall be approved by Rector. For civilian faculty/contract employees, the concerned Commandant/Principal/Dean of College/Institute/Centre shall recommend the tour programme to Rector who shall either approve/disapprove/ or modify the program. For Rector's movement, the tour programme shall be forwarded to MoST for approval by Secretary MoST. For the military personnel, if the budget is being provided by NUST, the Rector may give the approval after receiving the recommendations from the respective Commandants/ Principals/ Deans/DGs and clearance from the relevant Directorates if required.

2. **Visits abroad.** The employees of NUST/Colleges/Institutes/Centres, visiting abroad in connection with participation in international conferences, courses, seminars, workshops, symposia, meetings, split programs, invitations from abroad etc, shall fill the NOC Proforma as per Appendix-1 for obtaining sanction. The Proforma duly filled by Main Office NUST/ College/Institute/Centre employees and recommended by concerned Director General/Director of Main Office NUST/Commandant/Principal/DG/Dean of the College/Institute/ Centre shall be submitted to Main Office, NUST through their respective DGs for processing and approval as under:-

- (a) Rector NUST can accord move sanction to its civilian staff/faculty and students for visit abroad for the purposes mentioned in Para-2 above within the ambit of financial allocations. For cases of military personnel who are to be financed by Main Office NUST, the respective DGs shall forward the case along with the recommendations to Main Office, NUST for necessary processing and seeking the approval of respective Services HQ (COAS through MT Directorate, GHQ in case of Army)
- (b) On receipt of concurrence, the required amount for air passage etc, shall be drawn in accordance with the laid down TA/DA rules and current Government procedures from Finance Directorate, Main Office NUST.
- (c) A comprehensive post-visit report shall be submitted to Rector for information and appropriate action.

3. **Procedure for payment of TA/DA**

- (a) Move sanction showing nature and duration of duty shall be accorded by Main Office NUST.

- (b) Movement order giving particulars shall be issued to the concerned headquarters being visited. A copy of the same shall be issued to the officer and a copy is retained in office record.
- (c) After return to Headquarters NUST, TA/DA claim duly completed shall be forwarded to paying authority concerned along with movement authority, and used Air tickets in case of travel by air and particulars of mode of travel other than air travel.
- (d) The payment of TA/DA shall be made by Director General Finance NUST through NUST approved head of the budget. In case of emergency movement, 80% advance may be taken from Director General Finance office. Authorization letter shall be issued by NUST to the affected personnel for the issue of TA/DA and related expenses in FEC/rupees, from State Bank of Pakistan/NUST Foreign Exchange Accounts. Savings in FEC shall be deposited in NUST Fund Account.
- (e) If approved, TA/DA of civilian faculty/contract employees shall be met out of the funds/budget provided to the colleges/institutes/centres by NUST as approved.

4. **Visiting faculty/delegation/scholars from abroad etc.** The movement of visiting faculty/delegations shall be in accordance with the plans and collaborative programs with foreign institutions/ universities/corporations/ industry and other organizations etc, for which the visit schedule shall be coordinated by NUST. Sanctions for such visits shall be accorded by Rector NUST on as required basis. However, security clearance shall be arranged from the concerned security agencies under intimation to Ministry of Science and Technology. Necessary provision of funds for such visits shall be provided in the annual budget of NUST. Maximum efforts shall be made to get sponsorship from MoST, HEC, etc for which their procedures shall be followed.

**PROFORMA FOR NOC IN RESPECT OF SEMINARS/CONFERENCES/
WORKSHOPS, Etc**

1. **Particulars of the Invitee/ Participant:**
 - (a) Name:
 - (b) Father's Name:
 - (c) Date of Birth:
 - (d) Domicile:
 - (e) Nationality:
 - (f) Designation with BPS:
 - (g) Name & Address of Employer:
 - (h) Whether temporary or regular:
 - (j) Number & details of visits made during the year

 - (k) Number & details of visits made during the last three years:

2. **Unit:**
3. **Particulars of Passport:**

No. _____
4. **Particulars of the Seminar/ Conference/ Workshop/ Nature of Visit:**
 - (a) Title:
 - (b) Dates:
 - (c) Venue:
 - (d) Countries participating:
5. **Funds Sources:**
 - (a) NUST (Specify the nature & the amount involved)
 - (b) University (Specify the nature & the amount involved)

 - (c) Self:
 - (d) Host Agency:
 - (e) Others:

5. **Particulars of Leave (Details may be Provided):**

- (a) Study Leave:
- (b) Ex-Pakistan Leave.
- (c) Extra Ordinary Leave.
- (d) On duty:
- (e) Others.

6. **Six Copies of the Following will be Sent to NUST:**

- (a) Invitation letter
- (b) Bio data
- (c) Background information and other related documents
- (d) Documents completed in all respects will be sent to NUST four months before the commencement of the program.

7. **Recommendations;**

- (a) Approved by the Commandant/Principal/DG/Dean of College/ Institute/ Centre and Director of Main Office NUST.
- (b) Recommendation by DG concerned- if required.

Yes/No.

Signature

DECLARATION OF ASSESTS

STATEMENT OF ASSETS AND PROPERTIES REQUIRED TO BE SUBMITTED BY OFFICERS BPS 17 AND ABOVE

I
son of employed in Main Office NUST,
Rawalpindi hereby declare that following immovable and moveable property .i.e. bonds,
shares, certificates, securities, insurance policies and jewellery etc is held by me and
members of my family:-

Name	Description of property/area and extent of interest held.	Name of owner or person in possession or control of property	Relation with the declarant	Province and district in which the property is situated	Approximate value of property	How and when acquired whether by inheritance, purchase, gift or reward	Yearly income from property	Remarks
1	2	3	4	5	6	7	8	9

**REMUNERATION RATES AND COST
OF EXAMINATION MATERIAL**

Undergraduate Examinations

1. **Paper Setting (Theory)**
 - (a) **Theory.** Rs. 500.00 for final examination per semester for external examiner, if applicable.
 - (b) **Practical.** Rs. 350.00 per batch for external examiners, if applicable.
2. **Paper Marking**
 - (a) **Theory.** Rs. 15.00 per candidate for external examiner (Minimum Rs. 500), if applicable.
 - (b) **Practical including Viva Voce.** Rs. 10.00 per candidate for external examiner, if applicable.
3. **Undergraduate Projects (gp of 3/4 students).** Rs 600.00 per gp for external examiner, if applicable.

Postgraduate Examinations

4. **Paper Setting**
 - (a) **Theory.** Rs. 600.00 for End Semester Examination paper per semester for external examiner, if applicable.
 - (b) **Practical.** Rs 600.00 per batch for external examiners, if applicable.
5. **Marking**
 - (a) **Script Marking.** Rs 25.00 per group for external examiner (Minimum Rs 700.00).
 - (b) **Paper Marking/ Practical/ Viva Voce.** Rs. 25.00 per candidate for external examiner.
6. **MS Thesis.** Rs 750.00 for each external examiner, if applicable.

Note:-

- (a) **External Examiner.** External examiner means a person holding suitable qualifications in the relevant discipline who may belong to respective constituent/affiliated College/outside organization but has not taught the

subject to the class during the academic semester for which the examination is being held.

- (b) The above rates are the maximum ceilings for paper setting and marking. Depending upon the actual availability of funds, the rates may be revised from time to time.
7. **Examination Material.** Funds at the following rates may be released to colleges to cater for answer books, printing of papers, packing of answer books etc:-
- (a) Rs. 5/- per answer book for Mid Semester/One Hour Tests.
 - (b) Rs. 9/- per answer book for End Semester Examination.
 - (c) Rs. 2/- per question paper per examination.

FINANCIAL POWERS – Main Office NUST

S/No	Items	Sanctioning Power (in Rupees)							
		Board/ Committee	Rector	Pro-Rector	Registrar	Director Adm	Project Director	DD/AD Adm	DD C&M
1.	Requisition of Building for Offices, Guest Houses and Employees of NUST	-	Full Powers	1,50,000	-	1,00,000	-	-	-
2.	Re-appropriation of Funds within Sanctioned Budget	-	Full Powers	3,00,000	-	1,00,000	100,000	-	-
3.	<u>Purchase</u>								
	a. <u>Furniture & Equipment</u>								
	(1) New	-	Full Powers	3,00,000	-	1,50,000	1,50,000	20,000	-
	(2) Repairs	-	Full Powers	80,000	-	50,000	50,000	5,000	-
	b. Stationery	-	Full Powers	3,00,000	-	1,00,000	-	10,000	-
	c. Printing	-	Full Powers	3,00,000	-	80,000	-	10,000	-
4.	<u>Civil Works including Buildings</u>								
	a. New	Full Powers (Board)	1,00,00,000	30,00,000	-	1,00,000	2,00,000	-	200,000
	b. Repairs	-	Full Powers	5,00,000	-	100,000	400,000	-	100,000

S/No	Items	Sanctioning Power (in Rs)							
		Board/ Committee	Rector	Pro-Rector	Registrar	Director Adm	Project Director	DD/AD Adm	DD C&M
5.	<u>Contingencies, Miscellaneous</u>								
	a. Contingencies, miscellaneous expenditure, advance medical/hospital charges, library etc	-	Full Powers	3,00,000	150,000	150,000	-	10,000	-
	b. Hiring services of transport, testing, Lab, consultants, plants/machinery etc	-	Full Powers	1,00,000	-	50,000	100,000	-	-
	c. Financial Award for publication of research papers in journals of international repute, or any other achievement in the field of research which the Rector NUST may consider appropriate	-	50,000	-	-	-	-	-	-
6.	Electricity, Water & Telephone	-	Full Powers	3,00,000	-	1,50,000	-	20,000	-
7.	Motor Fuel & CNG (Gas)	-	Full Powers	2,00,000	-	1,00,000	-	20,000	-
8.	Disposal of Old Stock & Writing off Loss of Unserviceable Articles	Full Power (Board)	5,00,000	1,00,000	-	50,000	50,000	-	-
9.	Training Local/Abroad	-	Full Powers	-	-	-	-	-	-

GUIDELINES FOR PURCHASE PROCEDURE

1. No expenditure shall be incurred or order placed without sanction of the competent authority and without inviting quotations or tenders as the case may be, through an open and transparent procedure.
2. Quotations and tenders shall be invited for all expenditure over Rs. 5000/- and Rs 50,000/- respectively except where the competent authority certifies that on account of emergency or other cause it was not possible to invite quotations or tenders. The nature of emergency or other reasons for not inviting tenders or/and quotations shall be stated. Provided that in case of transaction of emergent nature, the purchase may be processed after special sanction from the Rector/Comdt depending upon the amount involved.
3. All branches of Main Office NUST/Institutes/Colleges will send their demand through their Director/Heads of Department to Registrar/Dy DG/Dy Comdt, who will compile and consolidate the demand and work out the tentative expenditure involved. In case the expenditure is more than the budget provision, it will either be curtailed in consultation with the concerned Director/Head of Department or in case the demand is essential, the expenditure will be met by re-appropriation, if required, after necessary sanction/permission by the Rector.
4. Cases for purchase of items/stores will be initiated by the concerned section of Main Office NUST/Institutes/Colleges through a minute sheet for approval/sanction of the competent authority with complete details and specifications.
5. On the approval of competent authority, the minute sheet will be earmarked to the President Local Purchase Committee (LPC) for further processing.
6. LPC will be nominated by Main Office, NUST /Institutes/Colleges with the approval of Rector/DG's/Comdts. The Committee shall comprise the following:-
 - (a) President Lt Col/BPS 19 or equivalent
 - (b) 1 x Member Major/BPS 18 (Excluding Administration Section) or equivalent
 - (c) 2 x Members JCO/BPS 16 or equivalent
 - (d) 1 x clerk LDC (if needed)
7. President Local Purchase Committee will ensure timely action for issuance of tender inquiries and preparation of comparative statement on receipt of quotations.
8. Purchases involving amount upto Rs 5,000/- will be made in cash. Amount required for on spot cash purchase will be arranged by Administration Section/ Finance

Section as the case may be after obtaining approval of the Registrar/ Commandant/ Director General.

9. President LPC will adopt the following course of action depending on the amount involved:-

(a) **Purchases upto Rs 5000/- Only**

- (i) Items will be purchased on single bill basis after verification of the market rates.
- (ii) Items so purchased will be deposited with Administration Section/concerned Section of Main Office NUST/Institutes/ Colleges along with the payment bill for taking on charge and issue to the section initiating the purchase.
- (iii) Administration Section/ concerned Section will then prepare the contingent bill for recoument of fund from which cash has been drawn.

(b) **Purchases between Rs 5000/- to 20,000/-**

- (i) If the amount for purchase of items exceeds Rs 5000/-, three quotations will be asked from at least three officially registered firms through a written request for forwarding their quotations through a sealed envelope in the name of President Local Purchase Committee.
- (ii) Quotations will be opened in the presence of the members of the Local Purchase Committee who will sign them for authentication.
- (iii) A comparative statement shall be prepared duly signed by the President LPC and his members and added to the minute sheet of the case for approval of the rates/comparative statement by the competent financial authority as the case may be.
- (iv) President Local Purchase Committee will forward the approved Comparative Statement to administration Section/concerned section for issuance of Delivery Note to the firm concerned.
- (v) On receipt of stores, members of the Local Purchase Committee along with the representative of the demanding section will inspect the items/stores for correctness and final acceptance. President Local Purchase Committee will endorse his remarks on the minute sheet that the stores have been inspected and accepted.
- (vi) The minute sheet along with the bill and the consignment will be handed over to Administration Section/concerned Section for further processing i.e. for arranging payment to the firm and taking the items on charge and further issue to the concerned section.

- (c) **Purchase exceeding Rs. 20,000/- but less than 50,000/-.** Procedure as per para 9(b) will be adopted in this case except for the inspection of the stores and signing of an agreement/ contract as per Appendix 1 to Annex 'G' to the Statutes (Vol-II). An inspection team will be nominated by the order of Registrar/DGs/Comdts to inspect the consignment according to the contract agreement. They will handover the consignment to Administration Section/ concerned Section for further processing after certifying that the stores are according to the contract or indicate any deviation if need be.
- (d) **Purchases over Rs 50,000/-.** In this case, a tender inquiry will be notified in at least three leading newspapers with detailed specification and quantity of stores to be purchased. On receipt of tenders a comparative statement shall be prepared by President Local Purchase Committee and the lowest quotation of recognised firm will be submitted for final approval of the competent financial authority. The purchase will be planned on 6 months requirement of the office on the basis of demand of various sections of the organisation.

10. In case the firm is willing to extend its contract for another six months on the same terms, the contract will be renewed, otherwise tender will be floated again as stated above.

11. Tenders shall be sent by the tenderers in sealed envelopes addressed to the concerned President Local Purchase Committee.

12. The tenderers may as far as possible, be given an opportunity to be present at the time of opening tenders. This rule shall not however, confer any right on the tenderers in respect of consideration, acceptance or otherwise of his tender.

13. The number of tenderers to be considered for a work of supply, shall ordinarily be three or more. In case, the number of tenders received are less than three the competent authority may, if practicable, call for fresh tenders or decide upon the mode of making purchase on the basis of tenders or if no tender has been received, from the market through purchase Committee.

14. The authority empowered shall reserve the right to accept or reject any tender without assigning any reason.

15. A formal agreement on stamped paper shall be executed between the Main Office NUST/ Institutes/Colleges and the contractor or the suppliers in the case of the following works, provided the value of each work amounts to Rs. 20,000/ and over. The Director/Registrar/Dy DG/ Dy Comdt shall sign the contract on behalf of the Rector/DGs/Comdts, provided the value of each work order exceeds Rs. 20,000/-

- (a) Purchase of new furniture and equipment.
- (b) Repairs of old furniture and equipment.

- (c) Purchase of stationary, paper, etc.
- (d) Printing work.
- (e) Such other items as the Rector/DG s/Comdts may determine.

16. The earnest money to be deposited by tenderers shall be equal to 2% of the full value of work for purchase of items amounting to Rs 50,000/- and above.

17. Before payment is made, the inspecting authority/team shall certify that the work has been completed in time and is according to the specifications. The certificate shall be put up to the authority competent to sanction the expenditure. The payment shall be made and penalty, if any, shall be imposed in accordance with terms of the contract.

18. The authority to grant extension of time or to condone delay shall be as follows:-

- (a) Director/ Registrar/Dy DGs/Dy Comdts - 10 days
- (b) Rector/DGs/Comdts - More than 10 days as deemed reasonable.

19. The entries made in the stock register in respect of the material purchased shall be shown in the bill as follows:-

Entered in _____ register, page _____ Serial No. _____

20. While the agreement to be signed between the NUST/Institutes/Colleges and the contractors or suppliers will have to conform to the requirements of the purchase or contract in each case, it shall ordinarily, follow the pattern given in Appendix 1 to the Statutes (Vol. 11).

21. Income Tax will be deducted from the payment of contractors as per prescribed Government Rules.

AGREEMENT

This agreement is made on the _____ between the Registrar NUST/Dy Comdts/Dy DGs, of the first party (hereinafter called the NUST) and _____ of the second party (hereinafter called the contractor).

Whereas the NUST having invited tenders for the Rector of the NUST/Comdts/DGs decided to accept the tender of the second party.

Now this deed witnesses as follows:-

1. The NUST/Colleges/Institutes hereby appoints the second party for the following work:-

The NUST/Colleges/Institutes agrees to pay the following rates:-

to the contractor after the completion of the job.

2. The contractor undertakes to complete the job according to the designs and samples approved by the Rector/Comdts/DGs within _____ days from the date of signing of this agreement. In case of delay the Rector/Comdts/ DG's reserves the right to impose a penalty not exceeding 1% of the total amount of the contract for each day of delay subject to 10% of the total amount of the contract.

3. If the work is not executed to the satisfaction of the first party, the Rector/Comdts/DG's reserves the right to reject it altogether or impose a penalty not exceeding 50% of the amount of contract.

4. 10% amount of the total value of works to be deducted from the bill at the time of payment for the purchases of Rs 50,000/- & above and will be refunded in three months after the payment of final bill. This rule shall not apply in case of service and supplies.

5. If the progress of the work is not to the satisfaction of the Registrar/Dy Comdts/Dy DG's, the Rector/ Comdts of Colleges/ DG's of Institutes has the right to cancel the order, get the work done by some other tenderer subject to the condition that if the first party has to pay any amount in excess of the agreed amount the difference will be recovered from the second party.

6. The amount deposited as security by the contractor will be refunded after three months of the final payment of the bill.

7. All the material required for the work will be of the second party.

8. Each party agrees to perform its part of the contract and in case of default binds itself to indemnify the others.

9. In case of any dispute between the two parties on any matter arising out of this contract, the case shall be referred to Rector NUST/Comdts of Colleges/DGs of Institutions whose decision shall be final and binding on both the parties.

10. This agreement has been prepared in triplicate. The original will remain with the first party and the duplicate with the second party.

In witness thereof Mr _____, Registrar NUST/Dy Comdts/Dy DGs have affixed their signatures to this document on the day and year above mentioned.

Signature _____
(2nd Party)

Signature _____
(1st Party)

1. Cotractor/Tendrer
(with address and stamp)

1. Registrar (NUST)
Dy Comdts/Dy DGs
Rawalpindi/Risalpur

Witnesses

Witnesses

1. _____

1. _____

2. _____

2. _____

**FINANCIAL POWERS OF COMMANDANT/PRINCIPALS/DEANS OF
COLLEGES/INSTITUTES/CENTRES**

S.No.	Items	Comdt/Principal/DG	Dean
1.	Requisition of Building for Offices, Guest Houses and Employees of NUST	1,50,000	50,000
2.	Re-appropriation of Funds within Sanctioned Budget	1,00,000	50,000
3.	<u>Purchase</u>		
	a. <u>Furniture & Equipment</u>		
	(1) New	1,50,000	50,000
	(2) Repairs	50,000	20,000
	b. Stationery	1,50,000	50,000
	c. Printing	1,50,000	50,000
4.	<u>Civil Works including Buildings</u>		
	a. New	10,00,000	2,00,000
	b. Repairs	1,00,000	50,000
5.	<u>Contingencies, Miscellaneous</u>		
	a. Contingencies, miscellaneous expenditure, advance medical/ hospital charges and library	2,00,000	50,000
	b. Hiring services of transport, testing, Lab, consultants etc	50,000	20,000
6.	Electricity, Water & Telephone	1,50,000	50,000
7.	Motor Fuel & CNG (Gas)	1,00,000	40,000
8.	Disposal of Old Stock & Writing off Loss. of Unserviceable Articles	50,000	20,000

**ANNEXES AND APPENDIXES
OF PART – II**

**REGULATIONS RELATING TO REGISTRATION AND EXAMINATION OF
MBBS STUDENTS**

First Professional MBBS Examination

1. To be held at the end of the 1st academic year in the following subjects in course work completed in the first year:

(a)	Anatomy and Histology	
(1)	Theory Paper	90 Marks
(2)	Internal Evaluation	10 Marks
(3)	Oral & Practical	90 Marks
(4)	Internal Evaluation	<u>10 Marks</u>
	Total	200 Marks
(b)	Physiology	
(1)	Theory Paper	90 Marks
(2)	Internal Evaluation	10 Marks
(3)	Oral & Practical	90 Marks
(4)	Internal Evaluation	<u>10 Marks</u>
	Total	200 Marks
(c)	Biochemistry	
(1)	Theory Paper	90 Marks
(2)	Internal Evaluation	10 Marks
(3)	Oral & Practical	90 Marks
(4)	Internal Evaluation	<u>10 Marks</u>
	Total	200 Marks

Total for First Professional Part-1 Examination = **600 Marks**

2. A candidate shall be eligible to appear in the First Professional MBBS Part- 1 Examination at the end of 1st academic year if he has studied the prescribed courses during first academic year.

3. Any student who fails to clear the first Professional MBBS Part 1 examination in four chances availed or un-availed after becoming eligible for each examination shall cease to become eligible for further medical education in Pakistan.

4. No student shall be promoted to 2nd year class till he passes the University examination in Anatomy & Histology, Physiology and Biochemistry.

Second Professional MBBS Examination

5. To be held at the end of the 2nd academic year in the following subjects in course work completed in the second year:-

(a)	Anatomy and Histology	
(1)	Theory Paper	90 Marks
(2)	Internal Evaluation	10 Marks
(3)	Oral & Practical	90 Marks
(4)	Internal Evaluation	<u>10 Marks</u>
	Total	200 Marks
(b)	Physiology	
(1)	Theory Paper	90 Marks
(2)	Internal Evaluation	10 Marks
(3)	Oral & Practical	90 Marks
(4)	Internal Evaluation	<u>10 Marks</u>
(c)	Biochemistry	
(1)	Theory Paper	90 Marks
(2)	Internal Evaluation	10 Marks
(3)	Oral & Practical	90 Marks
(4)	Internal Evaluation	<u>10 Marks</u>
	Total	200 Marks
(d)	*Islamic and Pakistan Studies (Ethics for non-Muslim students)	
(1)	Theory Paper	100 Marks

Total for First Professional Part-II Examination = **600 Marks**

*Marks shall not be included in the grand total. However, the students shall be required to pass the theory paper before appearing in the final professional MBBS examination.

6. A candidate shall be eligible to appear in the First Professional MBBS Examination Part-II at the end of second academic year if he has studied the prescribed courses during second academic year.

7. Any student who fails to clear the First Professional MBBS Part-II Examination in four chances availed or un-availed after becoming eligible for the examination shall cease to become eligible for further medical education in Pakistan.

8. No student shall be promoted to 3rd year class till he passes the University examination in Anatomy & Histology, Physiology and Biochemistry.

Third Professional MBBS Examination

9. The second Professional MBBS Examination shall be held at the end of third academic year in the following subjects:-

(a) **Pharmacology and Therapeutics**

(1)	Theory Paper	135 Marks
(2)	Internal Evaluation	15 Marks
(3)	Oral & Practical	100 Marks
(4)	Animal Experiment	35 Marks
(5)	Internal Evaluation	<u>15 Marks</u>
	Total	300 Marks

(b) **Pathology General & Microbiology**

(1)	Theory Paper	135 Marks
(2)	Internal Evaluation	15 Marks
(3)	Oral & Practical	135 Marks
(4)	Internal Evaluation	<u>15 Marks</u>
	Total	300 Marks

(c) **Forensic Medicine**

(1)	Theory Paper	90 Marks
(2)	Internal Evaluation	10 Marks
(3)	Oral & Practical	90 Marks
(4)	Internal Evaluation	<u>10 Marks</u>
	Total	200 Marks

Total for Second Professional MBBS Examination = **800 Marks**

10. A candidate shall be eligible to appear in the Second Professional MBBS Examination at the end of Third academic year, if he has passed the First professional MBBS Examination and has studied the prescribed courses during the third academic year in a recognize Institute.

11. A candidate who fails (whether appeared or absent) in one or more subject in 2nd Professional Annual Examination shall be eligible to re-appear in the subsequent University Examinations (Supplementary/Annual) in the subject or subjects in which he has failed, for a maximum of four chances, consecutively. This applies to Army Medical College/institute/centre only.

12. No student shall be promoted to 4th year class till he passes the University examinations in Pharmacology & Therapeutics, Pathology General & Microbiology and Forensic Medicine.

Fourth Professional MBBS Examination

13. The Third Professional MBBS Examination shall be held at the end of 4th academic year in the following subjects:-

(a) **Community Medicine**

(1)	Theory Paper	135 Marks
(2)	Internal Evaluation	15 Marks
(3)	Oral & Practical	110 Marks
(4)	Internal Evaluation	15 Marks
(5)	Project	<u>25 Marks</u>

Total 300 Marks

(b) **Special Pathology**

(1)	Theory Paper	135 Marks
(2)	Internal Evaluation	15 Marks
(3)	Oral & Practical	135 Marks
(4)	Internal Evaluation	<u>15 Marks</u>

Total 300 Marks

(c) **Otorhinolaryngology (ENT)**

(1)	Theory Paper	90 Marks
(2)	Internal Evaluation	10 Marks
(3)	Oral & Practical	90 Marks
(4)	Internal Evaluation	<u>10 Marks</u>

Total 200 Marks

(d) **Ophthalmology**

(1)	Theory Paper	90 Marks
(2)	Internal Evaluation	10 Marks
(3)	Oral & Practical	90 Marks
(4)	Internal Evaluation	<u>10 Marks</u>

Total 200 Marks

Total for Third Professional MBBS Examination = 1000 Marks

14. A candidate shall be eligible to appear in the Third Professional MBBS Examination at the end of fourth academic year, if he has passed the 2nd professional MBBS Examination from a recognized Institute and has studied the prescribed courses during the fourth Academic year in recognized Institute.

15. A candidate who fails (whether appeared or absent) in one or more subject in 3rd Professional Annual Examination shall be eligible to re-appear in the subsequent University Examinations. (Supplementary/Annual) in the subject in which he has failed, for a maximum of four chances, consecutively. This applies to Army Medical College/institute/centre only.

16. No student shall be promoted to 5th year class till he passes the University examinations in Special Pathology, Community Medicine, Otorhinolaryngology (ENT) and Ophthalmology (EYE).

Final Professional MBBS Examination.

17. The Final Professional MBBS Examination shall be held at the end of fifth academic year in the following subjects:-

(a) **Medicine including Psychiatry & Dermatology**

(1)	Theory Paper I	135 Marks
(2)	Internal Evaluation	15 Marks
(3)	Theory Paper II	135 Marks
(4)	Internal Evaluation	<u>15 Marks</u>
Total =		300 Marks

Clinical/Practical Examination

(1)	Clinical	240 Marks
(2)	OSCE	30 Marks
(3)	Internal Evaluation	<u>30 Marks</u>
Total		300 Marks

(b) **Surgery Including Orthopedics & Anesthesia**

(1)	Theory Paper I	135 Marks
(2)	Internal Evaluation	15 Marks
(3)	Theory Paper II	135 Marks
(4)	Internal Evaluation	<u>15 Marks</u>
Total =		300 Marks

Clinical/Practical Examination

(1)	Clinical	240 Marks
(2)	OSCE	30 Marks
(3)	Internal Evaluation	<u>30 Marks</u>
Total		300 Marks

(c) **Obstetrics & Gynaecology**

(1)	Theory Paper I (Obstetrics)	90 Marks
(2)	Internal Evaluation	10 Marks
(3)	Theory Paper II (Gynaecology)	90 Marks
(4)	Internal Evaluation	10 Marks
(5)	Oral & Practical	180 Marks
(6)	Internal Evaluation	<u>20 Marks</u>
Total =		400 Marks

(d) **Paediatrics**

(1)	Theory Paper	90 Marks
(2)	Internal Evaluation	10 Marks
(3)	Oral & Practical	90 Marks
(4)	Internal Evaluation	<u>10 Marks</u>
Total		200 Marks

Total for Final Professional MBBS Examination = 1800 Marks

18. A candidate shall be eligible to appear in the Final Professional MBBS Examination, if he has passed the 3rd professional MBBS Examination from a recognized Institute and has fulfilled the minimum requirement for the clinical training at a recognized Hospital/Institute, as laid down in the PM&DC Regulations.
19. The final MBBS Examination in Medicine, Surgery, Pediatrics, Obstetrics and Gynecology shall not be further sub-divided for qualifying in the Final Professional MBBS Examination.
20. The Clinical Examinations in Medicine, Surgery, Pediatrics and Obstetrics & Gynecology shall be held in adequately equipped hospitals.
21. Three academic years at least shall intervene between the dates of passing the 1st Professional Examination and the Final Professional Examination.
22. A candidate who fails (whether appeared or absent) in one or more subject in Final Professional Annual Examination shall be eligible to re-appear in the subsequent University Examinations (Supplementary/Annual) in the subject or subjects in which he has failed, for a maximum of four chances, consecutively. This applies to Army Medical College only.

**REGULATIONS RELATING TO REGISTRATION AND EXAMINATIONS OF
BDS STUDENTS**

1. First Professional BDS Examination

(a)	General Anatomy		
	(1) Theory Paper	.	100 Marks
	(2) Oral & Practical		80 Marks
	(3) Internal Evaluation		<u>20 Marks</u>
	Total =		200 Marks
(b)	General Physiology		
	(1) Theory Paper	.	100 Marks
	(2) Oral & Practical		80 Marks
	(3) Internal Evaluation		<u>20 Marks</u>
	Total =		200 Marks
(c)	Biochemistry		
	(1) Theory Paper	.	100 Marks
	(2) Oral & Practical		80 Marks
	(3) Internal Evaluation		<u>20 Marks</u>
	Total =		200 Marks
(d)	Science of Dental Materials		
	(1) Theory.	.	100 Marks
	(2) Oral & Practical		80 Marks
	(3) Internal Evaluation		<u>20 Marks</u>
	Total =		200 Marks
(e)	*Islamic and Pakistan Studies		
	(Ethics for non-Muslim students)		
	(1) Theory		100 Marks
	<i>Total for First Professional BDS Examination =</i>		800 Marks

*Marks shall not be included in the grand total. However, the students shall be required to pass the theory paper before appearing in the final professional BDS examination.

2. A candidate shall be eligible to appear in the First Professional examination at the end of First academic year if he/she has studied the prescribed courses in a NUST constituent/affiliated institute.

3. Any student who fails to clear first professional BDS examination in four chances availed or un-availed after becoming eligible for examination shall cease to be eligible for further medical education in Pakistan.

4. No student shall be promoted to 2nd year class till he passes the University examination in General Anatomy, General Physiology, Biochemistry and Science of Dental Materials.

5. **Second Professional BDS Examination**

(a) **Pathology**

(1)	Theory Paper	100 Marks
(2)	Oral & Practical	80 Marks
(3)	Internal Evaluation	<u>20 Marks</u>
Total =		200 Marks

(b) **Pharmacology**

(1)	Theory Paper	100 Marks
(2)	Oral & Practical	80 Marks
(3)	Internal Evaluation	<u>20 Marks</u>
Total =		200 Marks

(c) **Oral Biology and Tooth Morphology**

(1)	Theory Paper	100 Marks
(2)	Oral & Practical	80 Marks
(3)	Internal Evaluation	<u>20 Marks</u>
Total =		200 Marks

(d) **Community & Preventive Dentistry**

(1)	Theory Paper	50 Marks
(2)	Oral & Practical	40 Marks
(3)	Internal Evaluation	<u>10 Marks</u>
Total =		100 Marks

Total for Second Professional BDS Examination = 700 Marks

6. A candidate shall be eligible to appear in the Second Professional examination at the end of second academic year if he has passed first professional BDS Examination and has studied the prescribed courses during the 2nd academic year in a recognized Institute.

7. A candidate who fails (whether appeared or absent) in one or more subject in Second Professional Annual Examination shall be eligible to re-appear in the subsequent University Examinations (Supplementary/Annual) in the subject or subjects in which he has failed, for a maximum of four chances, consecutively. This applies to Army Medical College only.

8. No student shall be promoted to 3rd year class till he passes the University examination in Pathology, Pharmacology, Oral Biology & Tooth Morphology and Community & Preventive Dentistry.

9. **Third Professional BDS Examination**

(a) **General Surgery**

(1)	Theory Paper	100 Marks
(2)	Oral & Practical	80 Marks
(3)	Internal Evaluation	<u>20 Marks</u>
Total =		200 Marks

(b) **General Medicine**

(1)	Theory Paper	100 Marks
(2)	Oral & Practical	80 Marks
(3)	Internal Evaluation	<u>20 Marks</u>
Total =		200 Marks

(c) **Oral Pathology**

(1)	Theory Paper	100 Marks
(2)	Oral & Practical	80 Marks
(3)	Internal Evaluation	<u>20 Marks</u>
Total =		200 Marks

(d) **Periodontology/Oral Medicine**

(1)	Theory Paper	100 Marks
(2)	Oral & Practical	80 Marks
(3)	Internal Evaluation	<u>20 Marks</u>
Total =		200 Marks

Total for Third Professional BDS Examination = 800 Marks

10. A candidate shall be eligible to appear in the Third Professional examination at the end of third academic year if he has passed 2nd Professional BDS Examination from a recognized Institute and has studied the prescribed courses during the 3rd academic year in a recognized Institute.

11. A candidate who fails (whether appeared or absent) in one or more subject in 3rd Professional Annual Examination shall be eligible to re-appear in the subsequent University Examinations (Supplementary/Annual) in the subject or subjects in which he has failed, for a maximum of four chances, consecutively. This applies to Army Medical College only.

12. No student shall be promoted to 4th year class till he passes the University examination in Periodontology/Oral Medicine, General Surgery, General Medicine and Oral Pathology.

13. **Final Professional BDS Examination**

(a) **Prosthodontics**

(1)	Theory Paper	.	100 Marks
(2)	Oral & Practical	.	170 Marks
(3)	Internal Evaluation	.	<u>30 Marks</u>
	Total =		300 Marks
(b) Operative Dentistry			
(1)	Theory Paper	.	100 Marks
(2)	Oral & Practical	.	170 Marks
(3)	Internal Evaluation	.	<u>30 Marks</u>
	Total =		300 Marks
(c) Oral and Maxillofacial Surgery			
(1)	Theory Paper	.	100 Marks
(2)	Oral & Practical	.	170 Marks
(3)	Internal Evaluation	.	<u>30 Marks</u>
	Total =		300 Marks
(d) Orthodontia			
(1)	Theory Paper	.	100 Marks
(2)	Oral & Practical	.	170 Marks
(3)	Internal Evaluation	.	<u>30 Marks</u>
	Total =		300 Marks

Total for Final Professional BDS Examination = 1200 Marks

14. A candidate shall be eligible to appear in the Final Professional examination at the end of the academic year if he has fulfilled the following conditions:-

- (a) Has passed 3rd Professional BDS Examination from a recognized Institute and has studied the prescribed courses during the 4th academic year in a recognized Institute.
- (b) Has fulfilled the minimum requirement for the clinical training at a recognized Hospital/Institute, as laid down in the PM&DC Regulations.

15. A candidate who fails (whether appeared or absent) in one or more subject in 3rd Professional Annual Examination shall be eligible to re-appear in the subsequent University Examinations (Supplementary/Annual) in the subject or subjects in which he has failed, for a maximum of four chances, consecutively. This applies to Army Medical College only.

16. 10% of total marks of every subject (less Islamic & Pak Studies) are allocated as internal assessment/evaluation in all BDS Professional examinations. Internal assessment marks would be adjusted in total of viva voce/practical marks.

**SCHEDULE OF RATES OF REMUNERATION FOR EXAMINERS AND
SUPERVISORY STAFF
(FOR MBBS AND BDS COURSES)**

PART –I PAPER SETTING

Rates		Remarks	
1.	<u>Theory</u>		
	a. Theory Paper Setting Fee	Rs. 2000/- (per paper)	Where there are joint paper setters Rs. 2000/- to each.
	b. Theory Paper Moderation c. Theory Paper Marking Fee	Rs. 1000/- (per paper) Rs.100/- (per Answer Book)	For Chief Internal Examiner only. Where there are two or more Examiners Rs. 50/- to each Examiner Rs. 1000/- Minimum to each Examiner.
2.	<u>Practicals</u>		
	a. Practicals Papers Fee	Rs. 800/- (per paper) Subject to the maximum of six papers for the whole examination	Where there are joint paper setters Rs. 400/- to each.
	b. Practical Marking Viva Voce Fee	Rs. 100/- (per candidate)	Where there are two or more Examiners Rs. 50/- to each Examiners. Minimum of Rs. 1000/- to each examiner.
<u>PART-II EXAMINATION CENTRE</u>			
3.	Inspector (To be detailed by Registrar Directorate Main Office NUST)	Rs. 2000/- (per visit)	--
4.	Superintendents	Rs. 1000/- (per working day)	--
5.	Deputy Superintendent	Rs. 600/- (per working day)	--
6.	Invigilator	Rs. 600/- (per working day)	--
7.	Daftri	Rs. 100/- (per working day)	--
8.	Waterman	Rs. 100/- (per working day)	--

9.	Chowkidar	Rs. 100/- (per working day)	--
10.	Sweeper	Rs. 100/- (per working day)	--
11.	<u>Contingencies</u>		--
	a. Seating arrangements and removal of seats	Rs. 200/- (per working day)	
	b. Typing of plan	Rs. 100/-	--
	c. Conveyance for the despatch of Answer Book	Rs. 100/- (per working day)	--
	d. Examination material (answer books, printing of papers & packing of answer books)	a. Rs. 20/- per answer book per examination b. Rs. 20/- paper per examination	For whole Examination if not provided by the university
<u>PART -III ORAL AND PRACTICALS</u>			
12.	Invigilators for particals	Rs. 200/ (per working day per invigilator subject to a maximum of 4 invigilators)	--
<u>Laboratory Practicals Contingencies</u>			
1. 2. 3. 4. 5.	Anatomy Histology Physiology Bio- Chemistry Pharmacology	Rs. 100/-	Per candidate to be given to the Basic Sciences Departments for the purchase of Laboratory Chemical Reagents and haberdasheries
<u>Laboratory Staff Remuneration</u>			
1. 2. 3. 4. 5. 6.	Anatomy Histology Physiology Bio- Chemistry Pharmacology Pathology)	Rs. 20/-	Per candidate per subject and the amount received will be distributed amount the Laboratory Staff and Clerk by the Head of the Department.
7. 8.	Forensic Medicine Community Medicine	Rs. 20/-	Per candidate per subject. The amount received will be distributed by the Head of the Department amongst the staff engaged.

<u>PART-IV</u>			
1.	Secrecy Office of the respective Department	Rs. 300/- per day	
2.	Checker	Rs. 100/-	Per hundred Answer Books or part thereof.
3.	Scrutinizer Examination Cell	Rs. 150/-	Per hundred candidates or part thereof
4.	Tabulator & Re- Checking	Rs. 200/-	Per hundred candidates or part thereof

PART – V Main Office NUST			
1.	Controller of Examination	Rs. 1500/- (per examination)	--
2.	Secrecy Office for Safe custody of theory paper (To be detailed by Controller of Examinations)	Rs. 250/- (per paper/day)	--
3.	AD concerned	Rs. 300/- (per paper)	--
4.	For typing of Question Paper	Rs. 100/- (per paper)	--
5.	For proof reading by A.C.E. under the Supervision of the Controller of Examinations	Rs. 250/- (per paper)	--
6.	Charges for the Running of Stencil on Duplication Machine	Rs. 100/- (per paper)	--
7.	For Counting & Packing etc. of the paper	Rs. 100/- (per paper)	--
8.	Checking of answer book	Rs. 10/- (per book)	--
9.	Retotalling on answer books	Rs. 5/- (per book)	
10.	Tabulation	Rs. 5/- (per book)	--
11.	Rechecking	Rs. 5/- (per book)	--
12.	Deputy Director Examinations	Rs. 1000/- (per examination)	--
13.	Secrecy officer for compilation of result (To be detailed by Controller of Examinations)	Rs. 200/- per hundred answer copies or part thereof	--

**CONVOCATION PROTOCOLS WHEN PRESIDING OFFICER
IS JUNIOR TO THE CHIEF GUEST IN PROTOCOL**

- MASTER OF THE CEREMONY

“Ladies and gentlemen _____The procession”

- **NATIONAL ANTHEM.**

- RECITATION FROM THE HOLY QURAN.

- COMMANDANT COLLEGE/DEAN OF INSTITUTE:-

“Honourable (Presiding officer), I request you to declare the convocation open”.

- THE PRESIDING OFFICER :-

“ I declare the convocation open".

- MASTER OF THE CEREMONY:-

“I request the (Commandant College/Dean of Institute) to deliver his welcome address”

- REGISTRAR:-

“I the Registrar NUST request the Honourable (Appointment of the Presiding Officer) to confer the (e.g Bachelor of Engg) Degree on students of National University of Sciences and Technology”.

- THE PRESIDING OFFICER:-

“Let the candidates be presented”

- REGISTRAR”-

“All (e.g Bachelor of Engg) candidates of National University of Science and Technology, please rise”.

“Appointment of Presiding Officer) Sir, I present to you these candidates who have been certified after examination to be duly qualified to receive the degree of (e.g Bachelor of Engg) in the disciplines of study to which, I pray they may be admitted”.

- THE PRESIDING OFFICER:-

By virtue of the authority vested in me as the (NUST Appointment of the Presiding Officer) of this University, I admit you to degree of (e.g Bachelor of Engg), and in token thereof, I authorize you to wear the robes as the insignia of the degree”.

- REGISTRAR:-

“I now request the Honourable (Appointment of the Chief Guest) to award degrees to the successful candidates”.

{Registrar reads out the list of graduates who are not present}

{Presiding Officer accompanied by Commandant/Dean as may be required gives away the degrees to the students.}

- REGISTRAR:-

“ I now read the list of graduates who are not present here to-day and who may be conferred the degree in absentia.

“The (Appointment of Presiding Officer) Sir, I request that these candidates who have been certified after examination to be duly qualified to receive the degree of (e.g Bachelor of Engineering) to which I pray they may be admitted.”

- THE PRESIDING OFFICER :-

“By virtue of the authority vested in me as the (NUST Appointment of the Presiding Officer) National University of Science and Technology, I admit them all, in absentia, to the degree to which they are entitled.

- REGISTRAR:-

“I now request the Honourable (Appointment of the Presiding Officer) to sign the list of awardees.”

{Officer detailed by Commandant presents the list and Presiding Officer signs}

“I now request the Honourable (Appointment of the Chief Guest) to sign the list of awardees.”

{Officer detailed, presents the list and Chief Guest signs}

- MASTER OF CEREMONY/ANY OTHER OFFICER DETAILED:-
 “I now request the (Appointment of the Chief Guest) to award Gold Medals to the best graduates of National University of Science and Technology in respective disciplines.”

 {Name of each recipient is called in turn and Chief Guest awards the medals}
- MASTER OF CEREMONY/ANY OTHER OFFICER DETAILED:-
 (Announces any other activity such as award of some additional gold medals).
- MASTER OF THE CEREMONY:-
 “Ladies and Gentlemen, it is my proud privilege to request the Honourable (Appointment of the Chief Guest), to kindly deliver the Convocation Address”.
- COMMANDANT COLLEGE/DEAN/DG OF INSTITUTE:-
 “(Appointment of the Presiding Offr), I request you to declare the convocation closed”.
- Presiding Officer:-
 “I declare the convocation closed”.
- MASTER OF THE CEREMONY :-
 “Ladies and gentlemen _____, The procession”.

**CONVOCATION PROTOCOLS WHEN
PRESIDING OFFICER IS THE CHIEF GUEST ALSO**

- **MASTER OF THE CEREMONY:-**
“Ladies and gentlemen _____ The procession”
{All present will rise, the procession will enter the auditorium, take their position and remain standing for National Anthem}.
 - **NATIONAL ANTHEM:-**
 - **RECITATION FROM THE HOLY QURAN**
 - **RECTOR/COMMANDANT COLLEGE/DEAN OF INSTITUTE :-**
“Honorable (Appointment of the Presiding Officer), I request you to declare the convocation open.
- **THE PRESIDING OFFICER:-**
“I declare the convocation open”.
- **MASTER OF THE CEREMONY:-**
“I request the (Commandant College / Dean of Institute) to deliver his/her welcome address”.
- **REGISTRAR :-**
”I the Registrar NUST request the honorable (Appointment of Presiding Officer) to confer the (e.g. Bachelor of Engg) Degrees on students of National University of Sciences and Technology”.
- **THE PRESIDING OFFICER :-**
“Let the candidates be presented”.
- **REGISTRAR**
“All (e.g Bachelor of Engg) candidates of National University of Sciences and Technology, please rise”.

“The (Appointment of Presiding Officer) Sir, I present to you these candidates who have been certified after examination to be duly qualified to receive the Degree of (i.e. Bachelor of Engg) in their respective disciplines of study to which, I pray they may be admitted”.

- THE PRESIDING OFFICER:-

“By virtue of the authority vested in me as the (NUST Appointment of the Presiding Officer) of this University, I admit you to degree of (e.g bachelor of Engineering) in your respective areas of study and, in token thereof, I authorize you to wear the robes as the insignia of the degree”.

- REGISTRAR :-

“I now request the honorable (Appointment of the Presiding Officer) to award degrees to the successful candidates”.

{Registrar calls out each candidate by name for the award of degree }

{Presiding Officer accompanied by Commandant/Dean as may be required gives away the degrees to the students. }

- REGISTRAR:-

“ I now read the list of graduates who are not present here to-day and who may be conferred the degree in absentia.

{Registrar reads out the list of graduates who are not present }

“The (Appointment of the Presiding Officer) Sir, I request that these candidates who have been certified after examination to be duly qualified to receive the degree of (e.g. Bachelor of Engineering) in the relevant fields of study to which, I pray they may be admitted.

- THE PRESIDING OFFICER:-

“By virtue of the authority vested in me as the (NUST Appointment of the Presiding Officer) National University of Sciences and Technology, I admit them all, in absentia, to the degree to which they are entitled.

- REGISTRAR:-

“ I now request the Honourable Appointment of the Presiding Officer) to sign the list of awardees.”

| Officer detailed presents the list|

[Presiding officer signs the list]

- MASTER OF THE CEREMONY / ANY OTHER OFFICER DETAILED :-
 “I now request the (NUST Appointment of the Presiding Officer) to award Gold Medals to the best graduates of National University of Sciences and Technology in respective disciplines.”

 [Name of each recipient is called in turn and Presiding Officer awards the medal]
- MASTER OF THE CEREMONY:-

 [Announces any other activity such as award of any other medals / awards]
- MASTER OF THE CEREMONY:-

 “Ladies and Gentlemen, it is my proud privilege to request the Honorable (Appointment of the Presiding Officer), to kindly deliver the Convocation Address”.
- COMMANDANT COLLEGE / DEAN / DG OF INSTITUTE:-

 “Appointment of the Presiding Officer), I request you to declare the convocation closed”.
- PRESIDING OFFICER:-

 “I declare the convocation closed”.
- MASTER OF THE CEREMONY:-

 “Ladies and gentlemen _____, The procession”.

RECHECKING OF PAPERS - INSTRUCTIONS

1. Fill the re-checking application form completely.
2. Deposit re-checking fee amounting to Rs. 500/- per paper and enclose original deposit slip along with the application form.
3. Mention clearly the subject/papers required to be re-checked.
4. An application form shall be entertained only if it is complete in all respects and is received in the office along with the prescribed fee within 15 days after the declaration of the relevant result.
5. Incomplete and incorrect forms shall be returned to the candidate for completion and if it is not submitted within the prescribed time limit, no action shall be taken on it.
6. Time barred application shall not be entertained.
7. Rechecking does not mean re-assessment or re-evaluation of the answer book.

Following procedure will be adopted for rechecking of papers:-

- a. There is no mistake in the grand total on the title page of the answer book.
- b. The total of various parts of a question has been correctly made at the end of each question.
- c. All totals have been correctly brought forward on the title page of the answer book.
- d. No portion of answer book has been left un-marked.
- e. Total number of questions attempted should not exceed the limit allowed in Question Paper.
- f. Total marks in the answer book shall tally with the marks sheet.
- g. Viva/practical & internal assessment marks will not be re-tabulated.
- h. The student or any body on behalf has no right to see or examine the answer books for any purpose.
- j. Increase/decrease in the final marks of the student will be decided according to the results of rechecking.

**NATIONAL UNIVERSITY OF SCIENCES AND TECHNOLOGY
ISLAMABAD**

APPLICATION FORM FOR RE-CHECKING OF ANSWER BOOKS/PAPERS

1. Name of the Candidate: _____
2. Father's Name: _____
3. Roll No. _____
4. Examination Type: (ANNUAL / SUPPLEMENTARY / END ERM)
5. Year/Semester: _____
6. Paper to be Re-Checked:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
 - f. _____
 - g. _____
7. Fee Paid:
Rs. _____ Challan/draft No. _____
Bank Branch: _____ dated _____
8. I have read the instructions given overleaf and under take to abide by the rules and regulations of NUST.

Date: _____

Signature of Applicant

Postal Address:

Telephone No. _____

**AWARD OF BACHELORS' DEGREE AND ACADEMIC DEFICIENCIES FOR
BACHELOR STUDENTS (CAE MILITARY STUDENTS)**

1. **Award of Bachelors' Degree.-** (1) The (NUST), on recommendations of the Faculty Boards of Studies of the constituent colleges/institutes/centres, awards undergraduate degree to the students who satisfy the following conditions, namely:-
 - (a) have completed prescribed credit hours, and as per approval of Pakistan Engineering Council (PEC)/Higher Education Commission (HEC) for each programme for bachelors' degree; and
 - (b) have achieved a minimum CGPA/Major Field CGPA (for CAE only), of 2.00 with a minimum of 'C' grade in project work for BE/BIT.(2) The degrees will reflect CGPA earned by the student during the degree program.

2. **Academic Deficiencies.-** A student who obtains one or more of the following grades in semester final result is considered academically deficient, namely:-
 - (a) an 'F' grade in any course;
 - (b) Semester GPA less than 2.00;
 - (c) CGPA less than 2.00;
 - (d) 'I' (Incomplete) grade in any course; and
 - (e) major Field CGPA less than 2.00 for CAE only.

3. **Disposal of Academically Deficient Students.-** (1) The cases of academically deficient students are disposed of initially by the Departmental Board of Studies (DBS) and subsequently by the Faculty Board of Studies (FBS) of the respective college/institute/centre in the following manner, namely:-
 - (a) the DBS shall reviews the end semester results of deficient students and recommend any one of the following actions to the FBS, namely:-
 - (i) warning;
 - (ii) probation;
 - (iii) relegation; or
 - (iv) withdrawal;
 - (b) the FBS of the college/institute/centre upon receipt of recommendations from the concerned DBS shall be convened as soon as possible but not later than the first two weeks of next semester; and

- (c) the FBS shall consider each case individually and take one of the following actions as per latest policies of the University, namely:-
 - (i) issues warning to the student;
 - (ii) place student on probation;
 - (iii) recommend relegation of student to next junior class; or
 - (iv) recommend withdrawal of the student from the University.

(2) The warning and probation orders are issued by the Deputy Controller of Examination of respective college/institute/centre. One copy of the order is placed in the student's file for record and one copy each is sent to the parent/guardian and student's tutor.

4. **Warning**

- (a) **Definition.-** “warning” means a written cautionary statement issued to a student who qualifies to continue his studies despite minor deficiencies in some course so as to make him conscious of the weakness and advise him to work hard during the semester under progress.
- (b) **Policy.-** A student is placed on warning under any of the following conditions as per latest policies of the University :-
 - (i) first Semester GPA is equal to or more than 1.90 but less than 2.00 and the student has not obtained ‘F’ grade in any subject ; or
 - (ii) second semester onwards, Semester GPA is equal to or more than 1.90 but less than 2.0 without any ‘F’ grade, provided the CGPA is more than or equal to 2.00 and the student does not qualify for probation, relegation, withdrawal; or
 - (iii) third semester onwards, major field CGPA is between 1.90 and 2.00 (for CAE only).
- (c) **Compulsions.-** While on warning, a student is to,-
 - (i) contact concerned faculty for guidance; and
 - (ii) keep a complete record of the semester work comprising home assignments, laboratory reports, quizzes, mid semester/one hour tests and the marks obtained.

5. **Probation**

- (a) **Definition .-** A student is said to be on probation if he is deficient in academic standards to the extent that he is likely to be relegated/withdrawn and is allowed to continue studies for one semester.

- (b) **Policy.** - A student is placed on academic probation as per latest policies of the university under any of the following conditions if,-
- (i) first Semester GPA is equal to or more than 1.5 but less than 1.9 without any 'F' grade; or
 - (ii) CGPA at the end of second semester is more than 1.50 but less than 2.00 and he does not qualify for relegation/withdrawal; or
 - (iii) third semester onwards, CGPA is less than 2.00; or
 - (iv) he receives 'F' grade(s) and does not qualify for relegation/ withdrawal; or
 - (v) third semester onwards, major field CGPA is below 1.90 (for CAE only); and
 - (vi) **for CAE only**
 - (a) a student may be allowed to avail a maximum of two probations and one relegation during his entire stay at CAE, provided a probation is not consecutively following the relegation;
 - (b) a student who has not been relegated may be allowed to avail a maximum of three probations during his entire stay at CAE;
 - (c) a student who fails to get a minimum Cum/MF GPA 2.00 after relegation shall not be allowed to continue further studies at CAE;
 - (d) a student with MF GPA less than 2.00 after the 7th Semester shall not be allotted the project till the time he clears his deficiency, if permissible under the rules, otherwise he shall be withdrawn from further training at CAE.
- (c) **Compulsions.**- While on probation, a student shall:-
- (i) contact concerned faculty for guidance; and
 - (ii) keep a complete record of the semester work comprising home assignments, laboratory reports, quizzes, mid semester/one hour tests, and the marks obtained.

6. **Relegation**

- (a) **Definition.**- "relegation" means that the student is asked to join the next junior class.
- (b) **Policy.**- Faculty Board of Studies shall recommend and qualify a relegation as under (as per latest policies of the University), namely :-

- (i) relegation on academic grounds;
 - (ii) relegation on medical grounds;
 - (iii) relegation on disciplinary grounds;
 - (iv) relegation on prolonged absence; or
 - (v) relegation on military training grounds.
- (c) A student is recommended for relegation by the Faculty Board of Studies for approval by Main Office, NUST in case of NUST students and by respective HQs/Directorates in case of military/paying cadets, subject to any of the conditions listed below, namely:-
- (i) if the first Semester GPA is between 1.00 and 1.50;
 - (ii) if the student's CGPA consistently remains below 2.00 for two consecutive semesters;
 - (iii) if the student has a total of 4 un-cleared 'F' grades at any particular time during the course of studies provided he does not earn the same in a single semester;
 - (iv) if the student fails in 3 courses in any one semester;
 - (v) if the student fails in repeat/retest of a failed course;
 - (vi) if the student fails to appear and clear the 'F' grades as decided by the Faculty Board of Studies without valid reasons;
 - (vii) on disciplinary grounds when recommended by respective Discipline Committee of college/institute/centre and Discipline Committee of NUST;
 - (viii) if overall attendance of the student in the college/institute/centre is below 75% in a semester on medical grounds or reasons beyond his control; or
 - (ix) if the student remains absent for more than thirty but less than forty five consecutive days without valid reasons.
- (d) If relegation is due to paragraph (ii) of clause (c) the student may be required to repeat both the semesters as decided by the college/institute/center FBS, otherwise he shall repeat the previous semester only.
- (e) In case of relegation on medical grounds or reasons beyond students' control as mentioned in paragraph (viii) of clause (c), on authorized grounds/sanctioned leave from competent authority, it shall be termed as a technical relegation and shall not involve penalties associated with normal relegation.
- (f) **Suspension Cum Relegation Due to Prolonged Absence.-** A student shall be suspended and relegated if he remains absent for more than 30 but less than forty five consecutive days without valid reasons under paragraph (ix) of clause

(c). The student shall be required to pay 10% of tuition fee during the period of suspension. Suspension of a student means that he shall not be allowed to attend the classes i.e. remaining portion of the semester after he reports back from prolonged absence.

- (g) the relegation of a military student on military training grounds would be considered as a “Technical Relegation” and shall not involve penalties associated with normal relegation.

7. **Withdrawal**

- (a) **Definition.** “withdrawal” means that a student is considered unsuitable for further studies at NUST and is withdrawn from the program.
- (b) **Policy.** A student is recommended for withdrawal as per latest policies of the University by the Faculty Board of Studies for approval by Main Office, NUST in case of NUST students and by respective Services HQ/ Directorates in case of military students, subject to any of the conditions listed below, namely:-
- (i) if the student has been previously relegated (not technical relegation) and earns another relegation;
 - (ii) if the student fails in 4 courses in any one semester;
 - (iii) if the student secures a minimum Semester GPA of 1.00 or less in the first semester;
 - (iv) if the student secures a CGPA of 1.5 or less at end of first two semesters;
 - (v) on disciplinary grounds when recommended by respective Discipline Committee of college/institute/centre and Discipline Committee of NUST; or
 - (vi) if the student remains absent for 45 or more consecutive days without valid reasons.

8. **Retest/repetition of Courses.-** In order to ensure that a student clears all prescribed courses and obtains a minimum CGPA of 2.0 which is a mandatory requirement to earn a NUST degree, retest/ repetition of courses is permitted as per the following rules, namely:-

- (a) **Retest of End Semester Examination.-** In case a failed subject is a prerequisite for a course in the following semester, the student may have the option to clear it through retest within first six academic weeks of the next semester. Such retest shall have the same weightage as that of actual End Semester Examination in that subject. Maximum achievable grade in this case is ‘D’. There shall be no extra coaching classes prior to such retest.
- (b) **Repetition of Course (s).-** A student may repeat a course under two circumstances i.e., to clear an ‘F’ Grade or to improve his CGPA. The student

shall be required to complete all formalities applicable to repetition of courses i.e., mid semester examination/one hour tests, projects, assignments, quizzes etc, and End Semester Examination. The student transcript shall show both old grade and new earned grade but the CGPA shall be based on new earned grade. The student shall also have to pay the prescribed tuition fee for the repeated course. Maximum achievable grade in this case is 'B'. Student who repeats a subject shall not be eligible for top student honours/awards even if he improves it and comes in that bracket after repeating it. It is the student's responsibility to clear the failed subjects within the prescribed time limits to avoid relegation due to accumulation of 'F' grades. The details of the circumstances under which a student may repeat a course are:-

- (i) **Clearance of 'F' Grade.** For a failed course which is not a pre-requisite for a subsequent course in the following semester, Faculty Board of Studies may decide for a retest or repetition of the course whenever offered subject to the availability of necessary resources/faculty. Retest shall be governed by clause (a). In case 'F' grade is awarded due to shortfall in attendance (less than 75% attendance) in a specific subject which is also a pre-requisite for a course in subsequent semester, the student shall have to clear it by repetition within first eight academic weeks of the next semester subject to availability of necessary resources/faculty. The minimum duration of a specially arranged repeat course shall not be less than eight weeks; or
- (ii) **Improvement of CGPA.-** A student may repeat the course in which he received the grade 'D' in order to improve his CGPA. Procedure for repeating a course shall be as under, namely:-
 - (a) the candidate shall apply to the HoD for permission to repeat a course. The case shall be presented before the FBS which may permit a student to repeat a course whenever offered subject to the availability of necessary resources/faculty;
 - (b) the student while repeating the course shall have to undergo all tests, quizzes, sessionals and final examination; and
 - (c) a student shall be allowed to repeat maximum of five courses during his entire programme apart from clearance of 'F' grade through repetition, if any.

Explanation:- Repetition of a failed course is granted by FBS subject to availability of necessary resources/faculty and shall not be used as a tool for avoiding relegation.

Note: The degree programme shall be considered complete on fulfillment of prescribed requirements of the degree, request of the student for final transcript / award of degree and formal notification by the Controller of Examinations.

9. **Freezing of Semester(s).**- Temporary Freezing up to one year from coursework may be allowed to students facing acute domestic problems/valid reasons subject to approval of Main

Office, NUST on the positive recommendations of the respective Faculty Board of Studies. The rules pertaining to technical suspension shall be applied. During the period, the student shall be required to pay 50% of tuition fee for each semester to continue his registration with NUST. Out of this half of the fee (25% of fee per month) will be credited back to the student upon rejoining the programme after suspension.

AWARD OF BACHELORS' DEGREE AND ACADEMIC DEFICIENCIES FOR BACHELOR STUDENTS (For MCE, MCS & College of E&ME - Service Students Only)

1. **Award of Bachelors' Degree.-** (1) The (NUST), on recommendations of the Faculty Board of Studies of the constituent colleges/institutes/centres, awards undergraduate degree to the students who satisfy the following conditions, namely:-

- (a) have completed prescribed credit hours, and as per approval of Pakistan Engineering Council (PEC)/Higher Education Commission (HEC) for each programme for bachelors' degree; and
- (b) have achieved a minimum CGPA of 2.00 with a minimum of 'C' grade in project work for BE/BIT.

(2) The degrees will reflect CGPA earned by the student during the degree programme.

2. **Academic Deficiencies.-** A student who obtains one or more of the following grades in semester final result is considered academically deficient, namely:-

- (a) an 'F' grade in any course;
- (b) Semester GPA less than 2.00;
- (c) CGPA less than 2.00;
- (d) 'I' (Incomplete) grade in any course; and

3. **Disposal of Academically Deficient Students.-** (1) The cases of academically deficient students shall be disposed off initially by the Departmental Board of Studies (DBS) and subsequently by the Faculty Board of Studies (FBS) of the respective institution in the following manner, namely:-

- (a) The DBS shall review the end semester results of deficient students and recommend any one of the following actions to the FBS, namely:-
 - (i) warning;
 - (ii) probation;
 - (iii) suspension; or
 - (iv) withdrawal;
- (b) the FBS of the institution upon receipt of recommendations from the concerned DBS, shall be convened as soon as possible but not later than the first two weeks of the next semester; and

(c) the FBS shall consider each case individually and take one of the following actions as per latest policies of the University, namely:-

- (i) issue warning to the student;
- (ii) place the student on probation;
- (iii) recommend suspension; or
- (iv) recommend withdrawal from the University.

(2) The warning and probation orders shall be issued by the Deputy Controller of Examination of the respective institution. One copy of the order shall be placed in the student's file for record and one copy each shall be sent to the parent/guardian and student's tutor.

4. **Warning**

(a) **Definition.-** “warning” means a written cautionary statement issued to a student who qualifies to continue his studies despite minor deficiencies in some courses so as to make him conscious of the weakness and advise him to work hard during the semester under progress.

(b) **Policy.-** A student shall be placed on warning under the following condition as per the latest policies of the University :-

- (i) Semester GPA of the student is less than 2.00 or he earns F grade (s) in a course (s) but does not qualify for probation / withdrawal.

(c) **Compulsions.-**While on warning, a student is to,-

- (i) contact concerned faculty for guidance; and
- (ii) keep a complete record of the semester work comprising home assignments, laboratory reports, quizzes, mid semester/one hour tests and the marks obtained.

5. **Probation**

(a) **Definition.-** A student is said to be on probation if he is deficient in academic / discipline standards but is allowed to continue studies.

(b) **Policy.-** A student shall be placed on academic probation under the following conditions:

- (i) His CGPA is less than 2.00 and he does not qualify for withdrawal. This clause will not be applicable to the first semester; and
- (ii) On disciplinary grounds when recommended by the respective college.

- (c) **Compulsions.-** While on probation, a student shall:-
 - (i) Contact concerned faculty for guidance; and
 - (ii) Keep a complete record of the semester work comprising home assignments, laboratory reports, quizzes, mid semester/one hour tests and the marks obtained.

6. **Suspension**

- (a) **Definition.-** “suspension” means that a student is not allowed to continue regular academic activities for a specified time.
- (b) **Policy:-**Faculty Board of Studies shall recommend and qualify a suspension as under (as per latest policies of the University), namely :-
 - (i) Suspension on medical grounds;
 - (ii) Suspension on reasons beyond student’s control or on authorized grounds / sanctioned leave from competent authority.
- (c) A student may be recommended for suspension by the Faculty Board of Studies for approval by respective HQs / Directorates in case of Service Students, subject to the following condition listed below, namely:-
 - (i) If overall attendance of the student is below 75% in a semester on medical grounds or reasons beyond his control.
- (d) **Suspension of Registration.** Suspension of registration will not be applicable on Service students. They will be treated as per Service law.

7. **Withdrawal**

- (a) **Definition.** “withdrawal” means that a student is considered unsuitable for further studies at NUST and is withdrawn from the program.
- (b) **Policy.** A student is recommended for withdrawal as per latest policies of the University by the Faculty Board of Studies for approval by respective HQs / Directorates in case of Service students, subject to any of the conditions listed below, namely:-
 - (i) The student accumulates four or more ‘F’ grades. This clause will not be applicable to 7th and 8th semester in which NUST policy of seven or more ‘F’ grades will apply.
 - (ii) Earns three consecutive probations. This clause will not be applicable to 8th semester;
 - (iii) On disciplinary grounds when recommended by the respective college;

- (iv) Cannot complete degree requirements in five years (excluding duration of technical suspension, if any). However total duration including technical suspension will not exceed the maximum stipulated time of seven years;
- (v) Service student can be retained for one additional year in case of any deficiencies at the end of 8th semester. They will clear the deficiencies in summer semester. In case clearance of deficiencies (in summer semester) is not possible ONLY then the student will be retained for one additional year. In additional year the student will not only clear the deficiencies but will also improve the weaknesses (C or less grades).
- (vi) GPA falls below 1.50 with 2 or more 'F' grades at the end of 1st semester;
- (vii) On decision of GHQ due to service reasons.

Note: If a student is likely to be withdrawn on academic deficiencies, he will be duly warned and counseled, and his parents / units will be forewarned for intervention. Such communications will be duly recorded.

8. **Repetition of Course(s).**- (1) A student may repeat a course for the following reasons, subject to payment of prescribed tuition fee for the repeated course(s):

(a) **Clearance of F Grades.**

- (i) A student shall repeat a course to clear an F grade;
- (ii) It shall be the student's responsibility to clear the failed courses, subject to availability of resources at the respective institution and approval of Dean / Associate Dean / HoD;
- (iii) The student's transcript shall show both the old grade and the new earned grade but the CGPA will be based on the new earned grade;
- (iv) The student who repeats a course to clear a F grade shall not be eligible for academic honours / awards.

(b) **Improvement of CGPA.**- A student may repeat a course to improve his CGPA subject to the following provisions:-

- (i) The student shall register for the course(s) to be repeated after formal permission from the respective HoD;
- (ii) The terms and conditions of repeat courses shall be the same as per regular courses. The student transcript will show both the old grade and the new earned grade but his CGPA shall be based on the new earned grade;

- (iii) The student shall not be eligible for top academic honours / award based on a new earned grade(s);
 - (iv) The student shall not be allowed to improve his CGPA after completion of the degree.
- (2) **Retest of End Semester Examination.**-In case a failed subject is a pre-requisite for a course in the following semester, the student shall have to clear it through retest within first six academic weeks of the next semester. Such retest shall have the same weightage as that of actual End Semester Examination in that subject. Maximum achievable grade in this case shall be 'D'. There shall be no extra coaching classes prior to such retest.

Note: The degree program shall be considered complete on fulfillment of prescribed requirements of the degree, request of the student for final transcript / award of degree and formal notification by the Controller of Examinations.

9. **Deferment of Semester(s).**-Service students will not be entitled for deferment of semester(s)

**AWARD OF BACHELORS' DEGREE AND ACADEMIC DEFICIENCIES FOR
BACHELOR STUDENTS (For PNEC Service Officers Only)**

1. **Award of Bachelors' Degree.-** (1) The (NUST), on recommendations of the Faculty Board of Studies of the constituent colleges/institutes/centres, awards undergraduate degree to the students who satisfy the following conditions, namely:-

- (a) have completed prescribed credit hours, and as per approval of Pakistan Engineering Council (PEC)/Higher Education Commission (HEC) for each programme for bachelors' degree; and
- (b) have achieved a minimum CGPA of 2.00 with a minimum of 'C' grade in project work for BE/BIT.

(2) The degrees will reflect CGPA earned by the student during the degree programme.

2. **Academic Deficiencies.-** A student who obtains one or more of the following grades in semester final result is considered academically deficient, namely:-

- (a) an 'F' grade in any course;
- (b) Semester GPA less than 2.00;
- (c) CGPA less than 2.00;
- (d) 'I' (Incomplete) grade in any course; and

3. **Disposal of Academically Deficient Students.-** (1) The cases of academically deficient students shall be disposed off initially by the Departmental Board of Studies (DBS) and subsequently by the Faculty Board of Studies (FBS) of the respective institution in the following manner, namely:-

- (a) The DBS shall review the end semester results of deficient students and recommend any one of the following actions to the FBS, namely:-
 - (i) warning;
 - (ii) probation;
 - (iii) suspension; or
 - (iv) withdrawal;
- (b) the FBS of the institution upon receipt of recommendations from the concerned DBS, shall be convened as soon as possible but not later than the first two weeks of the next semester; and

(c) the FBS shall consider each case individually and take one of the following actions as per latest policies of the University, namely:-

- (i) issue warning to the student;
- (ii) place the student on probation;
- (iii) recommend suspension; or
- (iv) recommend withdrawal from the University.

(2) The warning and probation orders shall be issued by the Deputy Controller of Examination of the respective institution. One copy of the order shall be placed in the student's file for record and one copy each shall be sent to the parent/guardian and student's tutor.

4. **Warning**

(a) **Definition.-** “warning” means a written cautionary statement issued to a student who qualifies to continue his studies despite minor deficiencies in some courses so as to make him conscious of the weakness and advise him to work hard during the semester under progress.

(b) **Policy.-** A student shall be placed on warning under the following condition as per the latest policies of the University :-

- (i) Semester GPA of the student is less than 2.00 or he earns F grade (s) in a course (s) but does not qualify for probation / withdrawal.

(c) **Compulsions.-**While on warning, a student is to,-

- (i) contact concerned faculty for guidance; and
- (ii) keep a complete record of the semester work comprising home assignments, laboratory reports, quizzes, mid semester/one hour tests and the marks obtained.

5. **Probation**

(a) **Definition.-** A student is said to be on probation if he is deficient in academic standards but is allowed to continue studies.

(b) **Policy.-** A student shall be placed on academic probation under the following conditions:

- (i) His CGPA is less than 2.00, and he does not qualify for withdrawal. This clause will not be applicable to the first semester; and

- (ii) On disciplinary grounds when recommended by the respective discipline committee of the institution and the discipline committee of NUST.
- (c) **Compulsions.-** While on probation, a student shall:-
 - (i) contact concerned faculty for guidance; and
 - (ii) keep a complete record of the semester work comprising home assignments, laboratory reports, quizzes, mid semester/one hour tests, and the marks obtained.

6. Suspension

- (a) **Definition.-** “suspension” means that a student is not allowed to continue regular academic activities for a specified time.
- (b) **Policy.-** Faculty Board of Studies shall recommend and qualify a suspension as under (as per latest policies of the University), namely :-
 - (i) suspension on disciplinary grounds;
 - (ii) suspension on medical grounds;
 - (iii) suspension on prolonged absence or
 - (iv) suspension on reasons beyond student’s control or on authorized grounds / sanctioned leave from competent authority.
- (c) A student may be recommended for suspension by the Faculty Board of Studies for approval by respective HQs / Directorates in case of Service Students, subject to any of the conditions listed below, namely:-
 - (i) on disciplinary grounds when recommended by the Discipline Committee of the respective institution and the Discipline Committee of the University.
 - (ii) if overall attendance of the student is below 75% in a semester on medical grounds or reasons beyond his control; or
 - (iii) if the student remains absent for more than thirty but less than forty-five consecutive days without valid reasons;

Note: During the period of suspension given at 44(b) the student will be required to pay 25% tuition fee (non-refundable).

- (d) **Suspension of Registration.** Service students will not be entitled for Suspension of Registration.

7. **Withdrawal**

- (a) **Definition.** “withdrawal” means that a student is considered unsuitable for further studies at NUST and is withdrawn from the programme.
- (b) **Policy.** A student is recommended for withdrawal as per latest policies of the University by the Faculty Board of Studies for approval by Main Office, NUST in case of NUST students / Paying Cadets, subject to any of the conditions listed below, namely:-
 - (i) the student accumulates 5 or more F grades or earns 4 F grades in one semester in case of Service service student);
 - (ii) earns four consecutive probations;
 - (iii) on disciplinary grounds when recommended by the respective Discipline Committee of the institution and the Discipline Committee of NUST;
 - (iv) cannot complete his degree requirements within the maximum stipulated time of seven years, even if he utilizes the summer semester. Such like cases will be recommended by the respective FBS and referred to the Registrar Directorate for approval.
 - (v) A student who remains absent for more than 45 days without valid reasons, but does not qualify for suspension of registration.

Note: Cannot complete his degree requirements on completion of prescribed degree programme at PNEC, even if he avails and utilizes a following Spring or Fall Semester. Such cases on the recommendation of Faculty Board of Studies (FBS), will be allowed a maximum period 06 months at the end of BE programme to clear all ‘F/W’ grades as long as it does not exceed the maximum period of 7 years. Furthermore, PN Officers who exhaust all provision to clear F/W grades including extended time of 06 months after last term of BE degree, are to be withdrawn from NUST programme.

8. **Repetition of Course(s).**- (1) A student may repeat a course for the following reasons, subject to payment of prescribed tuition fee for the repeated course(s):

- (a) **Clearance of W / F Grades.**
 - (i) A student shall repeat a course to clear an F / W grade;
 - (ii) It shall be the student’s responsibility to clear the failed / dropped courses, subject to availability of resources at the respective institution and approval of Dean / Associate Dean / HoD;
 - (iii) The student’s transcript shall show both the old grade and the new earned grade but the CGPA will be based on the new earned grade;

- (iv) The student who repeats a course to clear a W/F grade shall not be eligible for academic honours / awards.
- (b) **Improvement of CGPA.-** A student may repeat a course to improve his CGPA subject to the following provisions:
 - (i) The student shall register for the course(s) to be repeated after formal permission from the respective HoD;
 - (ii) The terms and conditions of repeat courses shall be the same as per regular courses. The student transcript will show both the old grade and the new earned grade but his CGPA shall be based on the new earned grade;
 - (iii) The student shall not be eligible for top academic honours / award based on a new earned grade(s);
 - (iv) The student shall not be allowed to improve his CGPA after completion of the degree.

(2) **Retest of End Semester Examination.-**In case a failed subject is a pre-requisite for a course in the following semester, the student shall have to clear it through retest within first six academic weeks of the next semester. F Grade awarded to a student on the basis of academic failure is only eligible to appear in the retest, whereas, F Grade awarded on the basis of low attendance is not qualified to appear in the retest. Such retest shall have the same weightage as that of actual End Semester Examination in that subject. Maximum achievable grade in this case shall be 'D'. There shall be no extra coaching classes prior to such retest.

Note: The degree programme shall be considered complete on fulfillment of prescribed requirements of the degree, request of the student for final transcript / award of degree and formal notification by the Controller of Examinations.

9. **Deferment of Semester(s).**-Service students will not be entitled for deferment of Semester(s).