

Hostel Allotment Policy

1. **Introduction.** NUST hostels have been established for the outstation national and international students. Hostels are providing a hygienic and pleasant environment and are equipped with all amenities for standard living. Seventeen hostels have been built in the main campus of NUST (11 for male and 6 for female) with the capacity to accommodate 4719 students. Hostel accommodation will be allotted to outstation students only who get admission in any School/Institute at NUST Main Campus Islamabad.
2. Students are required to apply online on the prescribed form available at (www.nust.edu.pk) or at the time of NET or both. Hostel accommodation will be allotted as per allotment Policy depending on the availability of seats, as per the instructions delineated in succeeding paras.
3. **Eligibility Criteria.** Students registered for statutory courses in the University (Islamabad Campus only) will be eligible to avail the facility of NUST Hostels.
4. **Priority of Allotment**
 - a. Disabled/special students
 - b. Wards of Shuhada and orphans
 - c. Overseas (after provision of the residential proof i.e., residency, Iqama, passports, etc.)
 - d. Students from far-flung areas:
 - (1) Balochistan
 - (2) Sindh
 - (3) FATA
 - (4) Gilgit Baltistan
 - (5) Southern Punjab (Bahawalpur, Bahawalnagar, D.G Khan, Layyah, Rahim Yar Khan, Rajanpur)
 - (6) Azad Jammu and Kashmir (Athmuqam, Hattian Bala, Haveli /Kahuta)
 - (7) Khyber Pakhtunkhwa (D.I. Khan, Chitral, etc.)

- e. **Priority – 1.** As a matter of principle, allocation of Hostel to the waiting list of last year takes priority overall.
 - f. **Priority – 2.** The second priority shall be given to the students, who fall in para 4 a to d above and fall in the first merit list.
 - g. **Priority – 3.** Third priority shall be given to the students as per their position in the merit list after excluding priorities 1 & 2.
5. **Freezing Cases (Deferment).** Any hostelite who cannot continue his/her studies due to domestic/medical issues can re-join the hostel in the next semester, subject to the permission of Registrar Dte to the fact that students have been allowed to continue his/her studies.
6. **Compassionate Grounds**
- a. **Medical Cases.** Will be decided on a case-to-case basis. A student desirous for hostel accommodation on medical grounds must submit medical documents along with the hostel admission form. The hostel branch will forward the case to Medical Dte for opinion.
 - b. **Need-based Cases.** Students who are unable to afford accommodation charges due to financial issues can apply through University Advancement Office (UAO) when they are enrolled in the University, provided they fit into the eligibility/priority criteria.
 - c. Relocation/posting of parents
7. **Ineligibility Criteria**
- a. Residents of Islamabad / Rawalpindi and nearby areas (including the students of Ph.D. and SAT International)
 - b. Expelled students from NUST
 - c. Having completed the Degree
8. **Duration of Students Stay.** Stay of the Students, who are granted admission in the hostels in H-12 Campus, will be strictly as follows:
- a. BS Programmes (4 years except for B. Architecture – SADA & LLB – S³H i.e., 5 years)
 - b. MS Programmes (2 years)
 - c. Ph.D. (3 years)

Note: No extension will be granted.

9. **Extension.** Following cases may also be considered:

- a. Genuine medical issues (Submission of Medical Documents with prior recommendation of NMC).
- b. **Exchange Programme.** The hostelites who are offered an exchange programme in Foreign Universities will be given an extension in case their required courses are not run/offered during Summer vacations or during regular semesters. Confirmation to this effect will be sought from Registrar Dte and the case will be forwarded for Rector's approval.
- c. Compassionate grounds (case-to-case basis)
- d. Overseas students

Note: All such cases will be processed for Rector's approval.

10. Extension will not be granted to the students who have obtained **F** grades/Low grades/repeat courses/short attendance.

11. **Temporary Hostel Allotment.** Temporary allotment facility will be provided only to students who are currently registered on the main campus of NUST, depending on the availability of accommodation. Students applying for a shorter duration (not more than a week) will be granted permission to avail of the facility on a case-to-case basis. The application form is available in the Hostels Branch Office that must carry the signature of parents (Father/Mother/Guardian). Hostels Administration reserves the right to extend his/her temporary allotment stay that will be dependent on a case-to-case basis. Hostel Rules will be followed by temporary students in the true spirit.

12. The Hostel allotment policy will be implemented with immediate effect.

Note: *Hostel Accommodation will stand cancelled (in addition to a levy of fine) if any resident shares false information for availing hostel accommodation, or is involved in a discipline case which warrants expulsion e.g., involvement in drugs, any undesired activity prejudice to the established norms of decency, brawl/fight, etc. Instructions mentioned in the handbook will only be considered in normal conditions, in case of any force majeure NUST holds the right to amend any clause in the best interest of students and university.*

Annex D
to Para 30 to Chapter 12

NUST Hostel Rules Awareness Certificate

Name: _____

Father's/Guardian's Name: _____

School: _____

Discipline: _____

Hostel: _____

Room No: _____

It is certified that NUST Hostel Rules have been read by the undersigned. I would follow these rules in true letter & spirit and hostel administration may take disciplinary action against me on violation. I understand that hostel administration reserves the right to change the room and hostel at any time. Besides the hostel administration can use temporarily vacated accommodation by me as per NUST requirements.

Date: _____

Student Signature

Counter Sign By

Date: _____

Father / Mother / Guardian

Name: _____

CNIC No: _____

Annex E

UNDERTAKING (By the Student & Parent/Guardian)

I, _____ son / daughter / ward of _____

_____, student of _____

programme, hereby certify that I have read the instructions carefully given in Handbook and

that during my stay at NUST, I shall be responsible to abide by the rules/regulations mentioned therein. I understand that I will be liable to appropriate disciplinary action for any misconduct or misbehaviour. I hereby declare that all my academic documents (including Matric / FA, FSc results, equivalence) are complete and correct as per eligibility criteria; if found incorrect at any stage, the University has the right to cancel admission/take strict disciplinary action against me.

Name of the Student: _____

CNIC No: _____

Signature: _____

Countersigned by Parents/Guardian

Signature: _____ Signature: _____

Name: _____ Name: _____

CNIC No: _____ CNIC No: _____

Date: _____ Date: _____

Address: _____

(Note: Please deposit this certificate duly completed to the school administration).

Annex F

Para 26 b to Chapter 11

UNDERTAKING Drug and Tobacco Awareness Certificate (By the Student & Parent/Guardian)

Roll number/ Registration Number _____

Program Title _____

Name _____

CNIC/CRC Number _____

Contact Number _____

Father/ Guardian's Name _____

Father/ Guardian's Contact Number _____

Gender _____

Date of Birth _____

Mark of Identification _____

Blood Group _____

Any Disability _____

Any Existing Medical Problem or Mental-Health Issues _____

Taking any Medicine on a Regular Basis (if yes, please give details) _____

I _____ son / daughter of _____ certify that I am/shall not be involved in any kind of drug abuse (bringing into the campus/consuming or encouraging consumption of drug and narcotics substances) or the unlawful use of tobacco products at the Higher Education Institute (HEI). The HEI is authorized to examine me for drug abuse at any time and to take any measure to ensure the implementation of its policies. Moreover, parents will be informed if I will be involved in any drug/tobacco-related unlawful activity. Further, I have read and am aware of the provisions of the Higher Education Commission's Policy on Drug and Tobacco Abuse in Higher Education Institutions.

Signature

Signature of Father / Guardian (for Students)

Dated: _____ Dated: _____

Note: Please submit this undertaking form to the concerned office after joining the HEI. For current Members of the HEI, please submit in accordance with the timelines prescribed by the HEI.

Annex G
Para 26 b to Chapter 11

UNDERTAKING Drug and Tobacco Awareness Certificate (By the Faculty & Staff)

Name: _____

Designation _____

Department _____

CNIC/CRC Number _____
Contact Number _____
Gender _____
Date of Birth _____
Mark of Identification _____
Blood Group _____
Any Disability _____
Any Medical Problem or Mental-Health Issues _____
Taking any Medicine on a Regular Basis (if yes, please give details) _____

I _____ son / daughter of _____ certify
that I am/shall not be involved in any kind of drug abuse (bringing into the campus/consuming
or encouraging consumption of drug and narcotics substances) or the unlawful use of tobacco
products at the Higher Education Institute (HEI). The HEI is authorized to examine me for drug
abuse at any time and to take any measure to ensure the implementation of its policies.
Further, I have read and am aware of the provisions of the
Higher Education Commission's Policy on Drug and Tobacco Abuse in Higher Education
Institutions.

Signature

Dated: _____

Note: Please submit this undertaking form to the concerned office after joining the HEI. For
current Members of the HEI, please submit in accordance with the timelines prescribed by the
HEI.