

### GUIDELINES FOR STUDENTS

> List of Office bearers and their contact details is given below. All students are advised to contact the concerned officer / Faculty Member whenever they face any problem or need assistance.

Ser	Nature of Work	Focal Person / Office	Tel Number	Email
1.	Deposit of original documents on joining	Exam Branch - Mr. Faiz Ullah Khan Khurram	051-9085 5555	dycontrollerexams@_sns.nust.edu.pk studentcoord@sns.nust.edu.pk (PG) exam.br@sns.nust.edu.pk (UG)
2.	Transcript / Degree			
3.	Thesis Defence			
4.	Return of documents on completion of degree/withdrawal etc			
5.	Convocation			
6.	Financial Assistance (UG) on CGPA Basis			
7.	Security refund			
8.	Equivalence Certificate			
9.	Date Sheet			
10.	GEC Form Submission			
11.	Suspension, Freeze of Semester/Withdrawal	Concerned HoD	051-9085-5588 & 5578	mrehman@sns.nust.edu.pk (HoD Math)
12.	Issuance of Temporary Card / Permanent Card		051-9085-5599 & 5573	syedrizwan@sns.nust.edu.pk (HoD Physics)
13.	Issuance of NUST Card on change of status		051-9085-5596 & 5609	manzar.sohail@sns.nust.edu.pk (HoD Chem)
14.	Medium of Instruction Certificate / English Proficiency Certificate			
15.	Bonafide Student Certificate			
16.	Character Certificate			
17.	Issuance of Student Locker			
18.	Change of Discipline / Program			
19.	Deposit of pictures, med certificate, surety bound affidavit at admission			
20.	Registration on Galam		Manager Progm Coord - Mr Adeel Ur Rehman	051-9085 5561
21.	Timetable			
22.	Creation of students email group			
23.	Registration of Courses / University Minor			
24.	Preparation of new students account on Calam / Microsoft LMS			

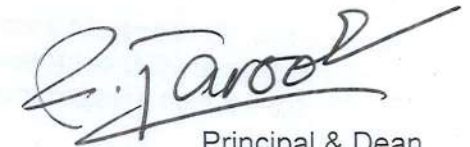
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25.	Scholarship Information (All Kinds) / Deposit of Scholarship forms	Dr. Muhammad Asif Farooq	051-9085-5594	asif.farooq@sns.nust.edu.pk
26.	Application for Payment of tuition fee through instalment/fee deferment			
27.	General guideline on Academic or personal issues	Incharge Student Affairs (UG) - General Guidance - Dr. Saadi Ishaq	051-9085 5576	saadiishaq@sns.nust.edu.pk
		Incharge Student Affairs (PG) - Dr. Tahir Mehmood	051-9085 5589	tahir.mehmood@sns.nust.edu.pk
28.	Tuition fee matters (Anomalies etc)	Accounts Branch	051-9085-5559	accountsofficer@sns.nust.edu.pk
29.	All kind of payments		051-9085-5565	accounts.assistant@sns.nust.edu.pk
30.	IT Support/ Wi-Fi / internet	IT Branch. (Dr. Firdos Khan / Mr. Yasir Mehboob)	051-9085-5602 051-9085-5558	firdos.khan@sns.nust.edu.pk (IT Incharge) it@sns.nust.edu.pk (Staff)
31.	Sports matters	Dr. Ahmad Javid	051-9085-5586	ahmad.javid@sns.nust.edu.pk
32.	FICS Coordinator	Dr. Faisal Munir Bhutta	051-9085-5611	faisal.munir@sns.nust.edu.pk
33.	Deposit of NUST Card on completion of course / withdrawal from program etc	Adm & Coord Office / DD Adm & Coord	051-9085-5562 051-9085-5563 051-9085-5557	ddadmin@sns.nust.edu.pk
34.	NUST Hostel Matters			
35.	All Administrative Matters / Hostel Issues			
36.	Reimbursement of Medical Bills of emergency treatment/referred by NMC			
37.	Water/building issue			
38.	Purchase of consumable lab items			
39.	Application for Students Research Fund / FYP funds	Concerned Supervisor		
40.	Application for publication award / Article processing charges	HoD Research	051-9085-5601	adil.mansoor@sns.nust.edu.pk
41.	Students' Grievances	Dr. Muhammad Ishaq	051-9085 5591	mishaq@sns.nust.edu.pk
42.	Disciplinary matters	Dr. Shahid Iqbal	051-9085 5607	siqbal@sns.nust.edu.pk
43.	Inspection of purchased items	Dr. Muhammad Arfan	051- 9085 5598	marfan@sns.nust.edu.pk
44.	Institutional Focal Person for Internationalization (IFPIs)	Dr. Noraiz Tahir	0335-6650495	noraiz.tahir@sns.nust.edu.pk
45.	Alumni matters	Dr. Hafiz Muhammad Fahad	051-9085 5579	hm.fahad@sns.nust.edu.pk
46.	Physics & Astronomy Society	Dr. Noraiz Tahir	051-9085 5577	Noraiz.tahir@sns.nust.edu.pk

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47.	NUST Trekking Club	Dr. Fahad Azad	051-9085 5587	<a href="mailto:fahad.azad@sns.nust.edu.pk">fahad.azad@sns.nust.edu.pk</a>
48.	NUST Chess Club	Dr. Rizwan UI Haq	051-9085 5604	<a href="mailto:Dr.rizwanulhaq@sns.nust.edu.pk">Dr.rizwanulhaq@sns.nust.edu.pk</a>
49.	FYP Coordinators	Chemistry: Dr. Fayaz Ali Maths: Dr. Matloob Anwar Physics: Dr. Faheem Amin	0333-9876522 051-9085 5583 051-9085 5584	<a href="mailto:fayaz.ali@sns.nust.edu.pk">fayaz.ali@sns.nust.edu.pk</a> <a href="mailto:manwar@sns.nust.edu.pk">manwar@sns.nust.edu.pk</a> <a href="mailto:faheemamin@sns.nust.edu.pk">faheemamin@sns.nust.edu.pk</a>
50.	SNS Labs Clearance	Dr. Syed Rizwan Hussain	051-9085 5599	<a href="mailto:syedrizwan@sns.nust.edu.pk">syedrizwan@sns.nust.edu.pk</a>



Principal & Dean  
(Prof. Rashid Farooq)  
WhatsApp: 03445173663

Case. SNS/Adm/ dated 22 Sep  
2025

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