



# National Textile University

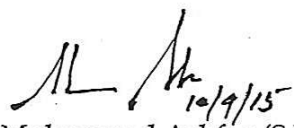
(Substituted with the same number & date)

NTU/RO/BOG-21/15-2945  
September 10, 2015

## NOTIFICATION

Consequent upon the approval of BOG of NTU in its 21<sup>st</sup> meeting held on October 28, 2014, it is hereby notified for the information of all concerned that the followings regulations will be implemented with effect from October 12, 2015 for the forthcoming 1<sup>st</sup> Semester students:

1. Overall Students (Discipline & Conduct) Regulations
2. Student Management System

  
10/9/15  
Prof. Dr. Muhammad Ashfaq (S.I, T.I)  
Registrar

Cc:

- 1) Rector's Circulation File
- 2) All Dean/HODs
- 3) Advisor Students
- 4) COE
- 5) Deputy Registrar (Academics)
- 6) CSO
- 7) Director Finance
- 8) University Auditor
- 9) Concerned File
- 10) Office Copy

---

**OVERALL  
STUDENTS  
(DISCIPLINE & CONDUCT)  
REGULATIONS, 2014**

---

OVERALL STUDENTS (DISCIPLINE & CONDUCT)  
REGULATIONS, 2014

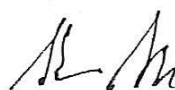
1. SHORT TITLE, COMMENCEMENT AND APPLICATION:

- (i) These Regulations may be called the National Textile University, Faisalabad Students (Discipline and Conduct) Regulations, 2014.
- (ii) These Regulations shall come into force with immediate effect.
- (iii) These Regulations shall apply to all students on the roll of the University, including the Sub-Campuses if any.
- (iv) A student on the Roll of the University who violates these Regulations shall be guilty of indiscipline and misconduct and liable to disciplinary action under these Regulations.

2. DEFINITIONS:

Unless there is anything repugnant in the subject or context, the expressions used in these Regulations and defined or used in the National Textile University, Act 2002, shall have the meanings assigned to them, respectively, hereunder or in the Act.

- (a) "*Chancellor*" means the Chancellor of the University;
- (b) "*Competent Authority*" means an Officer or Authority of the University competent to take disciplinary action against a University student guilty of misconduct and indiscipline;
- (c) "*Chairman of Department*" means head of a teaching Department;
- (d) "*Dean*" means the Chairman of the Board of the Faculty;
- (e) "*Director*" means the head of a Directorate of the University;
- (f) "*Disciplinary Committee*" means the Discipline Committee under clause 20 F as per act 2002 of NTU, as amended from time to time;
- (g) "*Faculty*" means a Faculty of the University;
- (h) "*Penalty*" means a penalty which may be imposed under these Regulations;
- (i) "*Pro Chancellor*" means the Pro Chancellor of the University;
- (j) "*Statutes* , "*Regulations*" and "*Rules*" means respectively, the Statutes, the Regulations and the Rules made or deemed to have been made under the National Textile University, Faisalabad, 2014.



- (k) "University" means the National Textile University, Faisalabad, as reconstituted under National Textile University, Faisalabad Act, 2002.
- (l) "College" means the constituent College of the University;
- (m) "Rector" means the Rector of the University.

### 3. ACTS OF INDISCIPLINE AND MISCONDUCT:

The following, among other violation of the provision of the Code of Conduct approved by BOG/Executive Committee shall constitute acts of indiscipline and misconduct for which action may be taken against the student(s) by the competent authorities for imposing appropriate penalties on the defaulters:

- (a) Breach of any rule of public morals, such as:-
  - i. Use of indecent or filthy language in class rooms, residential areas, mess, cafeteria, playgrounds and on the Campus;
  - ii. Use of immodest, improper and provocative dress;
  - iii. Use of undesirable remarks or gestures;
  - iv. Disorderly behavior, such as, shouting, abusing, quarrelling, fighting and insolence;
  - v. Use or attempt or threat to use force;
- (b) Defiance of authority;
- (c) Impersonation, purgery, giving false information, wilful suppression of information, cheating, deceiving and stealing;
- (d) Visiting places out of bounds for students;
- (e) Inciting or staging a walk out, a strike or an unauthorized procession;
- (f) Shouting of slogans derogatory to the prestige of the University or the reputation of its teachers, officers and staff;
- (g) Use of intoxicants;
- (h) Keeping of licensed or unlicensed arms or entering the University with arms;
- (i) Immorality;
- (j) Loss or damage to University movable or immovable property;
- (k) Actions defamatory of and derogatory to Islam and Pakistan;





- (l) Any act, conduct, disorder or neglect which is considered prejudicial to good order or discipline or unbecoming of a student and a gentleman, and including any act on the part of a University student to bring or attempt to bring political or other outside influence directly or indirectly to bear on the Chancellor, the Pro Chancellor, the Rector/Vice Chancellor or any Officer, or any Authority or Teacher of the University.
- (m) Any student misbehaving with a teacher/and or official of the University.

**4. COMPETENT AUTHORITIES AND PENALTIES:**

The Deans of the Faculties, Director(s) of Institute(s) Head of Sub-Campus concerned, Hall Warden and Director Students' Affairs/ Student Advisor shall be responsible to take disciplinary action against students of their respective Faculties or Directorate or College or Residential Halls found guilty of misconduct and indiscipline by the competent authority i.e Rector for approval. The same will be notified by office of the respective Deans, Director, Hall warden, DSA and will be implemented with the help of administration departments if required. The disciplinary action may take one of the following forms, depending on the nature of indiscipline or misconduct:

- (i) Censure and warning for future;
- (ii) Withdrawal of financial concessions for one semester;
- (iii) Cancellation of hostel accommodation;
- (iv) Imposition of fines;
- (v) Recovery of loss or breakage of movable and immovable University property;
- (vi) Placing a student on probation;
- (vii) Suspension from the rolls, and or ban on entry in the premises of the University.
- (viii) Withdrawal of financial concessions for more than one semester;
- (ix) Suspension for one week extendable for another month/term;
- (x) Rustication;
- (xi) Expulsion and
- (xii) Debarring from seeking admission to higher studies at the University



for a specific period or for EVER.

Note: New induction of Faculty/employee must have a clean slate relating to major penalties once awarded or even getting reduction in punishment on an appeal before final notification of a job in NTU or in its sub-campuses.

5. MAJOR AND MINOR PENALTIES:

For the purposes of these Regulations, penalties specified in Regulation 4 (i) to (vi) shall be deemed to be Minor Penalties and be recommend by respective authorities as per clause 4, and those specified in Regulation 4 (vii) to (xii) to be Major Penalties shall be recommended by Disciplinary Committee. Both major and minor penalties will be approved by the Rector.

6. PAYMENT OF FINE:

- i) The fine imposed upon a student shall **invariably** be paid by him/her within ten (10) days from the issuance of its notification. The original Bank receipt showing payment of fine shall be submitted in the Office of the respective Dean/Director/Director General/Head of Sub Campus/Hall Warden concerned within due date, failing which the name of the defaulter shall be struck off the University rolls by the Faculty/Institute/Sub Campus concerned. The defaulter shall not be entitled to file an appeal unless depositing the amount of fine.
- ii) In case, the competent authority, on the appeal of a student remits or reduces the fine, the amount of fine/its balance may be refunded to the student concerned by the Treasurer's office on the recommendations of the Dean/Director/Director General/ Head of Sub Campus/ Principal Officer (Students' Affairs) concerned.



**7. RECOVERY OF LOSS OR BREAKAGE OF PROPERTY:**

A student shall be liable to make good the loss caused by him to the University property within fifteen (15) days of the notification of the order by the Competent Authority. Failure to make good the loss shall be considered an act of indiscipline and misconduct, within the meaning of Regulation 3(b). The name of such a student shall be struck off the rolls for failure to make good the loss, and besides, the Competent Authority, with the prior approval of the Rector/Vice Chancellor, may intimate legal proceedings against him/her in a Court of Law.

**8. PLACING ON PROBATION:**

A student may be placed on probation by the Competent Authority for a specified period and such period of probation may be extended if the student fails to improve his conduct. Continued failure to improve his conduct may lead to further disciplinary action.

**9. SUSPENSION FROM ROLLS:**

A student may be suspended from the University rolls for a period not exceeding two weeks at a time. A student suspended from the rolls may be reinstated or his/her period of suspension may be extended or covered in the probation or rustication, as the case may be, by the Competent Authority.

**10. RUSTICATION:**

A student committing an act of major indiscipline and misconduct may be rusticated for an academic year or two semesters which shall mean the loss of one academic year to the rusticated student in so far as his/her appearance in the University examinations during the academic year is concerned.

**11. EXPULSION:**

A student committing an act of major indiscipline and misconduct may be expelled from the University for at least two academic years or four semesters from the date of expulsion.



**12. NOTIFICATION OF RUSTICATION OR EXPULSION:**

The name(s) of the students awarded major penalties like rusticated or expelled student(s), etc. communicated by the Competent Authority shall be notified by the Registrar, with the approval of the Rector, and name(s) of such student(s) shall be struck off for the good rolls of the University. The University shall not issue a migration certificate to rusticated or expelled student(s).

**13. INFORMATION OF PENALTIES FOR ACTS OF INDISCIPLINE AND MISCONDUCT TO PARENTS/GUARDIAN OF STUDENTS:**

Acts of indiscipline and misconduct committed by University student(s) and penalties imposed under these Regulations shall invariably be intimated to the parents/guardian of the student(s) concerned.

**14. RE-ADMISSION OF RUSTICATED STUDENT:**

It shall be obligatory on the part of the Faculty/Institute/Sub-Campus concerned to re-admit a rusticated student, if he wishes to re-join the University/Sub-Campus after serving out penalty period. He is required to submit an application in the Office of the respective Dean/Director General/Head of Sub-Campus concerned well before the commencement of the semester where he stands eligible according to the approved 'Scheme of Studies'. The application should include an undertaking on judicial paper signed by the student and countersigned by his/her parents/ guardian, the Tutor, Senior Tutor or Supervisor concerned and Director Students' Affairs, as the case may be, to abide by the rules of conduct of the University and not to repeat any act of misconduct and indiscipline in future. If he fails to avail the chance immediately after serving out penalty period, he can seek re-admission in the same semester of the next academic session/semester according to the approved under-and-postgraduate 'Scheme of Studies', as the case may be. In case a student does not avail both of the admissible opportunities, he shall not stand eligible for re-admission in future,

"Provided that the Rector may, on the recommendations of the Dean/Director



General/ Head of Sub-Campus concerned, condone the above period in special circumstances."

**15. SPECIAL PERMISSION FOR RE-ADMISSION OF EXPELLED STUDENT:**

An expelled student shall not be re-admitted to the University/Sub-Campus, except with the special permission of the Executive committee after the explicit undertaking given by the student on judicial paper, countersigned by his parents/guardian, the Tutor, Senior Tutor or Supervisor concerned and Director Students' Affairs (Student Advisor), as the case may be, to abide by the rules of conduct of the University and not to repeat any act of misconduct and indiscipline.

The expelled student desirous to seek re-admission after serving out his penalty period, is required to submit his application addressed to the Rector/Chairman, B.O.G/Executive committee in the Office of the Director Students' Affairs (Student Advisor) alongwith requisite undertaking well before the commencement of the semester in which he/she stands eligible for re-admission according to the approved 'Scheme of Studies'. If he/she fails to apply for re-admission immediately after serving out penalty period, he may submit his/her request in the same semester of the next academic session/semester according to the approved under-and-postgraduate 'Scheme of Studies', as the case may be. In case a student does not avail both of the admissible opportunities, he/she shall not stand eligible for re-admission in future.

Provided that "the Rector may, on the recommendations of the Dean/Director/Sub-Campus concerned, condone the above period in special circumstances".

**16. DISCIPLINARY ADVISORY COMMITTEES FOR INVESTIGATION OF CASES OF INDISCIPLINE AND MISCONDUCT:**

The cases of indiscipline and misconduct involving students of the University shall be investigated by the Disciplinary Advisory





Committee constituted by the Rector in the beginning of each calendar year by giving representation to all the Faculties/Institutes. The Hall Warden Tutor, DSA (S.A) and Legal council nominated by the Rector or their representative will be Ex-officio members of the Committee. A separate Advisory Committee for each Sub-Campus, shall also be constituted by the Rector in the beginning of each calendar year.

If some outsider(s)/ex-student(s) is/are involved in an indiscipline and misconduct case alongwith the University students, the concerned Disciplinary Advisory Committee, after careful consideration and with the prior approval of the Rector, may refer such case to the Police to the extent of outsider(s)/ex-student(s) for investigation and appropriate action.

**17. ADVISORY COMMITTEE FOR RESIDENTIAL HALL:**

Notwithstanding anything to the contrary contained in these Regulations, the Hall Warden, may, in consultation with the Advisory Committee of Deputy Warden Halls superintendent may impose the following penalties to residential students of Halls for acts of indiscipline and misconduct committed in the residential Halls;

- i. Imposition of fine upto Rs.2,000/- (Rupees two thousand only);
- ii. Recovery of loss to University property;
- iii. Placing a student on probation; &
- iv. Expulsion from the Residential Halls.

The Advisory Committee for Residential Halls shall comprise the Hall Warden as Chairman, Associate Hall Wardens and Superintendent of concerned hostel as members. Provided that a Hall Warden may impose on the resident(s) student(s) a fine of Rs. 1000/- at a time.

Provided further that in case the nature of the offence warrants a major penalty, the Hall Advisory Committee shall send the case to the Rector alongwith its recommendations, who shall forward the case to the Disciplinary Advisory Committee for further investigation and appropriate recommendations.



**17a. CAMPUS ADVISORY COMMITTEE:**

A Campus Advisory Committee consisting of principal officers as its Chairman, Associate Directors Students' Affairs and Deputy Directors Students' Affairs as its members, has been constituted to deal with indiscipline and misconduct cases of students at the Campus. This Committee will exercise powers as delegated to the Hall Warden and shall impose the following penalties upon the students for act(s) of indiscipline & misconduct committed at the Campus after following the laid down procedure:-

1. Imposition of fine upto Rs.2000/- (Rupees two thousand only).
2. Recovery of loss to University property.
3. Placing a student on probation and
4. Censure.

Provided further that in case the nature of the offence warrants major penalties, the shall send the case through the Rector along with its recommendations, for onward transmission of the case to the Disciplinary Advisory Committee for further investigation and appropriate recommendations.

**18. PROCEDURE FOR INVESTIGATION:**

The following procedure shall be observed before imposing penalty on a student:-

The Rector, on receipt of a report from a teacher or any other source for the breach or violation of the provisions of the Code of Conduct/Discipline, shall call the same to be considered by the Disciplinary Advisory Committee/Hall/Advisory Committee concerned and Campus Advisory Committee minor penalty or send it back to the Rector with specific comments.

The Disciplinary Advisory Committee shall:

- i. frame charges and communicate it to the student simultaneously through official communication to his/her given residential address as furnished by him/her in his/her admission form and notification in Campus News together with a statement of allegation explaining the charges and or any other relevant circumstances which are proposed to



- be taken into consideration;
- ii. require the student within a reasonable time which shall not be more than seven (7) days from the date of issuance of notice as prescribed under 18(i) above, to put in a written and or oral defense;
  - iii. enquire into the charges and examine such oral or documentary evidence in support of the charges, or in defense of the student, as may be considered necessary;
  - iv. determine on the basis of evidence and proceedings of enquiry as early as possible whether the act(s) of indiscipline or misconduct warrants a major or a minor penalty;
  - v. the Committee shall invariably serve final show cause notice indicating penalty to be imposed upon the accused and providing an opportunity of being heard in person before communicating its recommendations to the competent authority for final orders;
  - vi in case the student fails to respond to the notice issued to him under para 18(i) above, ex-parte decision shall be taken against him provided that the student under legal detention or hospitalized may respond to the said notice within seven (7) days after the release;
  - vii. The Committee, in case of minor penalties shall send its recommendations to the Rector for his information and in case of major penalties, for his orders. The orders of Rector shall be final shall be notified Dean/Director concerned.

**Note:** *"Respective Tutor of the student will also be an ex-officio member of D.A.C and will brief about details of students concerned in relevant to his history sheet."*

**Note:** *"Convicted students will not be admitted either in higher degree programs or considered for any employment here at NTU".*



**18a. PROCEEDINGS FOR SERIOUS ACTS OF INDISCIPLINE:**

(1) Notwithstanding anything to the contrary contained in Regulation 18, a student accused of a serious act of indiscipline, such as:

- (i) indulging in any criminal act(s) or
- (ii) provoking the students to demonstration or boycott of classes; inside or outside the University Campus; and other constituent educational institutions;

(iii) bringing fire arms on the Campus; or

(iv) indulging in any immoral act;

(v) misbehaving with a teacher/and or official of the University shall be proceeded against immediately by the Disciplinary Advisory Committee concerned and the proceedings shall be concluded within 48 hours of the commission of the offence and act of indiscipline. The accused shall be given an opportunity of being personally heard and in case of absence or non-appearance the notice of the proceedings shall be given to the parents/guardian, if available, for ensuring the attendance. The ex-parte action shall be taken against those who would not be available. Before taking ex-parte action, a notice shall be pasted on the Notice Board or at a prominent part of the buildings at the Campus. In case allegations leveled against the accused are proved, the penalty of expulsion shall be imposed upon him.

(2) The matter shall also be reported to the Police about the commission of offence having been committed as and when required.

18b. Nothing provided in clause 18 and 18a shall restrict the powers of the Rector to pass immediate orders without referring the case to the Disciplinary Committees and without following the specified procedure if situation so warrants.

**19. APPEAL AGAINST THE PENALTY:**

1. A student on whom any major/minor or both penalties

has/have been imposed on involvement in a particular case of indiscipline and misconduct on the recommendations of the Disciplinary Advisory Committee may, within thirty(30) days from the date of announcement of the order, file an appeal against that order to the Rector/Vice Chancellor.

2. The Rector, **after** obtaining advice of the Disciplinary Advisory Committee as constituted under Statutes Executive committee appended to the NTU, Faisalabad, Act, 2002, may dismiss the appeal or acquit/**pardon** the appellant, or order a fresh inquiry, or reduce or enhance the penalty or suspend the punishment **for a specific period conditionally** to be re-imposed immediately on evidence of his/her involvement in acts of indiscipline.
3. A student on whom only minor penalty is imposed by the Disciplinary Advisory Committee or Sub Campus Advisory Committee, may, within fifteen(15) days from the announcement of the orders, appeal to the Dean/Director/**Director General**/Head of Sub Campus concerned, who shall be the competent authority to pass such order as may deem fit.

Similarly, in the case of imposition of minor penalty by the Hall/Campus Advisory Committee, the Rector, shall be the competent authority to pass such order on the appeal as may deem fit in consultation with the Students' Affairs Committee.





4. Provided that:-

- (i) no recommendations/decision under this regulation shall be made, unless an affected student is afforded an opportunity of being heard in person.
- (ii) where the appellate authority decides to enhance the penalty, it shall:-
  - (a) by an order, in writing, inform the accused of the action proposed to be taken and the grounds of such enhanced punishment.
  - (b) given him/her a reasonable opportunity to show cause against that action.

20. **REVIEW AGAINST THE ORDER ON APPEAL:**

- (1) The punished student(s), may, apply for review of the orders passed on his/her appeal if contrary to the prayer to the Rector/Vice Chancellor in the case of **major and minor penalties**, within a period of fifteen (15) days from the announcement of the orders. The Vice Chancellor may pass appropriate orders thereupon **on the basis of evidences, available record and decision taken earlier on the appeal of the concerned student(s).**
- (2) If a student, whose penalty is suspended under Regulation 19(2), is again found involved in act(s) of indiscipline and misconduct and is awarded fresh penalty along with the re-imposition of previous suspended penalty, may appeal against the fresh penalty only, to the competent authority within the prescribed period of thirty (30) days. He may also request for review of the orders passed by the competent authority on his appeal as provided under Regulation 20(1).



### Status of Tutorial Groups

Senior Tutor	01
Supervising Officer	05 (Each SO will supervise 15-20 groups)
Student Teacher Ratio	1:20 (each group)
Total Groups	Student in each group (20-25)
05 Cluster	10 groups in each cluster

Note: One credit hour 1(1-1) before recess/ week. Minimum Required Attendance 75%, no relaxation at all will be a prerequisite for examination

### Proposed Honorarium

(One month basic salary per year on Eid-u-Zuha) for the following duty Officers

- Principal Officer Students Affairs
- Senior Tutor/Hall Warden/ DSA/Coordinating Officer:
- Deputy Director Students Affairs
- Deputy Hall Warden
- Residential Superintendent/Tutor

## Proposed Honorarium

(One month basic salary per year on Eid-u-Zuha) for the following duty Officers

- Principal Officer Students Affairs
  - Senior Tutor/Hall Warden/ DSA/Coordinating Officer:
  - Deputy Director Students Affairs
  - Deputy Hall Warden
  - Residential Superintendent/Tutor
-

# Student Management System

- i. Hostel Rules (Night Time Management System)
- ii. Directorate of Student Affairs (Day Time Management System)
- iii. Tutorial System (Personality/Character Building System)

A handwritten signature in black ink, consisting of stylized, cursive letters that appear to be 'M' and 'A'.

---

# Organogram

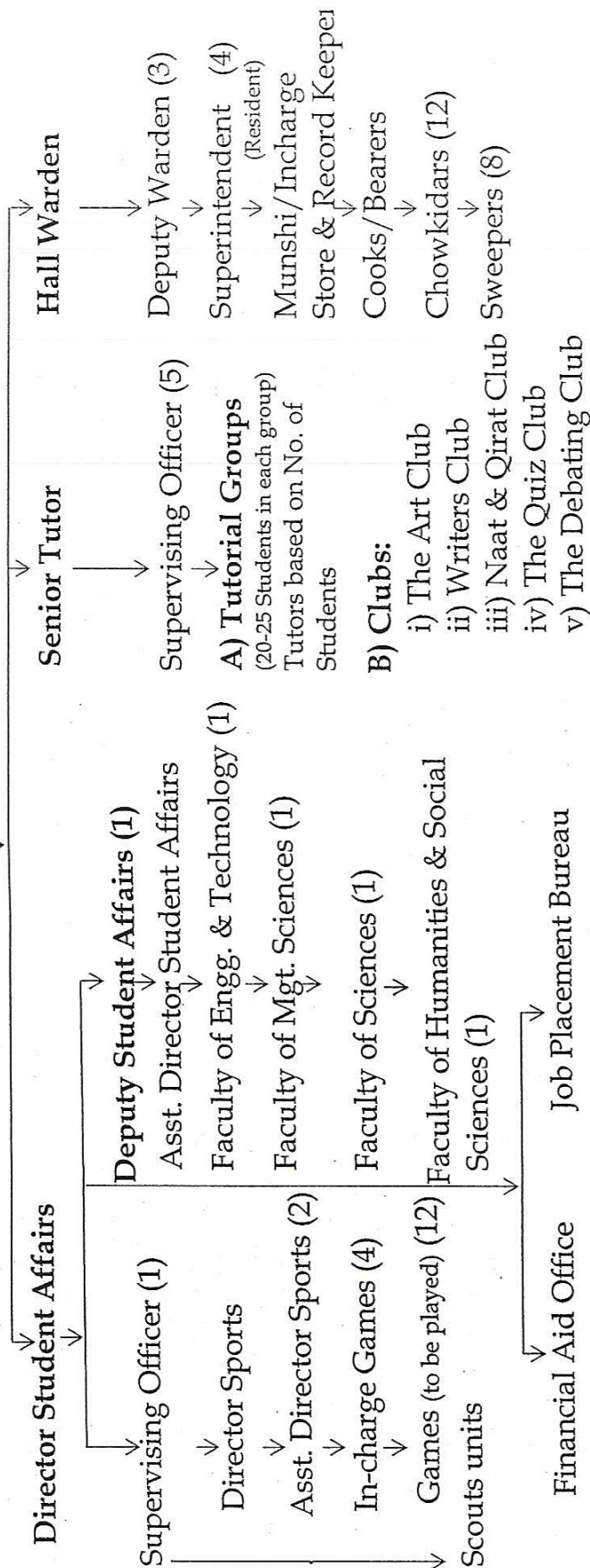
(Student Management System)

ALA



**Rector/Vice Chancellor  
(Patron)**

**Principal Officer Student Affairs**



*ALM*

# HOSTEL RULES 2014

---

## NATIONAL TEXTILE UNIVERSITY, FAISALABAD,

### HOSTEL RULES 2014

#### **A Admission to a hostel**

There are separate hostels for male and female students on the campus. The hostels are open only to the bonafide students of the university. A resident student will have to abide by the following and such other rules as may be framed from time to time.

- (1) The Rector/Principal Officer (Students' Affairs), Hall Warden may refuse admission or expel any student if she/he is satisfied that she/he is not a suitable person to stay in hostel.

On the recommendations of the Hall Advisory committee, the character certificate issued by the various colleges will also be verified as other degrees issued by the University/Colleges are verified.

- (2) The hostel accommodation is provided to the bonafide students of the University, subject to the availability of seat.
- 

- (3) Hall shall be allotted with the prior approval of the Hall Warden and seat within the Hall by the Hall Warden on seniority/merit basis, which will be determined by the year of the study taking into consideration GPA/CGPA.
- (4) On allotment slip full particulars including recent photograph, permanent address with phone number (if any) and complete address of the student will be given.
- (5) In making the allotment, the hostel authorities will also take into account the conduct and character of a boarder. Those having been imposed penalties shall lose their seniority.
- (6) The allotment of such students whose hostel dues are in arrears shall be liable to be cancelled.
- (7) No boarder is allowed to change his/her seat without prior permission of the hostel authorities.

**B Hostel fee and subscription**

- (1) Hostel fee and security deposits as determined by the University from time to time are payable by the student in each semester.
- (2) Hostel allotment of a student shall stand cancelled, if, s/he fails to pay hostel dues. However, s/he may seek re-admission in a hostel as admissible under rules.
- (3) Students staying for additional semester/summer session/thesis examination/research work will have to pay the hostel fee and subscription etc.

**C Mess/ Canteen rules**

- (1) Hostel mess be managed by the students and supervised by the Assistant Superintendent/Hall Warden.
- (2) Nobody other than bonafide student is allowed to be a mess member. Day scholar students may become a member with permission of Hall Warden who will ensure the payment of mess dues.
- (3) Members will elect their own mess manager/mess committee.
- (4) Mess manager/Mess committee is responsible for proper maintenance of mess and cleanliness of kitchen, utensils, dining hall and its surroundings.
- (5) Members will pay their dues to the mess manager on or before 7<sup>th</sup> of every month. Arrears of previous months must be cleared by 7<sup>th</sup> of the following month.
- (6) The mess manager will submit complete mess account to the Hall Warden by 10<sup>th</sup> of every month.
- (7) Meals are served only in the Dining Hall. No service is provided in the room(s).
- (8) A member intending to absent himself/herself from a meal must inform the mess manager a day before, otherwise s/he will be charged for it.
- (9) Students must settle their accounts with canteen every month regularly. Arrears of the canteen/mess will be recovered from the



students at the time of enrolment of each semester. The students will not be enrolled till getting clearance certificate from the Superintendent/Hall Warden. If any student leaves the hostel without paying hostel dues, the amount outstanding against him/her will be recovered alongwith a fine of Rs.200/- at the time of next enrolment. In case such a student leaves hostel after qualifying a degree, the outstanding amount shall be recovered at the time of issuance of provisional certificate etc. by the Controller of Examinations.

**D General Rules**

- (1) Furniture items such as Charpai, Table, Chair and Almirah assigned to a particular room shall not be shifted from that room. The residing students of that allotted room shall return these articles, when leaving the hostel. S/he will also be responsible for any loss or damage of these articles.
- (2) Students must treat the hostel staff politely. The hostel staff is not supposed to render any private service to any student. Misbehavior with the staff is strictly prohibited/ Complaints regarding misbehavior of the hostel staff should be reported to the relevant Assistant Superintendent/Hall Warden.
- (3) Outdoor games are not allowed in the hostels premises.

**E Visitors**

- (1) Admission rights to a hostel premises are reserved.
- (2) Without permission no outsider is allowed to stay at night in the hostel. Violation of this rule will render the boarder liable for expulsion from a hostel in addition to other penalty, which the Hall Warden may impose upon him/her. The outsider found staying/residing in a hostel will be handed over to the police.
- (3) All visitors must leave the hostel by 9:00 pm, but in case of female visitors they will have to leave the hostel immediately before sun set.
- (4) Parents/authorized guardians of a boarder may be allowed to



stay for a night with prior permission of the Hall Warden.

- (5) No female visitors are allowed to enter the male hostel and vice versa in any circumstances. Parents/authorized guardians (in case of female) of the female students are allowed to see the students in a specified visiting room during visiting hours.

#### **F Discipline**

All bonafide University students are governed by the National Textile University, Students (Discipline and Conduct) Regulations, 2014. However, the following additional rules have been framed to regulate day to day activities of boarders:-

- (1) After 08:00 pm every incoming and outgoing student of the respective hostel will have to sign entry register with details as per Proforma provided in the register available with Chowkidar/Security Guard.
- (2) No gathering or meeting or group activities of unauthorized student bodies are allowed in the premises of a hostel without approval of the Competent Authority i.e. (Hall Warden).
- (3) No boarder shall indulge in any amusement which may disturb other boarder. Use of V.C. R. is completely prohibited.
- (4) Other than electric lights and fans no electric appliances like electric heaters, air conditioners, T.V., V.C.R. musical instruments and exhaust fans etc. will be used in a hostel. However, portable air cooler may be used inside the room after getting prior permission from the Hall Warden. However, for the facility in question the boarder student will have to pay fixed amount for the purpose.
- (5) Any damage to the doors, windows/walls to be done by the students will be recovered from the student(s) concerned.
- (6) The use of electrical appliances is liable to lead to confiscation of the appliance alongwith a fine to be decided by the Hall Warden. The resident students may however, be allowed to use computers for academic purposes only.

- (7) Before leaving the room all electric articles must be switched off (even for a short while). Leaving the room with light or fan switched on is an offence punishable with fine.
- (8) Firearms and other weapons, liquor, intoxicants, "Hukka" or ~~other prohibited/objectionable tabooed articles~~ are not allowed to be kept/used in the hostel.
- (9) It is the paramount duty of all the residents of the hostels to maintain cleanliness and healthy surroundings both in and outside their rooms. Spitting in rooms, verandas or on stairs, smoking in common rooms, dining halls and defacing walls and fixtures is prohibited.
- (10) Boarders are required to observe necessary precautions for the safe custody of their belongings /valuables. They must not leave their rooms unlocked.
- (11) All cases of sickness must be reported to the hall authorities for necessary help and assistance to them.
- (12) ~~The allotment of a student will be cancelled who remains~~ himself/herself absent for one week from the hostel without prior permission/intimation to the concerning authority. However, he/she may seek re-admission as admissible under rules.
- (13) The boarders are required to maintain discipline in the hostel. The following among other violations of the indiscipline for which action may be taken against the student(s) concerned:-
  - (a) Breach of any rule of public morals, such as:-
    - i. Use of indecent or filthy language in the premises of residential halls;
    - ii. Use of immodest, improper and provocative dress;
    - iii. Use of undesirable remarks or gestures;
    - iv. Disorderly behaviour, such as, fooling, shouting, abusing, quarrelling, fighting and insolence, indecency, profligacy and debauchery;

- (b) Defiance of authority;
  - (c) Impersonation, purgery, giving false information, willful suppression of information, cheating, deceiving and stealing etc;
  - (d) Shouting of slogans derogatory to the prestige of the University or the reputation of its teachers and officers;
  - (e) Use of intoxicants;
  - (f) Keeping of licensed or unlicensed firearms or entering the hostel with arms;
  - (g) Immorality, failure to comply with a penalty imposed by a disciplinary authority;
  - (h) Spreading false news, rumours or panic, conviction for any crime by a Court of Law.
  - (i) Misbehaviour with a teacher or any other University official.
- (15) ~~The hall authorities are responsible for maintaining discipline in the hostel and are authorized to admonish students for any irregularity or breach of discipline.~~
- (16) The Hall Warden or Hall Warden may punish a student for breach of discipline by way of a fine not exceeding to Rs. 2000/- in each case. Admonitions will be reported in writing. Three admonitions in a semester or any serious offence will be brought to the notice of the University authorities for appropriate action.
- (17) Boarders violating the above mentioned rules shall be punished, suspended/expelled from the hostel. An expelled student may however be re-admitted in the hostel, only once, during his/her stay in the University.

**Directorate  
*of*  
Student Affairs**

---



### Directorate of Student Affairs - Overview:

The University is going to establish Students Affairs wing headed by the Principal Officer (SA), comprising of Director Students Affairs, Hall Warden, Senior Tutor and director sports. The main objective of this wing is to maintain law and order situation over the campus and to provide conducive environments to the students for their studies besides provision of facilities and opportunities to take part in co-curricular, extra-curricular activities through Art and Literary Forum which includes Debating Club, Quiz Club, Society of NTU Writers, Art Club, Qirrat , Naat Club and Scouts unit. The University is also going to establish Tutorial Group System under the guidance of Senior Tutor office and to have close liaison with students. Each Tutorial Group consists of 20-25 students. This system offers a platform to discover, enlighten and polish the hidden capabilities of the students. The students are also encouraged to initiate a positive and constructive activity that helps to improve their behavior and sharpens their intellect. The Hall Warden will be overall responsible for the accommodation of students in University residential hostels. There are 3 residential halls, out of which 2 are reserved for male and one for female students. Foreign students will be looked after by a Director students affairs working under the administrative control of the Principal Officer (SA). He will arrange their meetings, guide in day-to-day activities and help in solving their problems. To give them healthy atmosphere, the DSA will also arrange games and honour the students with prizes through Director Sports. Director Student Affairs, Senior Tutor and Director Sports will ensure participation of students at inter university competitions at national as well as International levels with the approval of Principal Officer, Student Affairs.



## Principal Officer

### (Students Affairs)

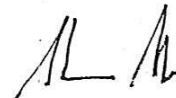
- Overall Coordinating officer of all Segments of Students Affairs
- Will Chair the SAC members meetings of all in-charges and coordinating officers of all segments of students affairs on monthly basis regularly.
- Day to day emergencies and emergent meets will also be a part of his activities.
- Every activity to be carried out by any component will be presented S.A.C and implemented accordingly.
- The SAC will also recommended for appreciation letters, certificates, awards, university colors and medals to the students on merit by various components of student affairs.

A handwritten signature in black ink, appearing to be 'M. A.', located at the bottom right of the page.



### Director Students Affairs/Advisor students

- He will act as P.O (Student Affairs) in the absence of P.O (Student Affairs)
- He will be overall responsible for all student concerns at the campus during day time. He will also accompany the other administrative components student affairs during emergency round the clock.
- He will also help out during off hours and request to the relevant officer to do the needful (in absence, border officer will replace him).
- In addition to above he will also be responsible for sports concern in Toto through Directorate of Sports.
- He will also act as member of Disciplinary Committee and will present cases of various nature regarding indiscipline.
- Well renovated Cafeteria providing quality eatable items at cheaper rates to the students and staff. (Café Committee)
- Pick and drop facility to non-boarders students of the University and study/recreational tours in general, for all the students of the University.
- Managing a Shopping Centre consisting of binding, Photostat, fruit shops, canteens, general stores, bakery, barber, souvenirs, garments and dry clean shops to facilitate the students for shopping on marginal rates.
- Running a PCO (Public Call Office) on no profit no loss basis as well as branch of bank at the campus.
- To arrange financial assistance to needy students. The Directorate of Students Affairs will provide financial assistance to needy students of the University.
- Installation of "Information Desk" at the time of new admissions through scouts near Bank to facilitate the newcomers seeking admission at undergraduate/postgraduate classes in the University.



### **Deputy Directors Students Affairs (Deputy Advisor Students)**

- They will be assisting Director Student Affairs to resolve the day to day issues of the university in Toto.
- They will be supervising Assistant Director Student Affairs of the respective faculties and will be responsible to pass on information about all concerns (especially the student discipline, problems, issues, etc.) and pass on the same to the Director Student Affairs through on top priority basis.

### **Assistant Director Students Affairs (Assistant Advisor Students)**

- He will be responsible for the respective faculty students related issues, problems, etc. He will submit fortnightly report to Deputy Director Student Affairs for information as well as for further necessary action if required.

A handwritten signature in black ink, consisting of stylized, overlapping letters that appear to be 'M' and 'A'.

# Tutorial System

## 1. TUTORIAL GROUP MEETINGS (TGM)

### OBJECTIVES:

- To Provide Platform to discover, enlighten and polish the hidden capabilities of the students.
- To inculcate excellent moral values in the Students.
- To Provide Advisory Services to students.

### DUTIES OF SENIOR TUTOR

The Senior Tutor will be responsible to:-

1. Supervise the respective Tutorial System with the assistance of Supervising Officer as well as Tutors of various students tutorial groups.
2. Supervise various Art and Literary Forums alongwith supervising officer to encourage, initiate positive/constructive activities of students in consultation with their In-charges to improve their behavior and sharpen their intellect for healthy co-curricular activities.
3. Supervise different events and activities of co-curricular nature within and outside the Campus to provide opportunity to the students to explore their potential.
4. Any other duty assigned by the Rector/Vice Chancellor.



## 2. ART & LITERARY FORUM (ALF)

### OBJECTIVES:

- To explore the co-curricular potential of the student.
- To organize the meetings of potential Groups of students for co-curricular activities.
- To arrange and participate co-curricular competitions in National Textile University as well as National level.

### ALF ACTIVITIES:

For carrying on co-curricular activities and will organize and manage student potential Groups/clubs i.e., Qirat & Naat Club, Debating Club, Quiz Club, Writers Club, & Art Club, Scouts Units, etc.

A handwritten signature in black ink, appearing to be 'ALF' or similar, located at the bottom right of the page.

## MENDATE OF TUTORIAL SYSTEM

Through Senior Tutor as well as Supervising Officers (06)

- ▶ To identify the spiritual fathers from for the students as a tutor.
- ▶ To provide line of action to the system for a personality building and infusing the sense of responsibility, cultural, and social values of a true Muslim and patriotic Pakistani.

### 1. Tutorial Group Meeting

- i. 50-Groups (Supervised by a Tutor of 20-25 students picked randomly from total) as per requirement
- ii. 20-25 tutorial groups will form a cluster and be looked after by a Supervising Officer.
- iii. Each tutorial group will be named by historical personalities prominent scientists and world class thinkers like, Quaid-e-Azam Group, Allama Iqbal Group, A.Q. Khan Group, Baba Fareed Group, Bahoo Sultan Group, etc.

### 2. (Art & Literary Forum) (05 Clubs)

- i. Naat & Qirat Club
  - ii. The Quiz Club
  - iii. The Debating Club
  - iv. The Art Club
  - v. Writers Club
- ▶ Each club will be looked after by a Supervising officer.

AL AL  
10/9



### DUTIES OF SUPERVISING OFFICERS

1. To help the Senior Tutor in supervising the tutorial system (99 tutorial groups identified randomly at the campus).
2. To monitor and coordinate the activities of various clubs of art and literary forum (Debating, Quiz, Qirat/Naat, Art Club, Society of the Writers and scouts units).
3. To encourage, initiate positive/constructive activities of students in consultation with their In-charges to improve their behavior and sharpen their intellect for healthy co-curricular activities.
4. The Supervising officer will accompany Senior Tutors in different events and activities of co-curricular nature within and outside the Campus to provide opportunity to the students to explore their potentials of the respective component.
5. To perform any other duties assigned by Principal Officer/Rector/Vice Chancellor.

A handwritten signature in black ink, consisting of stylized, cursive letters, likely representing the name of the Principal Officer, Rector, or Vice Chancellor.

## DUTIES OF A TUTOR

Tutor will act as spiritual father of respective segment of students with the following duties

1. Hold weekly meeting with the students in class room to inculcate excellent moral values in the students and to polish their capabilities.
2. Render advisory services to the students in all the academic and non-academic matters.
3. Maintain students records of curricular and co-curricular achievements.
4. Maintain a close contact with students and keep a vigilant eye on their activities.
5. Keep a close contact with the parents of students and to inform them about the academic performance and general behavior of their wards in annual function along with parents/tutor and administration share about respective student concerns
6. In case of any problem, to facilitate the students.
7. In case of involvement of a student in indiscipline case, to help the disciplinary advisory committee, based on information contained in the file of respective student regarding his conduct & character.
8. Every application of the student will be provided after having re works of Tutor of respective student.
9. Finally Tutor will make assessment of students conduct and character to be reflected in their character certificates.
10. Tutors monitor and keep an eye on the activities of their tutees in the group. They keep the record of students by maintained their personal files and have close contact with them and render advisory services.
11. Also arrange an annual meet of respective students, parents, guardian at the campus.

Note:- The system will be enforced from next semester after new admission.



## ACTIVITIES OF DIFFERENT CLUBS

### **1. Qirat & Naat Club**

This club will arrange competitions in Qirat & Naat at University and National Level.

They will also arrange lectures, speeches by inviting renowned religious scholars/scientist with the approval of DSA.

The club particularly will organize lectures on Seerat-un-Nabi (PBUH), holds Mehfil-e-Milad and Islamic code of life.

### **2. The Debating Club**

This club will be responsible to organizes debates, declamations, speech contests at university level inviting inter-faculty competitions and also make arrangement to hold annual All Pakistan Inter-University competitions etc.

The debaters will participate at the National Level competitions organized by the educational institutions or at Govt. level like "HEC" etc.

### **3. Quiz Club**

This club will promote prime mind Quiz competitions at University, National and International Level.

Their area of activity focuses on Seerat-un-Nabi (PBUH), Islamic History, Pakistan History, National Heroes like Quaid-e-Azam, Allama Mohammad Iqbal, Mohtarama Fatima Jinnah, Indian history, and Master Mind General Knowledge.

### **4. Writers Club**

This club will aim at creating interest and skill among the students to be able to write Poetry, Essay and even Books containing objective type material to be used by the students as helping tool who intend to sit in a competitive examination.

### **5. The Art Club**

The students who have artistic aptitude may join this club.

They will express their talent by holding competitions for paintings, sketching, embroidery work cooking (by female), etc and organize Art Exhibitions to our culture.



They may invite poets of national fame for mushahira and competition of National Songs.

They may also perform stage drama particularly on National occasions with respective scenes as well as on Indian History.

**6. Scouts Units**

Will be organized as per Govt. rules of devoted and volunteer students to assist administration as well as students at the time of admission.

A handwritten signature in black ink, consisting of stylized, cursive letters that appear to be 'AL' followed by a flourish.



## Status of Tutorial Groups

Senior Tutor	01
Supervising Officer	05 (Each SO will supervise 15-20 groups)
Tutor/Teacher /In-charge	99:99
Students	
Student Teacher Ratio	1:20 (each group)
Total Groups	Student in each group (20-25)
05 Cluster	20 groups in each cluster
<b>Note:</b> One credit hour 1(1-1) before recess/in a week. Minimum Required Attendance 75%, no relaxation at all will be a prerequisite for examination	

### Proposed Honorarium for Honorary Positions

They will be awarded one month pay after the completion of each year. However, if any one holding the charge of more than one office upto any number will maximally be awarded two pays of the completion of one year for the following duty Officers:

- Principal Officer Students Affairs
- Senior Tutor/Hall Warden/ DSA/Coordinating Officer/Supervising Officers:
- Deputy Director Students Affairs
- Deputy Hall Warden
- Residential Superintendent/Tutor

## AFFIDAVIT

I Mr. \_\_\_\_\_ S/O \_\_\_\_\_

\_\_\_\_\_ Reg. No. \_\_\_\_\_ hereby

solemnly undertake and ensure that while living in Hostel/ University, I will never involve myself in any indiscipline, immoral, criminal/ terrorist activity including strikes, agitation and intoxication etc. and abide by all the Hostel/ University rules, code of conduct and disciplinary rules.

If I do not abide by or act in accordance with this university orders/ rules framed from time to time in future, then I will be liable for the penalty imposed on me that may include expulsion from Hostel/ University, without any notice or inquiry.

I also solemnly undertake that if punished by NTU, will not have the right to approach any court of law rather shall approach or file appeal before Rector of the University as per rules and will accept his final decision, what so ever it may be.

Name of Student: \_\_\_\_\_

Signature: \_\_\_\_\_

Thumb Impression: \_\_\_\_\_

Counter Signed by Father/ Guardian: \_\_\_\_\_

Seen



14/9/2015





# National Textile University

NTU/DC/18-1731  
April 26, 2018

## NOTIFICATION

On the recommendation of the Disciplinary Committee, the Competent Authority has been pleased to approve following "Campus Code of Conduct":

- 1) In order to promote basic Islamic and Professional norms of decent behaviors, morality and ethics, all the students are directed that **Sitting of male and female students in couples in the University Campus is strongly prohibited**. However, male and female students are permitted to sit together in groups inside the class rooms, technical labs, computer labs and library for group studies in a decent manner. **Playing Cards** anywhere in the University premises are strictly prohibited in the Campus.
  - 2) Within the Campus students are required to wear appropriate dressing which adheres to our religious, cultural, ethical and professional values. A dress should reflect decency and academic mannerism.
  - 3) Littering is strongly discouraged in the Campus. Students should not leave packaging materials, lab/work wastage, cutting and other waste materials, in any part of university premises. All waste materials should be disposed into waste bins. Eating outside the designated areas is also not allowed.
  - 4) Personal celebrations/parties, birthdays, class reunions and color day etc. within Campus are not allowed. However, a curricular/extracurricular activity after obtaining necessary approval is always welcomed by the management and the same is also funded as per rules.
  - 5) Violating Campus Code of Conduct will be dealt under disciplinary rules and appropriate actions will be initiated against offender.
2. All the concerned are directed for information and compliance.

  
Dr. Zafar Javed  
Registrar

### Distribution:

1. Rector Office
2. Registrar's Circulation File
3. Controller of Examinations
4. Convener, Disciplinary Committee
5. Advisor Students
6. Deputy Director Security
7. Finance Office
8. Hostel Warden (Girls + Boys)
9. All University Notice Boards
10. Office Copy



# National Textile University

NTU/OSA/190924/10/22-2926  
September 27, 2022

## NOTIFICATION

It is notified for information of all the students and concerned that it is mandatory for all students to must wear university ID cards all the time in University/Campus premises and buses. The cardholder and strings should be received from the respective departments for the first time. For future need due to any reason e.g. (misplace/crack etc.) students shall be responsible to take it at their own. Any student who fail to observe/violate to wear University ID shall be fined Rs. 1000/- for first-time offender and his/her case may be sent to Disciplinary Committee for persistent offenders.

The co-education system practiced at the Institute, places a heavy responsibility on the Institute management and the students alike. The students are, therefore, expected to follow a code of conduct that is in line with our culture, profession, tradition, and values, particularly concerning ethics and moral behavior. Very serious view is taken of misconduct and immoral behavior both inside and outside the classrooms. Students must follow the revised Campus Code of Conduct as mentioned below:

- a. All the students are directed that sitting of male and female students in couples in the university campus is strongly prohibited. However, male and female students are permitted to sit together in groups inside the class rooms, technical labs and library for group studies in a decent manner.
- b. No individuals and groups of male and female are allowed to sit together in cafeteria. Students must sit according to the designated sitting areas that is separate for male and female students.

Within the campus, students are required to wear appropriate dressing which adheres to decent norms culturally, ethically, and religiously. The students must observe decent and modest dress as approved and avoid:

- a. Short and worn-out, skin-tight, see-through and reveling clothes, sleeveless, clothing with derogatory offensive and/or lewd message either in words or pictures. Female students are not allowed to wear T-shirts /short shirts with Jeans, heavy makeup etc.



# National Textile University

Male students are not allowed to wear shorts, cutoff, faded torn and skin fitted jeans/ trousers, sleeveless Vests of any kind, long hair, pony tails etc. Ear-rings, chain, wrist straps/bracelets etc.

Smoking and all forms of drugs are strictly prohibited in all University-owned student residences, academic, administrative buildings and transport. Carrying any lighted cigar, cigarette or pipe, electronic smoking devices e.g. electronic cigarette or e-cigarette are also prohibited.

Personal celebrations/ parties, birthday, class reunions and color days etc. within campus are not allowed.

This notification is issued with reference to the previous notification related to students campus codes.

This notification is issued with the prior approval of the Competent Authority.

  
Registrar

## Distribution:-

1. Rector Office
2. Registrar's Circulation file
3. All Deans/Directors/HODs/Incharges
4. Controller of Examinations
5. Convener Disciplinary Committee
6. Advisor Students
7. Deputy Director Security
8. Finance Office
9. Hostel Warden (Boys & Girls)
10. University Notice Boards
11. Office Copy.





# National Textile University

NTU/ASO/22- 4374  
November 08, 2022

## Notification regarding Students Bus Service Rules

It is notified for information and compliance of all the concerned that the University is charged with responsibility of managing the students' discipline in University transport services at an optimum, safely and professionally. In order to provide essential mobility services, the following guidelines/rules must be observed / adopted in letter and spirit by all commuters. Please note that these guidelines/rules shall be displayed in all buses of University and communicated to students to inform, manage and control the behavior of students inside University Bus Service:

### **Students' Bus Service Rules:**

- i. The commuter/traveler students through the University Buses must observe social norms & ethics to avoid any disrespectful act and misconduct;
- ii. No entry into the bus will be allowed without student card;
- iii. The facility of university buses is offered only to currently enrolled students/staff and faculty. No outsiders, ex-students, pass-out students shall be allowed to travel through university buses;
- iv. The role of the University Bus Helper/Conductor is of checking "University Card", and control as "Crowd Manager" inside the bus and at halt locations; no commuters shall be allowed to interrupt/inquire about his role;
- v. The driver's role is to pick up/drop off the student from the prescribed locations. No student is allowed to get any exaggerated favor and do not pressurize the bus driver related to route and time or waiting for him/herself;
- vi. There is no provision for marking seats or reserving the seats. Only first come first self-served may be followed by bus students;
- vii. No student shall be allowed to set/follow any boarding norm on seniority/program or any other basis inside buses;
- viii. Every type of music, singing, performance, etc. is strictly prohibited in bus service;
- ix. Activities related to ragging, student introduction, etc. are completely banned;
- x. If there is a need, then, the female student should use the front entrance & its space for standing. Then, male students are not allowed to cross them while boarding the bus from the front entrance. They must enter / exit from the back door if there is a provision of two doors in the bus.
- xi. The University onboard bus staff who are using bus service is authorized to control the discipline within the bus. Commuter Students should follow their instructions.



# National Textile University

- xii. The commuters are required to maintain the cleanliness of bus, don't throw rubbish/ garbage inside the bus.
3. The Advisor Students' Office and Disciplinary Committee can levy appropriate fines, ban from buses, strict punishments, or any other according to the complaint and in case of disciplinary grounds;
4. These guidelines/rules may be amended from time to time at the discretion of the management of the University
5. This notification is issued with prior approval of the Competent Authority (Rector NTU) for information and compliance of all the concerned, please.

  
Registrar

## Distribution:

1. Rector Office
2. Registrar's Circulation File
3. All Deans, Directors and HODs (For further dissemination of information)
4. Convener, Disciplinary Committee
- ✓ 5. Advisor Students
6. Transport Officer (For dissemination of information to all the concerned and taking appropriate and necessary actions for its implementation, please)
7. Notice Boards
8. Office Copy.

