

**SNS - Office Bearers Contact Directory**

Dear Students:

Please find below the contact details of the Office Bearers of SNS. **Whenever you face any problem or have a query, your first point of contact must be the relevant Office Bearer.** They can be reached by email or phone to get your matter resolved promptly. The Principal and Dean may also be contacted at any time as required. Following this channel will ensure timely and proper assistance.: -

| Ser | Nature of Work                                                            | Focal Person / Office Bearer              | 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<br><a href="mailto:studentcoord@sns.nust.edu.pk">studentcoord@sns.nust.edu.pk</a> (PG)<br>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                             | 051-9085-5591 & 5578 | <a href="mailto:mishaq@sns.nust.edu.pk">mishaq@sns.nust.edu.pk</a><br>(HoD Math)                                                                          |
| 12. | Issuance of Temporary Card / Permanent Card                               |                                           | 051-9085-5599 & 5573 | <a href="mailto:syedrizwan@sns.nust.edu.pk">syedrizwan@sns.nust.edu.pk</a><br>(HoD Physics)                                                               |
| 13. | Issuance of NUST Card on change of status                                 |                                           | 051-9085-5601 & 5609 | <a href="mailto:adil.mansoor@sns.nust.edu.pk">adil.mansoor@sns.nust.edu.pk</a><br>(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 Qalam                                                      | Manager Progm Coord - Mr Adeel Ur Rehman                                                                                         | 051-9085 5561                                   | <a href="mailto:progcoord@sns.nust.edu.pk">progcoord@sns.nust.edu.pk</a><br><a href="mailto:mahfooz.hussain@sns.nust.edu.pk">mahfooz.hussain@sns.nust.edu.pk</a>                   |
| 21. | Timetable                                                                  |                                                                                                                                  |                                                 |                                                                                                                                                                                    |
| 22. | Creation of students email group                                           |                                                                                                                                  |                                                 |                                                                                                                                                                                    |
| 23. | Registration of Courses / University Minor                                 |                                                                                                                                  |                                                 |                                                                                                                                                                                    |
| 24. | Preparation of new students account on Qalam / Microsoft LMS               |                                                                                                                                  |                                                 |                                                                                                                                                                                    |
| 25. | Scholarship Information (All Kinds) / Deposit of Scholarship forms         | Dr. Muhammad Asif Farooq                                                                                                         | 051-9085-5594                                   | <a href="mailto:asif.farooq@sns.nust.edu.pk">asif.farooq@sns.nust.edu.pk</a>                                                                                                       |
| 26. | General guidance on Academic or personal issues, CR, GR matters            | Incharge Student Affairs (UG) - General Guidance - Dr. M. Kashif Majeed<br><br>Incharge Student Affairs (PG) - Dr. Tahir Mehmood | 051-9085 5639<br><br>051-9085 5589              | Kashif.majeed@sns.nust.edu.pk<br><br>tahir.mehmood@sns. <a href="http://nust.edu.pk">nust.edu</a> .pk                                                                              |
| 27. | Tuition fee matters (Anomalies etc)                                        | Accounts Branch                                                                                                                  | 051-9085-5559<br>051-9085-5565                  | <a href="mailto:accountsofficer@sns.nust.edu.pk">accountsofficer@sns.nust.edu.pk</a><br><a href="mailto:accounts.assistant@sns.nust.edu.pk">accounts.assistant@sns.nust.edu.pk</a> |
| 28. | Application for Payment of tuition fee through instalment                  |                                                                                                                                  |                                                 |                                                                                                                                                                                    |
| 29. | All kind of payments                                                       |                                                                                                                                  |                                                 |                                                                                                                                                                                    |
| 30. | IT Support/ Wi-Fi / internet                                               | IT Incharge. (Dr. Tooba Feroze / Mr. Yasir Mehboob)                                                                              | 051-9085-5602<br>051-9085-5558                  | tferoze@sns.nust.edu.pk (IT Incharge)<br><a href="mailto:it@sns.nust.edu.pk">it@sns.nust.edu.pk</a> (Staff)                                                                        |
| 31. | Sports matters                                                             | Dr. Ahmad Javid                                                                                                                  | 051-9085-5586                                   | <a href="mailto:ahmad.javid@sns.nust.edu.pk">ahmad.javid@sns.nust.edu.pk</a>                                                                                                       |
| 32. | FICS Coordinator                                                           | Dr. Faisal Munir Bhutta                                                                                                          | 051-9085-5611                                   | faisal.munir@sns. <a href="http://nust.edu.pk">nust.edu</a> . pk                                                                                                                   |
| 33. | Deposit of NUST Card on completion of course / withdrawal from program etc | Adm & Coord Office / DD Adm & Coord                                                                                              | 051-9085-5562<br>051-9085-5563<br>051-9085-5557 | <a href="mailto:ddadmin@sns.nust.edu.pk">ddadmin@sns.nust.edu.pk</a>                                                                                                               |
| 34. | NUST Hostel Matters                                                        |                                                                                                                                  |                                                 |                                                                                                                                                                                    |
| 35. | All Administrative Matters                                                 |                                                                                                                                  |                                                 |                                                                                                                                                                                    |
| 36. | Reimbursement of Medical Bills of emergency treatment/referred by NMC      |                                                                                                                                  |                                                 |                                                                                                                                                                                    |
| 37. | Water supply/building issues                                               |                                                                                                                                  |                                                 |                                                                                                                                                                                    |
| 38. | Lab Consumables                                                            | Concerned Lab Incharge                                                                                                           |                                                 |                                                                                                                                                                                    |
| 39. | Application for Students Research Fund / FYP funds                         | Concerned Supervisor                                                                                                             |                                                 |                                                                                                                                                                                    |
| 40. | Application for publication award / Article processing charges             | HoD Research                                                                                                                     | 051-9085-5575                                   | Mudassir.iqbal@sns.nust.edu.pk                                                                                                                                                     |

|     |                                                             |                                                                                                  |                                                |                                                                                                                                                                                                                                                |
|-----|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 41. | Students' Grievances Committee President                    | Dr. Muhammad Ali Paracha                                                                         | 051-9085 5603                                  | <a href="mailto:aliparacha@sns.nust.edu.pk">aliparacha@sns.nust.edu.pk</a>                                                                                                                                                                     |
| 42. | SNS Discipline Committee President                          | Dr. Shahid Iqbal                                                                                 | 051-9085 5607                                  | <a href="mailto:siqbal@sns.nust.edu.pk">siqbal@sns.nust.edu.pk</a>                                                                                                                                                                             |
| 43. | SNS Inspection Committee President                          | Dr. Muhammad Arfan                                                                               | 051- 9085 5598                                 | <a href="mailto:marfan@sns.nust.edu.pk">marfan@sns.nust.edu.pk</a>                                                                                                                                                                             |
| 44. | Institutional Focal Person for Internationalization (IFPIs) | Dr. Noraiz Tahir                                                                                 | 0335-6650495                                   | <a href="mailto:noraiz.tahir@sns.nust.edu.pk">noraiz.tahir@sns.nust.edu.pk</a>                                                                                                                                                                 |
| 45. | Alumni matters                                              | Dr. Firdos Khan                                                                                  | 051-9085 5610                                  | <a href="mailto:firdos.khan@sns.nust.edu.pk">firdos.khan@sns.nust.edu.pk</a>                                                                                                                                                                   |
| 46. | Physics & Astronomy Society                                 | Dr. Noraiz Tahir                                                                                 | 051-9085 5577                                  | <a href="mailto:Noraiz.tahir@sns.nust.edu.pk">Noraiz.tahir@sns.nust.edu.pk</a>                                                                                                                                                                 |
| 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 Ul 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. S Shoaib Ahmad Shah<br>Maths: Dr. Matloob Anwar<br>Physics: Dr. Tajamal H Khokhar | 0519085 5592<br>051-9085 5583<br>051-9085 5597 | <a href="mailto:Shoaib.ahmad@sns.nust.edu.pk">Shoaib.ahmad@sns.nust.edu.pk</a><br><a href="mailto:manwar@sns.nust.edu.pk">manwar@sns.nust.edu.pk</a><br><a href="mailto:tajammal.khokhar@sns.nust.edu.pk">tajammal.khokhar@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>                                                                                                                                                                     |
| 51. | SNS Ethics Committee head                                   | Dr. Manzar Sohail                                                                                | 051-9085 5596                                  | <a href="mailto:Manzar.sohail@sns.nust.edu.pk">Manzar.sohail@sns.nust.edu.pk</a>                                                                                                                                                               |
| 52. | Student Internship & Industry Liaison Committee`            | Dr. Shahid Iqbal                                                                                 | 051 0985 5607                                  | <a href="mailto:Siqbal@sns.nust.edu.pk">Siqbal@sns.nust.edu.pk</a>                                                                                                                                                                             |
| 53. | Harassment Compliant Cell (HCC) Head                        | Dr. Tooba Feroze                                                                                 | 051-9085 5581                                  | <a href="mailto:tferoze@sns.nust.edu.pk">tferoze@sns.nust.edu.pk</a>                                                                                                                                                                           |



Principal &amp; Dean

**(Prof. Rashid Farooq)**

WhatsApp: 03445173663

Email: [farooq@sns.nust.edu.pk](mailto:farooq@sns.nust.edu.pk)Case. SNS/Adm/ dated 25 Sep 2026**Distribution**

1. Faculty SNS
2. Accounts, Adm, Prog-Coord, Exam Branches
3. Notice Board and Office Record