

**UNIVERSITY OF  
ENGINEERING AND  
TECHNOLOGY, PESHAWAR**

UNDERGRADUATE  
**STUDENTS' HANDBOOK**



[www.uetpeshawar.edu.pk](http://www.uetpeshawar.edu.pk)

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Message from the

## VICE CHANCELLOR

The University of Engineering and Technology Peshawar has been successfully able to translate the vision over the years of developing responsible future leaders who are capable of facing the daunting realities and global challenges. Having Outcome based education system in place; UET Peshawar has taken a paradigm shift in its education system. With its full implementation, our graduates are able to compete in a global economy in a highly technological era by getting equal opportunities in any part of the world. I count this as a big achievement for the University since we have a unique niche of inducting youth from far flung areas who attain quality education at an affordable cost under the OBE system. It is indeed a matter of great satisfaction for me that UET Peshawar is known as an SDG engaged university. The UN Agenda 2030 seeks to transform action on each of the 17 SDG's. We are proud that we have adopted the SDGs and embarked into the journey to align our policies to become more sustainable. I assure you that we will keep improving and strengthening our systems as a responsible and SDG engaged institution in future. Our satellite campuses located in Bannu, Kohat, Jalozai and Abbottabad are another manifestation of our commitment to reach out to the communities where major engineering programs are taught to the students. We are committed to give a holistic approach across all our activities in all campuses from teaching and learning, research at undergraduate and postgraduate level, we have a strong base for research commercialization, entrepreneurship skills, and continued professional development that are necessary to succeed in practical life. If, like us, you are committed to the pursuit of excellence, the UET Peshawar will be the best place to begin the next phase of your career. Come and join us and be proud of your alma mater!

**Prof. Dr. Iftikhar Hussain**  
Vice Chancellor



Message from the

## SENIOR DEAN

It is a matter of great pride to welcome the brightest of our youth to University of Engineering and Technology, Peshawar. In today's competitive and globalized world, a professional and specialized education has become essential for future success. We, at this faculty, are committed to providing practical and knowledge based academic excellence in the fields of engineering and technology. Contributions of our graduates in terms of development and management to various economic and social sectors are countless and they have been at the forefront in the service of the society. This also reflects on the quality of teaching by our highly qualified and experienced faculty members, who bring practical and experience-based knowledge to their classrooms. As experts of their fields, the research work of our faculty members continues to bring change across the region. We constantly strive to enhance our programs to stay at the lead of the higher educational trends. PEC (Pakistan Engineering Council) accreditations ensure that high academic standards are maintained. Here, each student has a bright future based on acquiring the skills required to meet the demands of private, public and international organizations. In our classrooms, well-equipped laboratories and libraries you will find that all our efforts are directed towards preparing you successfully navigate the challenges of the modern world. With this message I welcome you and wish you have an enjoyable and intellectually satisfying four years stay with us.

**Prof. Dr. Qaisar Ali**  
Senior Dean

### Vision

To be among the top ranking universities of the world through Education, Research and Innovation

### Mission

To produce highly qualified, well-rounded professionals through education who play a leading role in the society by powering and driving knowledge-based economy and offer research services and innovation for sustainable development.

## Mission Statements of Academic Faculties



### **Faculty of Civil, Agricultural and Mining Engineering**

To support teachers in providing dynamic leadership for excellent teaching, research, innovation and support to industry thereby, contributing to sustainable socio-economic growth of Pakistan; and to produce well-rounded, enterprising engineering graduates possessed with strong ethical values, professionalism, willingness to work hard and dedicatedly towards improving the world a better place to live for all.



### **Faculty of Electrical and Computer Engineering**

To produce dynamic electrical and computer engineers/scientists of the highest standards capable of designing solutions for scientific problems and meeting demands of 21st century marketplace having excellent domain knowledge, skills, and professional ethical values in order to contribute to the socio-economic development of the country.



### **Faculty of Mechanical, Chemical and Industrial Engineering**

To produce well-rounded engineers with professional and ethical skills, through transfer of broad and in-depth theoretical and experimental knowledge, enabling them to resolve complex engineering problems for sustainable development.



### **Faculty of Architecture, Allied Sciences and Humanities**

To impart knowledge in social and natural sciences for engineering and non-engineering disciplines and to produce responsible and well-rounded professionals, equipped with entrepreneurial and innovative skills, eager to contribute towards developmental vistas of society and cultural attributes through applied research and innovation.

# Aim of Handbook

The Student Handbook provides information regarding student's involvement in the curricular, co-curricular and extra-curricular activities of the University. This handbook serves as a resource document of the policies, rules and guidelines of the University for any courses of action and decisions. This will judiciously define and clarify the relationship among students as well as the administration, faculty and staff. This handbook also includes information about the University, its services and facilities that the students can avail. Through this, the students will be properly guided and made aware of their responsibilities, accountabilities and obligations, as well as understand their commitment to the administration for their well-being.

## Chapter 1

# FACILITIES

University of Engineering and Technology (UET), Peshawar is offering various facilities for students to assist them in timely completion of their degree and make their stay in UET Peshawar pleasant. The facilities include central library, campus management solution, examinations, transport, and others.

### 1.1 Central Library Facilities

Welcome to Central Library, the core of research, a place for ultimate learning and discovery. Providing tangible and nontangible access to the intellectual records, library seeks to provide high quality services to the Research Scholar and Graduate Students of UET Peshawar. Central Library provide the facilities to research scholars and graduates students, Central Library is a place that puts an extensive collection of resources at your fingertips— from books, journals, and papers to the world's leading academic databases (HEC Digital Library).

#### 1.1.1 General Rules

- i. The use of the libraries shall be open to the members of the following categories: Faculty and Staff Research Fellows and Scholars (MSc, PhD Post-Graduate) Students (BSc Undergraduate)
- ii. The borrowed books shall be renewed for a further period next Semester, if these have not been reserved for another user. Overdue books shall not be renewed.
- iii. Books and other material of the following description shall not be issued to borrowers but may be consulted in the library during working hours.
  - ❖ Reference books like encyclopedia, dictionaries, reports and other reference materials
  - ❖ Reserved books
  - ❖ Rare books and protected documents
  - ❖ Microfilms, manuscripts
  - ❖ Periodicals
  - ❖ Any other material at the discretion of the Librarian
- iv. Defacement of Library material is a crime qualifying for penalty under Library Rules. However, books accidentally damaged should be reported promptly so that suitable assessment may be made, and damages recovered.
- v. In case, a book is urgently required, the librarian may recall it at a short notice any time and such a book shall be returned immediately by the borrower.
- vi. New arrivals of books, periodicals, journals, research reports and other materials of interest shall be notified by the Librarian to the Chairmen/Head of various Departments periodically.
- vii. Members of the library shall be entitled to borrow books and other material from the library except those which are mentioned in rule iii above.

### 1.1.2 Library Protocols

- i. For the 1st semester students Library Memberships form are compulsory to completed and sign by the concern chairman.
- ii. Users are not allowed to bring their personal belongings in the Library. All members shall be required to leave their personal belongings (books, files, briefcases, handbags, registers, etc.) at the entrance of the Library at designated place.
- iii. Users are not allowed to write, underline or mark the Library books. The Library books are carefully examined on return and the borrower will be held responsible for defacing or damaging or causing loss of Library material in his possession.
- iv. Users shall leave the Library material on the tables after consultation to be shelved ONLY by the Library staff.
- v. Complete silence should be observed inside the Library except for the brief and subdued talk with the Library staff at the Circulation Desk or in any other Section of the Library.
- vi. Drinking, eating and sleeping shall not be allowed inside the Library.
- vii. Use of Mobile and Smoking are strictly prohibited inside the Library.
- viii. Loud talking/un-necessary discussion/disturbance / snoozing etc. shall not be allowed inside the Library

### 1.1.3 Available Resources

- i. 122500 Printed Books
- ii. Millions of e-books (Free Access)
- iii. Peers Reviewed Electronic Journals 11000 Theses
- iv. 11 HEC Electronic Databases Access

### 1.1.4 Internet Facility in Library

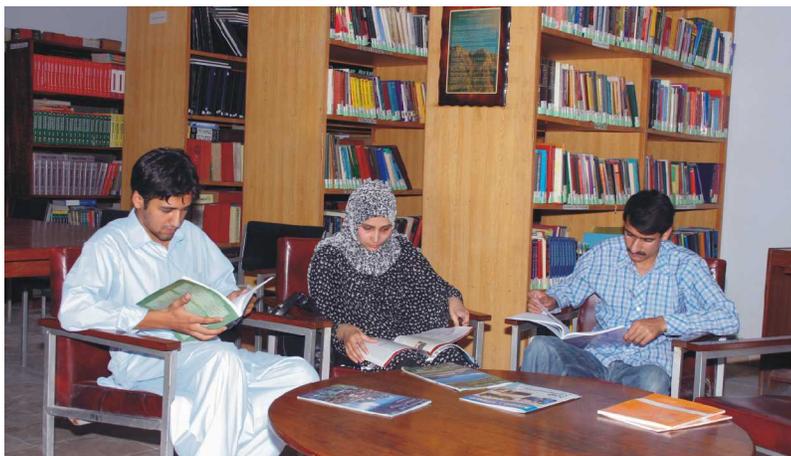
Wireless internet connectivity on all (two) floors of the library makes use of the internet convenient (through personal gadgets) for library users and visitors.

### 1.1.5 Study Area in Central Library for Students

Seating Capacity is available for 200 students

### 1.1.6 Exclusive Facilities in Library

- i. Collaborative Learning Spaces
- ii. Group Study Rooms
- iii. Wireless Internet Connectivity
- iv. Study Carrels
- v. 20 Laptop Workstations
- vi. Easy Seating
- vii. Special Learning Zones



### 1.1.7 Special Services

- i. Research Support Services
- ii. Citation and Referencing Services
- iii. Current Awareness Services
- iv. Selective Dissemination of Information
- v. Personalized Library Services
- vi. Electronic Document Delivery
- vii. Inter Library Loan
- viii. Real Time Help Services through Chat
- ix. User Education Services
- x. VPN Access (off campus access)
- xi. Online Public Access Catalogue (OPAC)
- xii. Newspapers Clippings Services

## 1.2 Campus Management Solution (CMS) Facilities

The IT Team at CMS, UET, Peshawar is responsible for providing uninterrupted, around the clock IT services to students, faculty and staff of the University. The team maintains/troubleshoots the network for provision of quality internet service. Besides this, the team is also responsible for smooth operation of Campus Management System (CMS), obtaining and providing software licenses, and student facilitation. The following services are provided by CMS:

### 1.2.1 CMS Portal

The CMS, a web-based portal was officially launched in 2008 at UET Peshawar with an aim to provide faculty/staff and the students with immediate access to real-time information that helps to streamline the processes, reduce manual handling and building a database that effectively manages student accounts. In 2012, CMS was transformed into Information Technology Center by adding a wide spectrum of services to its domain.

Campus Management System is an integrated web-based application for efficient recording, updating and retrieval of all relevant data concerning student's life cycle. The system provides students, faculty, and staff with immediate access to real-time information and connects that information to specific action.

- i. Students Meta Data
- ii. Registration number allotment
- iii. Subject Enrollment
- iv. Repeat process.
- v. Fee Challan Generation of Spring and Fall Semester
- vi. Online Adjustment Students Fee from Bank
- vii. Transcript Generation.
- viii. Hostel Management Services

**1.2.2 Official Email ID**

IT Center provides official email IDs to all students and officials of the University.

**1.2.3 Internet Service 24/7**

IT Team provides Internet related services in all campuses and hostels.

**1.2.4 Licensed Software and Microsoft Azure**

IT Team provides Microsoft Licensed Software and Cloud Computer Services (Microsoft Azure).

**1.2.5 Video Conference Facility**

IT Team provided Video Conference facility to the University authorities.

**1.2.6 Digital Library and VPN Facility**

All students of undergraduate and postgraduate programs use the Digital Library from within the campus and IT Team also provides VPN Service to them to use Digital Library from residence.

**1.2.7 Smart Campus Facility for Faculty**

IT team provides 24/7 internet facility for research to all faculty members.

**1.2.8 Safe Campus**

IT Team provides security surveillance for main campus.

**1.2.9 UET Official Website**

IT Team maintains official website of university.

**1.3 Transport Facilities**

Vehicle No.	Route
A-4620 A-4594	University Hostels From Campus to Hospitals
A-3817	Kohat Road, Ring Road, Chongi, Civil Quarter, Saddar, Swati Phatak, Barra Gate, Abdara, University Town
A-3641	Shami Road, Bashir Abad, Faqir Abad, Dalazak Road, Hasht Nagri, Bacha Khan Chowk
A-4123	Gulbahar, Kohati, Ramdas, Dabgari Garden, Saddar
A-0037	Warsak Road, University Town, Tehkal
A-4120 A-3643	Hayatabad Phase-1,2,5,6,7, Mechatronics Engineering Center
A-3644	University Campus, Girls Hostel
A-1205	Hayatabad
AB-4481,	Peshawar to Jalozaï Campus
AB-4482	Peshawar to Jalozaï Campus
AB-4487	Peshawar to Jalozaï Campus
A-9117	Peshawar to Jalozaï Campus
AB-4144	Peshawar to Jalozaï (Girls Students)
SZ-469	Peshawar to Jalozaï Campus (Faculty)

## 1.4 Facilities at Jalozai Campus

- i. Transport facility
  - 3 Buses, 1 Minibus and 1 Vans
- ii. Canteen Facility:
  - Students Cafeteria, also, each hostel has a mess.
- iii. Medical Facility:
  - Rescue 1122 Centre at Campus
- iv. Sports Facility:
  - Sports grounds with flood lights for futsal, crickets & volleyball. Table tennis etc. Dedicated gym for students
- v. Stationary Shop:
  - Yes, available
- vi. Masjid:
  - Temporary Masjid/Prayer Halls at each Hostel
- vii. Common Room:
  - Yes, available

## 1.5 Facilities at Bannu Campus

- i. Sports and Recreational Facilities
 

The campus has badminton courts, lawn tennis court, cricket ground and a basketball court. Sufficient facilities are available at hostels for indoor games. The students are encouraged to take part in sports competitions and co-curricular activities. Such events include stage dramas, speeches, acting, skits and many more, to expose students to large audiences which consequently improve their communication and presentation skills.
- ii. Health Center
 

Health center is available in the campus located near the examination hall in the main building. In case of emergency the patient is referred to District Headquarter Hospital Bannu which is located a few meters from the campus. A dedicated ambulance service is available 24/7 at the campus to cater for any medical emergency.
- iii. Transport Facilities
 

The campus has one bus, one hiace and one pickup. These facilities are used for study tours and survey camp. The campus can also arrange busses from main campus UET Peshawar, if needed.
- iv. Cafeteria and Student Center
 

Central cafeteria in campus provides food items to the students and staff round the clock. For special purposes the university, on prior approval, allows the students to use main hall, or video conference hall.
- v. Stationary Shop
 

A stationary shop is located inside the campus premises, which provides photocopying and printing facility to the students.

## vi. Laundry Shop

On-premises laundry services are also available for the students and staff of the campus

## 1.6 Facilities at Abbottabad Campus

S.No	Facilities	Status
1	Hostel with Mess	Up to Standard
2	Canteen	Satisfactory
3	Medical	Not Available
4	Stationery	Satisfactory
5	Bus (52 seater)	Satisfactory
6	Ambulance	Satisfactory
7	Staff Vehicle	Not Available

## 1.7 Services Provided by Controller of Examinations

Controller of Examinations provides students the following facilitation for various academic activities:

### 1.7.1 Registration

- i. Students are allotted registration number according to their degree programs.
- ii. Students are asked to submit their details as per board certificates.
- iii. Each department submits a form for student's registration to Controller of Examinations office within a month after admission.
- iv. Students once allotted the University registration number remains the same as Bachelor level. Students can continue their higher studies postgraduate (MSc & PhD) on the same registration number.

### 1.7.2 Transcript & Degree

- i. Students can get semester transcript to know about their academic performance.
- ii. Final transcript is issued on submission of fees and clearance form.
- iii. Students are allowed to apply for public sector jobs only after the declaration of results by the office of Controller of Examinations.
- iv. Degree is issued after submission of form and fees.
- v. A student is awarded second degree subject to meeting the requirement of university policy from statutory bodies.

### 1.7.3 Certificates/Form

- i. Various certificates are issued after degree on request and after submission of fees, like Provisional Certificate, Merit Certificate, Bonafide Certificate, Percentage Certificate, Rank Certificate, Medium of Instruction Certificate and Migration Certificate etc.

### 1.7.4 Verification of Documents Through Email

- i. Verification on Students/Employer's request is entertained in person/email after submission of forms & fees.
- ii. Student's email is forwarded for higher studies inland or abroad if documents are already verified at [examinations@uetpeshawar.edu.pk](mailto:examinations@uetpeshawar.edu.pk)

### 1.7.5 Convocation

- i. Convocation is normally conducted every year for which online application is submitted.
- ii. Gowns are obtained from the concerned department or academic regulation section.
- iii. Rehearsal is held a day before convocation.
- iv. Gold Medalists are awarded Medals and Cash prizes.



## Chapter 2

## DUTIES & RESPONSIBILITIES OF OFFICES/OFFICIALS/STUDENTS

This chapter describes the various roles and responsibilities of various officials and students.

### 2.1 Responsibilities of Chairman / Director of a Teaching Department / Center

A Chairman / Director of a Teaching Department / Center is responsible for.

- i. Spending contingency fund as per financial rules of the University.
- ii. All audit reports pertaining to contingency fund will be clarified by the Chairman
- iii. Will be responsible to check the attendance of all staff in the department and ensure presence of staff in the working hours
- iv. Ensuring conducive learning environment in all classrooms and laboratories
- v. adequate in-house training of all laboratory staff for smooth functioning of laboratories
- vi. Adequate Maintenance System for all equipment
- vii. Ensuring physical verification of all equipment every year
- viii. Ensuring that all non-consumable items purchased are properly entered on stock registers/inventory register
- ix. Ensuring that inventory and log register are maintained in every laboratory.
- x. Implementation of rules and regulations mentioned in undergraduate prospectus.
- xi. Ensuring that lectures are delivered as per time table displayed on the notice board.
- xii. Ensuring every faculty member is observing student counselling hours as displayed by the faculty members
- xiii. Verify that the contents of the courses in every semester are properly covered.
- xiv. Ensuring that questions papers are properly designed (using appropriate verbs and covering all contents) to assess the relevant attributes as per course learning outcomes.
- xv. Ensuring timely preparation of Self-Assessment Report (AC1) for accreditation of the academic program.
- xvi. Maintaining students' discipline in the Department.
- xvii. Making batch advisor and semester coordinator aware about their responsibilities and help them do their job efficiently and effectively.
- xviii. Ensuring that every faculty member is submitting result within given period
- xix. Ensuring that every faculty member has taken required number of quizzes, assignments.
- xx. Ensuring that every faculty member has given feedback to the students about quizzes, assignments, and mid-term result before final term examination.
- xxi. All postgraduate activities and ensure implementation of rules and regulations
- xxii. Implementing executive order by the authority or decision of statutory bodies
- xxiii. Appointing batch advisor, semester coordinator and recommend postgraduate advisor for appointment by the VC.

- xxiv. Ensuring meetings of the Board of Studies as per requirement of the department.
- xxv. Initiating the process of changing/revision/updating of curriculum in effective manner.

## 2.2 Responsibilities of Semester Coordinator

Semester Coordinator will be appointed by the Chairman and will be responsible for.

- i. Assisting the Chairman in managing all semester activities
- ii. Timetabling classes, examination, assisting chairman in assigning courses to subject teachers etc.
- iii. Assign examination duties to teachers and making sure that examination is conducted in time as per schedule/ timetable.
- iv. Making sure that all rules written in the prospectus or promulgated by the authorities' time to time are implemented in letter and spirit.
- v. Signing all registration forms of the students and making sure that the forms are properly filled in with course titles, course code, equivalency certificate (if any). He will further make sure that the student has deposited due fee and the equivalency certificate is properly signed by the concerned Batch Advisor and subject teacher/expert of the department.
- vi. Making a list of those students who are taking courses in other department and share the list with the concerned Semester Coordinator in time.
- vii. Coordinating all concerned teachers to submit result in time as per date mentioned by the authorities.
- viii. Doing 'counter-check' of all results entered by concerned subject teachers and countersigning the results before posting it.
- ix. Doing a comprehensive analysis of all results and abnormality will be noted and reported to the Chairman and the Dean of Faculty of Engineering. If required, a course/teacher can be starred for future scrutiny to ascertain standards in terms of contents of the course, delivery, and examination.
- x. Presenting compiled results to the Chairman and Dean as per policy of the University before posting it at the CMS.
- xi. Receiving all marked scripts from the concerned teachers just after submission of results.
- xii. Notifying the students for rechecking and send the rechecking forms to the concerned teachers and change the result (if any) accordingly.
- xiii. Separate result of the students from other departments and send the verified result by the teacher with his counter signature to the concerned coordinator immediately without posting at the CMS. Such results will be posted against the equivalent course by the concerned parent department.
- xiv. Printing hard copies of the posted result including results of those students who were registered for the courses of other departments just after posting, sign it, get counter signature of the Chairman and send it to the Controller of Examination.
- xv. Helping/counselling all faculty members to get his/her official email/Log-In for CMS
- xvi. Issuing certificates, recommendation letters

### 2.3 Responsibilities of Batch Advisors

Batch Advisor will be appointed by the Concerned Chairman as mentioned in the Undergraduate prospectus and will be responsible for.

- i. To look after all students of the batch from admission till graduation of the batch.
- ii. To brief the students about rules and regulation mentioned in the prospectus.
- iii. Advising/counseling the students on different issues like course registration, attestation of documents, leaves, scholarships, accommodation in hostels, planning of courses, internship, study trips etc.
- iv. Signing Course Registration forms where he/she will be making sure (The student will provide the downloaded copy or provide the latest original transcript) that the student is taking the right course and all necessary information are properly entered on the Registration Form.
- v. Ensuring that a course is equivalent to a relevant course in the department, if a student is choosing a course outside/inside the department for re-registration. He will issue a certificate in this regard consulting concerned subject teacher in the parent Department.
- vi. Facilitating the Department in communication with parents/guardians of the students and updating them about the performance of their wards.

### 2.4 Responsibilities of Course Instructor

Course Instructor is responsible for.

- i. To get his official Log-In from CMS.
- ii. Maintaining his Course Folder
- iii. Marking attendance of students against his course at the CMS
- iv. Entering marks of quizzes, assignments, course projects etc with in time and make them available to students to see the marks. Resolve the issue if any before final term examination.
- v. Entering mid-term examination marks at the CMS well in time as directed by the concerned Chairman and make it available to the students to see. Resolve the issue if any before final term examination.
- vi. Preparing results (offline) of his course as per grading policy of the University. The grading policy has been coded in an excel sheet available with the Semester Coordinator.
- vii. entering his final result at the CMS portal (assistance of the coordinator and CMS operator will be available).
- viii. Submitting all marked scripts (both mid and final term) to the Semester Coordinator just after submission of results
- ix. Performing rechecking of result in the presence of Semester Coordinator and incorporate the changes if any.
- x. Obtaining a copy of the result entered at the CMS portal, verify it and submit it to the Semester Coordinator.
- xi. Separating result of students from other departments and submit a department-wise verified copy of the results to the semester coordinator.
- xii. Submitting all scripts of mid-term and final term to the Semester Coordinator

- xiii. Carrying out any other assignment as directed by the authorities.

## 2.5 Responsibilities of Lab Engineer/ Lab Instructor/ Lab Technologist

Lab Engineer / Lab Instructor / Lab Technologist is responsible for.

- i. Maintaining stock register for his/her lab
- ii. Ensuring smooth functioning of the equipment and report in time if there is any problem in functioning of the equipment.
- iii. Ensuring routine cleanliness in the laboratory
- iv. Keeping close liaison with the concerned teachers for conducting relevant experiments as per instructions of concerned teachers
- v. Keeping record of attendance for relevant lab to be handed over to concerned teacher(s) and conduct all kind of quizzes as per instructions assignment and lab report required
- vi. Keeping utilization register for all machines/equipment

## 2.6 Responsibilities of CMS Operators

CMS operator will be working under the administrative control of the Semester Coordinator. If a CMS operator is dealing with more than one Department, the senior most coordinator (based on his designation or total length of service or length of service as coordinator) will be the immediate boss of the operator and he/she (boss) will make sure that the operator is doing his job efficiently in consultation with fellow coordinator of the other department. CMS Operator is responsible for.

- i. Following the instructions/directions of the semester coordinator
- ii. Providing all forms to the office of the Department for onward handing over to the students by the Office of the Department
- iii. Uploading courses from the registration forms, duly signed by the Batch Advisor and Semester Coordinator to CMS as per direction of the Semester Coordinator and making sure that the student has attached equivalency certificate and deposited due amount for the course(s) .
- iv. Assisting all faculty members of the department to manage his/her course(s) at CMS including uploading attendance.
- v. Maintaining attendance record of all students of the Department.
- vi. Generating shortage list well in time as directed by coordinator (s)
- vii. Helping faculty members upload their result well in time
- viii. Assisting the semester coordinator (s) to verify the results of all courses well in time.
- ix. Taking request(s) for transcripts and degrees from the Office of the Department to the office of the Controller of Examination and get the job done there within time. In case of any issue, report it to the Semester Coordinator.
- x. Time table scheduling in CMS as provided by respective department
- xi. Term activation of students Fall/Spring/Summer
- xii. Students enrolment Fall/Spring/Summer Semesters
- xiii. Re-registration of Fall Semesters
- xiv. Re-registration of Spring Semesters

- xv. Re-registration of Summer Semesters
- xvi. Creat class block Semesters
- xvii. Creat student block Semesters
- xviii. Block merging Semesters
- xix. Schedule of time table for Fall/Spring/Summer Semesters
- xx. Students term activation for fresh semesters
- xxi. Enrolled students for repeated courses
- xxii. Daily attendance uploading of students
- xxiii. Assigning subjects to faculty members
- xxiv. Scheduling of examination
- xxv. Preparation of faculty workload as per timetable sent by the deptt.
- xxvi. Distribution of Tution/Hostel fee receipts to students (Fall/Spring)
- xxvii. Providing CMS user login to students
- xxviii. Providing official e-mails to students
- xxix. Pre-Processing/Refinement of (EATA No's) to assign Registration Numbers
- xxx. Generate shortage reports for running semesters
- xxxi. Generation students roll number slips
- xxxii. Pictures uploading (Required for Hostel/Convocation etc)
- xxxiii. Verification/updation of biographical information (Name, Addresses, CNIC etc.)
- xxxiv. Re-registration form scrutiny and students applications/queries processing
- xxxv. Keep liaison of technical tasks/activities assigned of miscellaneous nature.
- xxxvi. Students Grades Verification.

## 2.7 Responsibilities of Student

A student is responsible for.

- i. Ensuring to have a copy of the prospectus and read it carefully.
- ii. Consulting Batch Advisor on every issue during his/her stay at the Department.
- iii. Visiting CMS portal regularly
- iv. Using his official ID assigned to him/her by the CMS operator
- v. Checking his/her attendance record at the CMS portal regularly
- vi. Checking his/her marks for quizzes, assignments, and mid-terms at the CMS portal. Report it to the concerned teacher immediately if there is any issue.
- vii. Getting invoice for tuition fee /admission fee/registration fee from the CMS operator at the Department.
- viii. Complete the re-registration form in all respect, deposit due fee, get it signed from the Batch Advisor and Semester Coordinator otherwise the request of re-registration(s) will not be accepted. NO REGISTRATION FORM WILL BE ACCEPTED BEFORE DEPOSITING DUE FEE.
- ix. Submitting course registration form duly signed by the Batch Advisor and Semester Coordinator at the Office of the Semester Coordinator
- x. Making sure that there is no conflict in the timetable for his course(s).

## Chapter 3

# ACCREDITATION COUNCILS

For ensuring highest quality of education standards, and international recognition of the engineering programs, University of Engineering and Technology, Peshawar engineering programs are accredited by Pakistan Engineering Council (PEC) under PEC Level I and Level II OBE accreditation. The accreditation is testament of the UET Peshawar commitment to imparting highest quality of education to students which is internationally recognized under Washington Accord.

Non engineering programs are also accredited by the respective accreditation councils, i.e., Computing programs are accredited by National Computing Education Accreditation Council (NCEAC) and Architecture program is accredited by Pakistan Council for Architects and Town Planners (PCATP).

The updated accreditation status of all undergraduate program is available on UET, Peshawar website and can be accessed from [https://www.uetpeshawar.edu.pk/news/Accreditation\\_Status\\_15Feb2023.pdf](https://www.uetpeshawar.edu.pk/news/Accreditation_Status_15Feb2023.pdf)

## Chapter 4

# STUDENTS' COUNSELING

University of Engineering and Technology, Peshawar is offering the following counseling services to the students.

### 4.1 Counseling by Psychiatric

The Department of Psychology at the University of Peshawar is offering Psychological Counseling and Psychotherapy services to UET Peshawar's students, faculty members, and staff. Visitors will be charged according to the fee structure of the Psychology clinic at the Department of Psychology, University of Peshawar. In addition to these services, the Department of Psychology will also be conducting mental health awareness seminars.

Psychology Department will also offer speech therapy, autism treatment, and other disabilities assessment and treatment services to the students, employees, and their dependents as per fee structure of Psychology clinic.

### 4.2 Counseling by Departments

For each batch, the department has assigned a batch advisor to provide required assistance/guidance to the students from the first semester till their graduation. Students are encouraged to keep an active liaison with the batch advisor and contact him/her as first point of contact for all academic matters. For detailed responsibilities/services of batch advisor refer to Section 2.3 Responsibilities of Batch Advisor.

## Chapter 5

**SCHOLARSHIPS & AWARDS**

For students at the University of Engineering and Technology, Peshawar the following scholarships are available.

**5.1 Frontier Education Foundation (FEF) Scholarships**

A limited number of scholarships on the basis of poverty-cum-merit are awarded under this scheme.

**5.1.1 Rules for the Award of FEF Scholarships**

- i. The basic criteria for the award of scholarships would be merit-cum-affordability to be determined by the institute.
- ii. Those whose income from salaries and/or other resources of income is Rs. 10000/- (Rupees Ten Thousand) monthly or less will be considered to have met the conditions of in-affordability to be reflected in the advertisement for transparency by the concerned head of educational institution.
- iii. A student in receipt of any other scholarship will not be entitled for this scholarship unless he waives off his claim for the first scholarship.
- iv. Only those students will be eligible for the award of this scholarship who are domiciled of Khyber Pakhtunkhwa and studying in recognized/registered Private or Government Educational Institutions in Khyber Pakhtunkhwa (settled area only).
- v. The application forms should be designed and printed by FEF as per its own requirements.
- vi. Scholarship will be paid through cheques to the heads of institutions, who will be responsible for the proper disbursement and audit.
- vii. The submission of acquittance roll of the awardee student(s) will be the responsibility of the concerned head of institution.
- viii. In case of tie in the merit list, weightage will be given to the poorer.
- ix. The scholarship will be renewable on the basis of good behaviour and performance in subsequent years. Those who secure 60% or above marks in aggregate will be considered for the renewal of scholarship. This will be communicated by the concerned heads of institutions to FEF each year.
- x. The scholarship will not be admissible to those who are admitted on self-finance basis. The exception would require prior approval of Chairman FEF on case to case basis.
- xi. After approval of the policy the required number of application forms would be circulated to educational institutions included in the scholarship Program of the FEF.
- xii. Proper advertisement shall be given to the press by the head of institution and a copy of the advertisement shall be invariably placed on the notice board of all educational institutions which are included in FEF scholarship program.
- xiii. FEF will charge Rs. 10/- per form in order to meet its requirements for printing and advertisement.
- xiv. The students shall submit their forms to their respective educational institutions and FEF

shall not receive any application directly from any student.

- xv. The heads of institutions shall process these applications through a Selection Committee, and they would invite FEF representatives to their meetings.
- xvi. The application forms duly recommended for award of FEF scholarship would be forwarded to FEF after 15 days of the completion of admissions to the institutions.

### 5.1.2 Procedure

At the beginning of the academic year, the Chairman of the concerned department will invite applications for the award of scholarships under this scheme from the students of the department. The Scholarships Committee will examine these applications and recommend the names of deserving students to the vice-chancellor for final approval. Although the criteria for the award of scholarships under this scheme is poverty-cum-merit, however, while making recommendations, the Committee should assign comparatively more weight to the financial status of the applicant as compared to the weight assigned to his/her academic standing.

## 5.2 Fee Concession and Other Financial Assistance

Freeship in tuition fee may be granted to a deserving student on the recommendations of the Scholarship Award Committee. When two or more brothers or sisters are studying in the University, then the one in the higher class shall pay full tuition fee while the other shall pay half of the tuition fee only.

Those students, who are scholarship holders and are also getting financial assistance from some other source, shall not be considered eligible for fee concession from the University. The University authorities may cancel any concession on the basis of misconduct or false presentation. Double financial benefits such as scholarships, financial assistance, and financial aid in any form, from any source, shall not be allowed to any student of the University.

Tribal students can apply for tribal scholarships to their respective Political Agents. Students of settled areas can approach the local, Provincial and Federal Government for the grant of monetary aid and financial help. Besides the above, some philanthropic voluntary organizations also offer scholarships to deserving students studying in the University, such as Syeda Mubarik Begum scholarships are granted through Babar Ali Foundation, Lahore, for the promotion of education, general uplift and welfare of needy and poor female students. Candidates must have passed their first and second semesters examinations by obtaining at least 3.00 CGPA.

The students who have committed an act of indiscipline, will not get any Scholarship/Financial Assistance from UET, Peshawar. Those who are getting scholarships outside UET sources, their sponsors shall be reported this act of indiscipline. No Scholarship/Financial Assistance will be extended to students studying under non-subsidized scheme.

## 5.3 Freeship

Three freeships have been allocated for the students admitted in the self-sustained Departments. One freeship will be awarded on merit and two on poverty basis. Minimum requirement in all cases will be at least 2.00 CGPA with no 'F' grades in previous examinations.

The merit will be determined on the basis of CGPA. However, for the students of 1st Semester, merit will be determined on the basis of total score at the time of admission to a program i.e., marks of

Matric, FSc & Entrance Test. Award of freeships shall be recommended by the Committee comprising the following:

- |    |                              |                  |
|----|------------------------------|------------------|
| 1. | Dean, Faculty of Engineering | Convener         |
| 2. | Chairman of the Department   | Member           |
| 3. | Director Finance             | Member           |
| 4. | Provost                      | Member           |
| 5. | In charge Student Affairs    | Secretary/Member |

Validity of freeship both on merit and poverty shall be for One Academic Year i.e. Two Semester. In case of tie, candidate with higher merit will be awarded freeship. Freeship holders will have to pay normal fee and other user charges of the university.

#### 5.4 Cash Awards to Talented Students

In order to recognize merit and encourage academic competition among students, the following cash awards will be granted to students who secure first, second and third position in each semester in their respective disciplines.

- |                         |   |                |
|-------------------------|---|----------------|
| First position holder   | : | Rs. 1250/-each |
| Second position holder: |   | Rs. 750/-each  |
| Third position holder:  |   | Rs. 500/-each  |

Requirements for the grant of cash awards to students shall be as under:

- i. The student must have secured first, second or third position in the semester.
- ii. He/she should be a regular student at the University.
- iii. He/she must have passed all subjects of the semester in first attempt.
- iv. He/she must have secured at least 3.00 SGPA in the relevant semester.
- v. In case of tie between two students, the marks obtained by them in their previous examination shall be the deciding factor.

#### 5.5 Award for the Best Student Project

To encourage final year students to take interest in the Project Work and improve its quality, the Syndicate has approved the following rules for the award of best student project.

- i. There shall be one award comprising of cash prize of Rs. 10,000/- certificate and shield for the group members of the best project in each discipline. The shield inscribed with the names of the group members shall be kept in the respective department.
- ii. The award shall be given on the basis of recommendations of the Selection Committee.
- iii. Best project for the award shall be evaluated by a Selection Committee for each department, comprising the following:
  - Chairman of the Department (Convener)
  - Two Senior Teachers from the respective department (Members)
  - One expert from outside the University to be nominated by the Vice Chancellor on the recommendation of the Chairman of the department concerned (Member)

- iv. The Chairman of the department shall announce the date for selection/competition for the best project well in advance.
- v. The group of students of each project shall elect a leader from amongst themselves. In case of individual project as in Architectural studies, individual will present his/her work.
- vi. Every group of students or individual that has undertaken a project shall be eligible to participate in the competition.
- vii. In case of group project, the leader of the group shall be responsible for organization and presenting the project to the teaching staff and final year students of the department concerned for appraisal.
- viii. In order to select the best project, the Selection Committee shall give due weightage to various components, such as the nature and quality of the project, the engineering and analytical input to the work and presentation to audience.
- ix. For selecting best project, there should be at least two projects in competition for each discipline.

## 5.6 Gold Medals

University Gold Medals. Gold medals shall be awarded to students in each discipline who fulfill the following conditions.

- i. Pass all the University Examinations in first attempt and complete the course within eight (B.Sc. degree) and ten (B.Arch. degree) consecutive semesters after joining the first semester.
- ii. Secure at least 3.67 CGPA.
- iii. Stand first in aggregate marks obtained in all examinations, in their respective disciplines. In case of tie, more than one gold medal will be awarded.

## 5.7. Scholarships

### 5.7.1 Merit Scholarships

The students of 3rd, 5th and 7th semesters of B.Sc. Engineering in each discipline and 5th, 7th and 9th semesters of B.Arch. will be awarded university merit scholarships. These scholarships will be awarded on the basis of results of the preceding examinations, provided that the students qualifying for this award are not receiving any other scholarship or financial assistance in any form from any source. No merit scholarship will be awarded to students with CGPA less than 2.00.

### 5.7.2 Other Scholarships

The following agencies provide financial assistance to deserving students on merit/in affordability basis:

- i. Frontier Education Foundation [www.fef.edu.pk](http://www.fef.edu.pk)
- ii. Professional Education Foundation [www.thepef.com](http://www.thepef.com)
- iii. Pakistan Engineering Congress [www.peccongress.com](http://www.peccongress.com)
- iv. Mora Scholarship from zakat fund
- v. HEC Need based scholarships [www.hec.gov.pk](http://www.hec.gov.pk)

- vi. Dr. Omer Hayat Trust fund
- vii. Karwan-e-ilm Foundation [info@karwan-e-ilm.com](mailto:info@karwan-e-ilm.com)
- viii. USAID Merit & Need Based Scholarships [www.hec.gov.pk](http://www.hec.gov.pk)
- ix. HEC German Need Based Scholarships [www.hec.gov.pk](http://www.hec.gov.pk)
- x. Diya Foundation Scholarships [www.diyapak.org](http://www.diyapak.org)
- xi. London Foundation Scholarships [www.pfl.uk.net](http://www.pfl.uk.net)
- xii. National Bank of Pakistan Loan Scheme [www.nbp.com.pk](http://www.nbp.com.pk)
- xiii. Chief Minister Scholarships for needy students [www.pmuhed.com](http://www.pmuhed.com)
- xiv. Fast Cables Merit Scholarships [www.fast-cables.com](http://www.fast-cables.com)
- xv. JICA Endowment Fund Scholarships for needy students
- xvi. Prime Minister National ICT Scholarships [www.ictrdf.org.pk](http://www.ictrdf.org.pk)



## Chapter 6

# HOSTEL ACCOMMODATION AND FACILITIES

University of Engineering and Technology, Peshawar provides a variety of accommodation options to its students in the form of eight hostels on the main campus at Peshawar. These hostels offer comfortable and affordable accommodation to undergraduate and postgraduate students who wish to reside on campus. The university also has a research hostel to accommodate students engaged in research activities. However, all accommodation is subject to availability of space.

### 6.1 Background

Out of the eight hostels, two are exclusively for girls, while the rest are for boys. The boys' hostels have a capacity of around 2000 students in total, providing ample space for a significant number of residents. The hostels have different types of rooms, including single and shared rooms, to suit the various needs and preferences of the students.

The allotment of rooms is done online and based on merit, ensuring a fair and transparent process for all students. In addition to the on-campus hostels, the university also has off-campus hostels at Abbottabad, Bannu and Jalojai Campuses with a capacity of about 1650 for both male and female students.

All hostels have common areas that include a common room, prayers hall, canteen/mess hall, indoor and outdoor grounds, and a study room. The hostels also have generator facilities to ensure uninterrupted power supply. Each hostel is managed by a warden, assistant warden, and head bearer, ensuring a safe and secure living environment for all residents. In case of emergencies, an ambulance and first aid services are available on campus.

UET, Peshawar places a high priority on student welfare and has designed the hostels accordingly, providing an ideal atmosphere for students to focus on their studies and achieve their academic goals. The university has an affordable fee structure for the hostels, which is due at the time of application. However, all accommodation is subject to availability of space.

The hostels are governed by rules and regulations set by the statutory bodies of the university. The university has a zero-tolerance policy for harassment, drugs, and politics, ensuring that the hostels are a safe and secure place for students to reside.

The provost office is located inside the hostel premises to provide assistance to students in case of any issues or concerns. The off-campus hostels are managed by the campus coordinator acting as provost at that campus. The hostel facility is also provided during summer for an extra charge of the utility expenses for boarder students only. Month-to-month hostel accommodation is also provided to students subject to availability at prescribed rates on a case-by-case basis to students of ABC University on approval.

Provost office: (+92-91) 922 2223

Abbottabad Campus (+92-992) 931 1073

Bannu Campus: (+92-928) 610 904

Jalojai Campus: (+92-923) 577 350

Overall, the hostel facilities at University of Engineering and Technology provide a comfortable and secure living experience for students, making it an ideal choice for those who wish to stay on campus.

The cost of accommodation in University hostels is around Rs. 5000/- per month per student. However, the University provides huge subsidy on hostel accommodation. Hostel accommodation is a privilege and cannot be claimed as a matter of right. Accommodation being limited in hostels may not be provided to all the applicants and will be provided only on the availability of seats in hostels in the Main Campus and Satellite Campuses. The residential accommodation is an equal and merit-based opportunity and preference is given only to those applicants who hail from far-off places. Hostel accommodation at various campuses of the university is available as under:

- Peshawar:** Six hostels for 1776 male students and two hostels for 181 female students.
- Bannu:** Three hostels for 296 male students and one hostel for 8 female students.
- Abbottabad:** Two hostels for 300 male students and one for 100 female students.
- Kohat:** There is no hostel facility available at Kohat Campus, so far.
- Jalozai:** Three hostels for 630 male students and one hostel for 210 female students.

Due to lack of space/accommodation at UET Hostels, hostel accommodation will be provided at the time of admission of 1st semester subject to availability of seat purely on the basis of merit, determined by the Directorate of Admission for each discipline and need basis, determined by the Provost Office. The students of Jalozai Campus will not be considered for hostel allotment in the Main Campus.

Proper boarding, lodging and mess facilities are available to the residents in each hostel. The mess in each hostel operates on a no-profit no-loss basis. Each hostel is looked after by a Resident Warden, who is responsible for the implementation of hostels rules, regulations and Maintenance of order and discipline in the hostel. The Resident Warden is the first point of contact between the Resident students and university administration.

All complaints regarding any student or member of hostel staff, shall be brought forth before the Resident Warden. Students must never take matters into their own hands. Bearers and other staff have been provided in each hostel to facilitate resident students. The Provost serves as the overall in-charge of the hostels and sets policy guidelines for the hostel administration. The campus coordinator for the remote campuses acts as Provost for his/her campus.

Security officer will supervise a team of highly trained security guards recruited from retired Pakistan Army personnel. Security guards will perform duty on gates of the hostels who will only allow lawful residence into hostels. Security officer will be overall incharge of security of hostels. He can visit rooms of any hostel at any time for check of any weapon, drugs, intoxicant, rods, daggers and harmful materials etc.

The residents of hostels are required to abide by the rules and regulations of the university hostels as laid down in this prospectus and notified from time to time by the hostel and university administration. Misconduct by any resident student may be punished directly by the Resident Warden with a fine of up to Rs. 5000/- or it may be reported by the Resident Warden to the Convener Hostel Disciplinary Committee for further action. The Hostel Discipline Committee may forward any case to University Discipline Committee (UDC), if it deems fit.

S.No	Name of Hostel	No. of Seats
1.	Shah Wali Ullah Hostel No. 3 (Old Block)	170
2.	Shah Wali Ullah Hostel No. 3 (New Block)	498
3.	Shahibzada Abdul Qayyum Hostel No.4	132
4.	Syed Jamal-ud-Din Afghani Hostel No.5	175
5.	Mehmood Ghaznavi Hostel No. 8	227
6.	Engineering Tribal Hostel No.11	298
7.	Sardar Abdur Rab Nishtar Hostel, Hostel No. 12	276
8.	Engineering Girls' Hostel (Old & New)	181
9.	Engineering Hostels, Bannu Campus	311
10.	Engineering Boys' Hostel, Abbottabad Campus	300
11.	Engineering Girls' Hostel, Abbottabad Campus	100
12.	Jinnah Hostel, Jalozai Campus	210
13.	Iqbal Hostel, Jalozai Campus	210
14.	Abu Bakar Hostel, Jalozai Campus	210

## 6.2 Hostel Admission

- i. Hostel admission will be granted only to those students who are on regular rolls of the University. The facility of hostel accommodation to full time postgraduate students may be provided subject to availability.
- ii. Students desirous of hostel accommodation are required to apply on the prescribed hostel admission form on or before the last date announced for the purpose. Students shall submit duly completed forms, along with five Passport size photographs duly attested by the head of the concerned department, to the office of the Head of their respective department. The forms after necessary scrutiny will then be forwarded to office of the Provost. No application form for hostel admission shall be entertained after the closing date.
- iii. The provost office will prepare a merit list of the applicants after necessary scrutiny of admission forms. The provost office will distribute hostel admission cards among the eligible candidates as per merit list displayed. Each card will bear hostel name and father's name of the students, the hostel name and room number allotted to the student and a photograph of the student. The students shall submit their cards within 15-days after the allotment to the concerned warden and upon acceptance of which they shall become residents of that hostel and will be under disciplinary supervision of the hostel administration. If a student fails to submit his card to the concerned warden within due time, his hostel card shall stand void.
- iv. Seats in the hostels will be allocated to each department in proportion to the number of applicants for hostel accommodation from each department.. Preference shall be given to those applicants who hail from far-flung areas and do well in terms of merit.
- v. Local students from Peshawar district will not be granted accommodation in university hostels. The hostel admission of any resident student shall be cancelled if at any point/time he/she is found to have been having a residence (owned/rented/official) at the time of allotment. He/she shall be penalized as deemed fit by the hostel and university administration.
- vi. The hostel authority has the right to refuse/cancel hostel admission of students who misuse their privilege.
- vii. A student can request the cancellation of his/her hostel admission. The student will be eligible to receive all the refundable amounts if the request is received within one month

of the closing date of allotment of hostel accommodation. No refund will be allowed after that.

- viii. A student whose admission is cancelled by the hostel authorities on disciplinary grounds shall not be entitled to receive his hostel security.
- ix. Students who fail to complete their degree within the prescribed time (8 semesters/ 4 years) will not be entitled for hostel admission. The hostel authorities under special circumstances may consider such application for admission provided the applicant maintains regular attendance in classes.
- x. Application for hostel admission, from students whose admission has been cancelled in the past on disciplinary grounds, shall not be entertained.
- xi. Re-Admission cases may be considered subject to availability of seats in hostels and validity of the reasons for re-admission. Cases of re-admission bear minimum priority to the hostel authorities.

### 6.3 Allotment

- i. The warden of a hostel shall provide room/seat to a student within three days of the submission of his/her hostel card. However, handing over/possession may take longer depending upon the time required to complete the process of shifting by ex-room holders.
- ii. Cubicle rooms will be allotted to final year students only, subject to availability.
- iii. Students of 1st, 2nd and 3rd year will be accommodated in bi-seater, tri-seater or four seater rooms.
- iv. Foreign students will be accommodated in a specified hostel (presently Syed Jamal-ud-Din Afghani, Hostel No.5).
- v. Students are not allowed to interchange their rooms in the Hostel with each other without permission of the warden. Any violation will result in initiation of serious disciplinary proceedings against the violators.

### 6.4 Hostel Discipline & Order

The Residents students must submit an undertaking of good conduct as provided by the university on judicial stamp paper before they can be issued hostel admission cards. The affidavits must be duly signed by the parent/guardian of the concerned student. A student, who fails to submit the duly filled affidavit, shall not be allowed to enter the hostel. The following must also be ensured with regards to the guardian of a student:

- i. A guardian can only be a Blood Relative i.e. elder sibling, paternal or maternal uncle.
- ii. The parent/guardian must accompany the student to the hostel and he/she would be required to submit a copy of his/her CNIC along with the affidavit.
- iii. Any student, who fails to furnish the above, shall not be allowed to enter the hostel premises.
- iv. Every resident student shall be issued a boarder card, after due verification and collection of duly filled affidavits. The students must keep these cards at all times with them and they will be allowed entry into their hostels only after presenting this card to the security guard.

- v. Residents shall abide by hostel rules and regulations in letter and spirit. Violation of hostel rules and regulations or any order issued by the hostel administration shall render a resident liable for imposition of fine and/or expulsion from the hostel and to such other actions as deemed fit by the University authorities.
- vi. Anybody (be it a student of the university) who is not a resident of the hostel is not allowed to stay in the hostel premises.
- vii. Day scholars and residents of one hostel are not allowed overnight stay in any other UET hostel. Similarly, guests, family members or anyone else, are strictly prohibited overnight stay at any UET hostel.
- viii. Resident students can entertain their guests within the prescribed visiting hours only in the guest rooms prescribed for the said purpose in each hostel. No resident can entertain a guest in his/her room.
- ix. Residents are strictly forbidden of keeping any arms, intoxicants, drugs, rods or daggers, and harmful materials etc in the hostel. Any violation of this rule will result in serious disciplinary action against the violator and may lead to imposition of heavy fines and expulsion from the hostel. The hostel administration may also initiate criminal proceedings against the violator and refer the matter to the police.
- x. Residents are not allowed to use heaters, air coolers and air conditioners in their rooms. Any violation will lead to imposition of fine, recovery of charges incurred and confiscation of the forbidden item.
- xi. Every Resident student is responsible for the peace and tranquility of hostel environment. Resident students are not allowed to play music or any instrument loudly.
- xii. Residents are not allowed to participate in any political activity.
- xiii. Residents are not allowed to invite any political figure, scholar or any individual for any speech, lecture or sermon or to circulate any unpublished or published material for this purpose.
- xiv. Residents are not allowed to assemble crowds or congregations within the hostel premises for any purpose e.g lunch, dinner, iftaar, political etc.
- xv. Entry of females into boys' hostels is strictly prohibited & vice versa.
- xvi. Residents shall keep their rooms clean and tidy. They shall also be responsible to keep their rooms properly locked in case they leave the room. Residents shall not keep expensive items (cost of which exceeds Rs. 1000/-) or cash in their rooms. The hostel authorities will not be responsible for any loss.
- xvii. Resident students are not allowed to park bicycles, motorcycles or cars within the hostel premises. The hostel authorities would not be responsible for any loss or damage incurred by the student.
- xviii. Resident students are not allowed to ride bicycles or motorbikes inside the hostel premises. Any violation will be dealt with seriously.
- xix. Resident students shall not use and shall not allow the use of their accommodation for any purpose other than that prescribed and allowed by the hostel administration.
- xx. Resident students who in the view of the hostel authorities are not residing in their rooms shall have their hostel admissions cancelled.
- xxi. Any complaints against the hostel staff may be brought into the notice of the hostel

- warden or the provost. Residents are not allowed to deal with the hostel staff directly on their own.
- xxii. Resident students shall not insist on the hostel bearers to bring contraband goods for them. Residents shall not insist on the hostel staff to indulge in activities other than their prescribed job responsibilities.
  - xxiii. The Warden of the hostel may impose a fine of up to Rs. 5000/- on any resident student who violates the hostel rules and regulations or orders of the hostel authorities. Prior to imposing any penalty on the Resident Student the Warden may serve him with a show cause notice to which the student must respond in writing within the specified timeframe. The Warden may decide to do away with any penalty if he finds the response of the student satisfactory or may decide otherwise. The Warden may forward the case to the Hostel Discipline Committee for further action. The Hostel Discipline Committee can report a case of indiscipline to University Discipline Committee if it deems fit.
  - xxiv. Appeal: An appeal against the punishment awarded by the Resident Warden shall be forwarded to the Hostel Discipline Committee within fifteen days.

## 6.5 Hostel Discipline Committee

- i. The Hostel Discipline Committee (HDC) will be formed by the Provost under clause 8 of Khyber Pakhtunkhwa, UET Ordinance No. XIII of 1980 and (amended) Ordinance No. IX of 1981.
- ii. Cases of indiscipline by the resident students may be forwarded to the Hostel Discipline Committee by the Resident Warden through the Senior Warden. The Convener of HDC in consultation with the Provost will call a meeting of HDC, at a place and time convenient to the committee members, to conduct hearings in the case.
- iii. The Hostel Discipline Committee will decide the cases according to hostel conduct and discipline regulations.
- iv. The Hostel Discipline Committee may forward the cases needing severe penalties (such as imposition of a fine of more than Rs. 40,000/- and or expulsion/rustications from the university) to the University Discipline Committee.
- v. The decision of the HDC will be communicated in writing and will be duly signed by all members. The Assistant Provost will be responsible for recording the minutes and decisions of the committee, keeping proper record of all cases, and communication of decisions to all members, concerned students and wardens.
- vi. Appeal: An appeal against the punishment awarded by the Hostel Discipline Committee shall be forwarded to the University Discipline Committee.
- vii. No appeal by student against the decision of the Hostel Discipline Committee shall be entertained unless it is presented within 15 days of the date on which the decision is communicated to him/her.

## 6.6 Hostel Fee

Hostel charges can be changed from time to time by the University authorities. Hostel charges for the year 2022-23 (till further orders) are as follows:

S.N	Description of Charges	Amount
<b>a)</b>	<b>University Fund</b>	
1.	University Fund for Seats (Room Rent/Elet. charges)	Rs. 18,000/- P.A
2.	University Fund for Cubical (Room Rent/Elet. charges)	Rs. 20,000/- P.A
<b>b)</b>	<b>Hostel Fund</b>	
1.	Hostel Security (Refundable/adjustable)	Rs. 1000/- P.A
2.	Mess Security (Refundable/adjustable)	Rs. 1500/- P.A
3.	Gas Advance (Refundable/adjustable)	Rs. 2000/- P.A
4.	Contingency (Non-Refundable)	Rs. 2200/- P.A
5.	Generator + Maintenance Charges	Rs. 6000/- P.A
	<b>Total:</b>	<b>Rs. 12,700/- P.A</b>

### 6.7 Hostel Mess

- i. Each resident student of the hostel will automatically be considered as a member of the hostel mess unless his membership is suspended by the Resident Warden. No member of the mess is allowed to close his mess account for a period of less than three days. In such case the student will inform the office assistant one day before doing so.
- ii. The hostel mess will be monitored by a Food Committee comprising of Resident students of the hostel which are appointed by the Resident Warden with the approval of the provost. The continuation of the members of the Food Committee will be decided upon their progress. The Food Committee shall prepare a menu on weekly/monthly basis with the approval of the Resident Warden.
- iii. The Resident Warden shall supervise and check the mess daily or on alternate day. The Assistant Provost or Provost may make surprise visits to the HostelMess.
- iv. The Resident Students must pay their mess dues before the 15th of each month. A fine amounting to 10% of the total dues (rounded to the closest multiple of 10) shall be charged for late payment of dues after the due date. The Resident Warden reserves the right to change the amount of fine to be imposed on the resident students in case of late payment.
- v. The Hostel Mess shall remain open during the time prescribed for each meal. Residents shall not be allowed to demand food after the prescribed time limit.
- vi. All the members of the mess shall take their meals in the Dining Hall of the hostel. No meals shall be served in their rooms by the hostel bearers.
- vii. Smoking is strictly prohibited in the hostel mess and its premises. Moreover, resident students must not create any sort of disturbance or discomfort to their fellow students in the hostel mess.
- viii. Residents shall not use hostel lawns, common room and other places for lunch, dinner, breakfast or tea.
- ix. Residents of the hostel are not allowed to bring food from outside the hostel into the hostel mess.
- x. In case of closing mess permanently, student should provide proper medical certificate.

## 6.8 Hostel Gates Timings

Following timings will be observed for boys hostels.

Season	Opening gate time	Closing gate time
Winter	7:00 A.M	10:00 P.M
Summer	6:00 A.M	11:00 P.M

A Boarder card will be issued by the provost office to the residents. All the students are subject to keep the Boarder card with them in the hostel and university premises. This card will serve as a proof of student's identity as a Boarder. No student will be allowed entry into the hostel without his Boarder Card.

## 6.9 Notices & Wall Chalking

No resident will be allowed to paste or exhibit any notice printed/handwritten or other material, in writing anywhere in the hostel except those duly signed by the hostel warden. No resident student is allowed to engage in wall chalking inside the hostel premises. Any violation of this rule is subject to strict disciplinary action.

## 6.10 Complaints

All complaints about matters relating to the hostels shall be reported to the warden of the hostels. Students must never take any matter into their own hands, otherwise they'll be held liable for strict disciplinary action.

## 6.11 Utensils, Furniture & Electric Installations

- i. Residents are not allowed to take utensils from the dining hall/hostel mess and furniture from common room to their rooms or other hostels. Residents are not allowed to move any hostel furniture or other items from their designated places. In case of any violation stern disciplinary action will be taken against him/her.
- ii. Every Resident of the hostel will be provided with a bed, a table and a chair. He/she will be responsible for any loss or breakage thereof. Residents who will destroy or damage any hostel property shall pay for damages and will be heavily fined.
- iii. All rooms of hostels have necessary electric fittings.
- iv. Student/s residing in these rooms shall be responsible for the proper use and safety of these fittings.

## 6.12 Common Room

- i. Each hostel shall have a Common Room Committee comprising of three to five resident students of that hostel and shall be appointed by the concerned Warden. The Committee will look after the affairs of the Common Room under the supervision of the hostel warden.
- ii. The Resident Warden shall take actions to provide residents with newspapers, magazines, material for indoor games and fulfill other maintenance requirements of the hostel. These needs shall be met through the contingency fund of the hostel. The Resident Warden shall determine the appropriation of contingency funds for these purposes.
- iii. Film shows are not allowed inside the hostels. Special permission of the provost must be sought for the arrangement and use of microphones in any function whatsoever inside the

hostel premises. Nonresidents shall not be allowed to enter and participate in any activity inside the hostel premises without the prior permission of the warden. No professional artist shall be invited to perform inside the hostel premises.

- iv. Social and cultural activities like indoor games, dramas, debates etc. can be arranged by resident students in the hostel from time to time with the permission of the Resident Warden. The Resident Warden shall decide the fate of such requests through consultation with the provost.

### 6.13 Hostel Staff

- i. Private/personal servants are not allowed in hostels. Every hostel is manned with designated staff to look after the needs of resident students e.g., bearers, water carriers, sweepers and gardener etc. The hostel staff is answerable to the warden of the hostel. Any complaint against the staff should be communicated to the warden of the hostel in writing. Staff is required to serve the resident students inside the hostel premises according to the duties assigned to them by the hostel administration.
- ii. Misbehavior by the resident students with the hostel staff is subject to strict disciplinary action against the perpetrators.

### 6.14 Prohibition of Valuables

- i. The resident students are not allowed to keep valuable items like car, motorcycle, VCR, VCP, Video Camera, T.V Set, gold, expensive mobile phones, large sum of money etc. The hostel administration shall bear no responsibility in case of any loss or theft.
- ii. Resident students are allowed to keep computers, Laptops without external speakers/woofers in their rooms at their own risk for educational purposes only. The hostel administration shall bear no responsibility in case of any loss or theft.
- iii. Regional Societies / Political / Religio-Political Groups: Resident students are not allowed to form or be associated with political, regional, Religio-political or any sort of group in the hostel. Resident students are not allowed to use or let their rooms be used as offices of any group. Resident students are not allowed to conduct meetings of any nature under the umbrella of any such group inside the hostel premises. Any violation of these rules will be liable for strict disciplinary proceedings against those involved.

### 6.15 Closure of Hostels

The university hostels shall remain closed during the vacations. All resident students shall be required to vacate the hostels except those who are in examination or have enrolled in summer semester. The administration may provide an alternate arrangement for those who are in examination or enrolled in summer semester. Foreign students may be allowed to stay in their hostel during vacations.

### 6.16 Special Regulations for Girls' Hostels

- i. Female students shall go straight to their hostels after the completion of their classes in their respective departments.
- ii. Night attendance of the Resident students shall be taken on a daily basis.
- iii. The Warden shall carry out surprise visits to the rooms of Resident students.

### 6.17 The Hostel Gates Timing

Following timetable will strictly be observed for opening and closing girls hostel gates:

Season	Opening gate time	Closing gate time
Winter	7:00 A.M	04:00 P.M
Summer	7:00 A.M	04:00 P.M

Application for leave and complaint shall be submitted to the Warden/Provost. Residents must have their applications signed by the Warden/Senior Warden before leaving the hostel premises.

### 6.18 Visitors and Permission for Going Out

Every resident of the Girls' hostel must submit a list of three visitors duly signed by her parents/guardian along with photocopies of their CNICs at the time of admission.

- i. Only parents/guardian and authorized visitors shall be allowed to visit female resident students during the following visiting hours:

**Winter (October to March)**

Saturday: 3:00 PM to 6:00 PM

Sunday: 9:00 AM to 6:00 PM

**Summer (April to September)**

Saturday: 5:00 PM to 7:00 PM

Sunday: 9:00 AM to 7:00 PM

- ii. Only parents/guardian and authorized visitors can take a resident student for shopping/overnight stay on weekends.
- iii. Permission to meet the authorized visitors must be obtained from the Warden or Provost. Male visitors shall meet the residents only in the visitor's room for minimum possible time to avoid inconvenience to other students.
- iv. The resident students may attend the university's departmental functions and study tours subject to the permission of the Warden or Provost.
- v. Permission for going out must be obtained one day in advance. While going out a resident, must sign in the Register giving time of departure, place and phone number of the place of visit and time of return. She must also sign in the register upon her return.
- vi. Guests: Border students will not be allowed to invite female guests for casual meals or for night stay without the prior permission of the hostel warden/Provost.

### A: REGULATIONS FOR HOSTEL WARDEN

1	Violation of Hostel Rules or Disobeying the orders of Hostel Administration	First time: Fine upto a maximum of Rs. 5000/- Second time: Cancellation of Hostel Privilege for next sessions and/or expulsion from hostel.
2	Using Electric Heaters/Air Conditioners	First time: Fine upto a maximum of Rs. 5000/- and recovery of estimated electricity charges alongwith confiscation of the appliances Second time: Cancellation of Hostel Privilege for next sessions and/or expulsion from hostel.
3	Installing internal locks in the allotted rooms	Fine upto a maximum of Rs. 5000/-
4	Playing games in hostel lawns or corridors	Fine upto a maximum of Rs. 5000/-
5	Smoking in hostel premises, sleeping in prayer hall or common room/study room and any matter of this nature	Fine upto a maximum of Rs. 5000/-
6	Keeping non-residents in the room	Fine upto a maximum of Rs. 5000/-and cancellation of hostel privilege for next sessions and/or expulsion from hostel.

## B: REGULATIONS FOR HOSTEL DISCIPLINE COMMITTEE

1	Keeping non-residents in hostel room	First time: Fine upto a maximum of Rs. 40,000/- Second time: Cancellation of Hostel Privilege for next sessions and/or expulsion from Hostel.
2	Keeping arms, explosives, intoxicants, and drugs or anything alike.	Fine upto a maximum of Rs.40,000/- and cancellation of hostel privilege for next session and/or expulsion from hostel.
3	Playing games in hostel lawns and corridors.	Fine upto a maximum of Rs. 20,000/-
4	Misbehavior with Hostel Staff or Administration or fellow students.	Fine upto a maximum of Rs. 40,000/- and/or expulsion from Hostel and/or cancellation of hostel privilege for next sessions.
5	Invitation to any political figures, scholar or any individual for any speech, lecture, sermon or to circulate any unpublished or published material for this purpose inside or outside the hostel. Pasting posters/notices etc. without the written permission of hostel administration and/or wall chalking and such other activities.	Fine upto a maximum of Rs. 40,000/- and/or expulsion from hostel and/or cancellation of hostel privilege for next sessions.
6	Damaging/theft or misuse of hostel property and hostel card	Recovery of loss and Fine upto a maximum of Rs. 40,000/- and/or expulsion from hostel and/or cancellation of hostel privilege for next sessions.
7	Subletting of one seat or room to outsiders	Cancellation of Hostel seat and fine of Rs. 10,000/- to 20,000/- for subletting a seat and fine of Rs. 20,000/- to 40,000/- for subletting a room.
8	Willful absence from HDC meeting by a Student	A fine of upto Rs. 10,000/- for the first time and cancellation of hostel seat and exparte action.

## HOSTEL ADMINISTRATION

S.No.	Designation	Name	Phone
1	Provost, University Hostels	Prof. Dr. Afzal Khan	091-9222223
3	Deputy Provost, University Hostels	Mr. Ahmad Murad	091-9222223
4	<b><u>Engineering Girls' Hostel</u></b> a) Resident Warden b) Assistant Warden c) Assistant Warden	a) Engr. Ishrat Noor	091-9218644
5	<b><u>Engineering Hostel No.3</u></b> a) Resident Warden b) Assistant Warden c) Assistant Warden	a) Engr. Fazli Yazdan b) Engr. Abid Hussain	091-9222196 091-9222243 091-9216644
6	<b><u>Engineering Hostel No.4</u></b> a) Resident Warden b) Assistant Warden	a) Engr. Abdur Rehman Babar b) Engr. Nadeem-ur-Rehman	091-9216675
7	<b><u>Engineering Hostel No.5</u></b> a) Resident Warden b) Assistant Warden	a) Engr. Isamil Khan b) Engr. M. Nasar Jamal	091-9216676
8	<b><u>Engineering Hostel No.8</u></b> a) Resident Warden b) Assistant Warden	a) Dr. Fakhr-e-Alam b) Engr. Hanif Ullah	091-9216667
9	<b><u>Engineering Tribal Hostel No.11</u></b> a) Resident Warden b) Assistant Warden	a) Dr. Habib-ur-Rehman	091-9216678 091-9216599
10	<b><u>Engineering Hostel No.12</u></b> a) Resident Warden b) Assistant Warden	a) Engr. Fazli Yazdan	091-9239267

S.No.	Designation	Name	Phone
11	<p><b><u>Abbottabad Campus:</u></b></p> <p><b>i. Jalal Baba Boys Hostel</b> a) Warden b) Assistant Warden</p> <p><b>ii. Sarban Hall Boys Hostel</b> a) Warden b) Assistant Warden</p> <p><b>iii. Fatima Girls Hostel</b> a) Warden b) Assistant Warden</p>	<p>a) Ar. Habib Ullah b) Dr. Haider Zaman</p> <p>a) Engr. Akhtar Munir b) Arch. Azmat Ali Khan</p> <p>a) Engr. Irum Nasim</p>	09929311073
13	<p><b><u>Bannu Campus:</u></b> Provost</p> <p><b>i. Allama Iqbal Hostel</b> a) Warden b) Assistant Warden</p> <p><b>ii. Faqir Epi Hostel</b> a) Warden b) Assistant Warden</p> <p><b>iii. Rehman Baba Hostel</b> a) Warden b) Assistant Warden</p> <p><b>iv. Girls Hostel</b> a) Warden</p>	<p>Dr. Yasir Irfan Badrashi</p> <p>a) Engr. Abdus Salam b) Engr. Irshad Hussain</p> <p>a) Engr. Fawad Khan b) Engr. Juanid Iqbal</p> <p>a) Engr. Asim Abbas b) Engr. Izaz Ahmed</p>	0928-610804
14	<p><b><u>Jalozai Campus</u></b></p> <p><b>I. Jinnah Hostel</b> a) Warden b) Assistant Warden</p> <p><b>II. Iqbal Hostel</b> a) Warden b) Assistant Warden</p> <p><b>III. Abu Bakar Hostel</b> a) Warden b) Assistant Warden</p>	<p>Engr. Fakhur-ul-Islam Engr. Saqib Khan</p> <p>Engr. Mohsin Iqbal Qazi Dr. Abid Siddique</p> <p>Dr. Akhtar Nawaz Mr. Mudasir shah</p>	

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## Chapter 7

# INTERNSHIP AND SURVEY CAMP

This chapter highlights the internship and career opportunities support as well as Survey Camp information.

### 7.1 Career Development Center

Career Development Center (CDC) at UET Peshawar provides diverse services to the students of UET Peshawar in career planning. These services include job and higher education counselling. It is our objective to get our students connected to industry for opportunities and exposure. The scope of guidance is not just limited to Pakistan, rather the whole global stage is contemplated. Students are brought into the limelight for recruiters by broadcasting their skills and regular interaction with industry partners. The main aim of the career counseling is to help students and professionals to choose a field that is tune with their skills and their job expectations. Thus, with professional help, most candidates end up choosing the right career and perform their level best, which ultimately helps them succeed. Career counseling is a process that focuses on helping one understand oneself, as well as work trends, to make an informed decision about their career and education.

#### 7.1.1 Mission

To create a cooperative environment for students to prepare them for professional life and to help them in developing career-oriented skills.

#### 7.1.2 Values

- i. Quality - through persistent efforts for improvement.
- ii. Equality - by giving respect to each race, caste and gender.
- iii. Inclusiveness - by giving opportunities to students belonging to deprived communities.

#### 7.1.3 Services

- i. Career Decision Making
- ii. Resume, Curriculum Vitae, and Cover Letter Preparation
- iii. Practicing Interviews
- iv. Finding Internships and Positions
- v. Job Search Strategies
- vi. Graduate Studies Guidance
- vii. Connections in Industry
- viii. Employer Facilitation

#### Students - Career Counseling

- Internships
- Soft Skills
- Entrepreneurial Skills

#### Graduates - Career Counseling

- Job Placement
- Higher Education
- Entrepreneurship

#### 7.1.4 Our Mandate

### 7.1.5 Strategy of CDC

- i. Training of the Master trainer
- ii. Soft skills development of students
- iii. Industries database development
- iv. Enhancing the Internship opportunities
- v. Improving the CDC website
- vi. Active CDC office
- vii. Arranging Annual Career Fair
- viii. Guidance of Alumni for higher education
- ix. Spotting the future Entrepreneurs'

### 7.1.6 Career Portal for Students and Alumni

UET Peshawar has entered a 10-year partnership (2021 to 2031) with Naseeb Online Services (Pvt.) Limited for [rozee.pk](http://rozee.pk) portal to provide premium services to students and Alumni of UET Peshawar in their quest for career opportunities. Registration can be done by visiting the portal link. As of now, rozee.pk is a division of Naseeb Online Services (Pvt.) Limited, a wholly-owned subsidiary of Naseeb Networks Inc. USA.

Each registration request would require approval of the Career Liaison Officer of the respective department of UET Peshawar.

### 7.1.7 Educational Portals

Availability of information about higher education and scholarship opportunities has become vital in today's digital world. CDC provides guidance to students and graduates about educational systems all over the world. It is our goal to provide counselling to our students with judicious orientation.

### 7.1.8 Other Career Portals

Professionals all over the world are moving towards digital platforms for accomplishment of various career related goals. CDC encourages students and alumni to utilize online platforms for effective job search and participation in skill-honing activities. Some of these platforms include jobs.pk, Bright Spyre, Careerjet, Joip.pk.

### 7.1.9 Contact Information

- **Website**  
<https://www.uetpeshawar.edu.pk/cdc.php>
- **YouTube**  
<https://www.youtube.com/@careerdevelopmentcenteruet1661/featured>
- **Email**  
[cdc@uetpeshawar.edu.pk](mailto:cdc@uetpeshawar.edu.pk)
- **Contact Number**  
091-9222124

## 7.2 Survey Camp

Survey camp is a field-oriented activity for the students of Civil, Agriculture and Mining Engineering. It is an academic activity and is a prerequisite for degree. Degree of bachelor's in engineering (Civil, Agriculture and Mining) is not issued without survey camp certificate. It is a three week activity normally conducted during summer vacations after the completion of 3rd year of Engineering. On completion of the training, certificate is issued to the students by In Charge Survey camp countersigned by chairman of the concerned department. The following practical are performed by the students in the survey camp using state of the art instruments like Digital Theodolites, Auto Levels and Total station. 1. Road Surveying both in plain and Hilly area for drawing Profile, X-sections and plan of road 2. Fly leveling to find elevation of the main stations 3. Contouring to draw the contour map 4. Triangulations to draw the traverse on map, locate the position of stations, calculate its area and perimeter. 5. Road and contouring using Total station to compare the results of traditional surveying instruments results with Total station results. The students are accompanied by faculty members, surveying staff for guidance. The faculty guide the students in the field as well as in residential camp about calculations and how to complete all the project. After carrying out the field work, the students are then guided how to plot the data on sheets manually as well as using software. Students are trained on Surfer, Civil 3D and Auto CAD. At the end of the field and plotting work, viva voce examination is conducted. 40% weightage is given to field work and plotting work each and 20% is given to viva. Those students who got 60% or above marks are eligible for survey camp certificate.

## Chapter 8

# CO-CURRICULAR ACTIVITIES

The University of Engineering and Technology strongly encourages its students to actively participate in the co-curricular activities. The University provides an enabling environment for various co-curricular activities. Details are provided below.

### 8.1 Clubs & Societies

Besides extensive academic learning, the students have the opportunity to develop and enhance their interpersonal and community skills. The Directorate of Clubs and Societies is the umbrella under which professional and general student societies perform different tasks throughout their academic career at the University. Following is the list of registered clubs and societies where students can register themselves and explore their hidden talents.

#### 8.1.1 Professional / Technical Societies

- i. Institute of Electrical and Electronics Engineers (IEEE)
- ii. American Society of Mechanical Engineers (ASME)
- iii. Institution of Civil Engineers (ICE)
- iv. Robotics Clubs
- v. Institute of Industrial Engineers (IIEE)
- vi. Pakistan Institute of Chemical Engineer (PICHE)
- vii. Association of Energy Engineers (AEE)
- viii. American Society of Heating Refrigeration and Air Conditioning Engineers (ASHRAE)
- ix. Society of Mining Engineers (SME)
- x. Computer Cell
- xi. Computer Society

#### 8.1.2 General Societies

- i. Literary and Debating Society
- ii. Hiking and Trekking Club
- iii. Islamic Society of Engineers
- iv. Let's Help Welfare Society
- v. University Sports Society
- vi. Young Entrepreneurship Society
- vii. University Media Club
- viii. Pakhto Society

#### 8.1.3 Clubs and Societies

At UET Peshawar, life is more than simply academics and studying. Student Societies are considered as one of the most important aspects of learning. We are aware that students require a break from their

demanding academic schedules. This is crucial for the participants' entire holistic growth and to re-energize their energies. A wide variety of student Clubs and Organizations that support both academic and extracurricular activities are supervised by the office of Clubs and Societies. The students only have to select an area of interest.

These organizations encourage young people to showcase and develop their own literary, creative, and artistic talents in the company of like-minded peers. Co-curricular and extracurricular activities are essential to students' social and academic lives. Such events undoubtedly enhance positive relationships between students and foster a sense of coordination between students, professors, and administration in their living-learning processes. Students' physical, social, and psychological development depends on these activities.

This office offers pro-active assistance and services to build capacity in order to support extracurricular activities at the university, which could benefit our graduates at every stage of their lives and help them forge close bonds with their peers, teachers, administration, and other stakeholders.

The following sentences succinctly express the significance of clubs and societies to the university.

- i. To create a learning atmosphere that is fun, energetic, and student-centered.
- ii. To make it possible for students to organize their thoughts more effectively.
- iii. We give them a genuine stage and the chance to display their abilities on a big stage.
- iv. By planning a range of events, any Society member can gain Management, Communication, Technical, and Leadership skills.
- v. It gives students a forum to interact with professionals to discuss projects and jobs, and it aids young professionals in learning about what is coming up in the near future.
- vi. Students are encouraged by the Societies to use their moral, ethical, and scholarly principles in line with the academic and cultural curricula.
- vii. Encourage students to develop their cognitive and analytical abilities.

## 8.2 Sports Facilities

### i. Peshawar Campus

- 2 No of Net covered Cricket Pitches. (One is Cemented & other one is clay).
- 3 No of Badminton Cemented court.
- 1 No of Futsal grassy ground.
- 1 No of cemented basketball Court.
- 1 No of Badminton grassy/Clay court for girls.
- One No of Volleyball clay court.
- One No of Wight Training Gymnasium.
- One No Common Room for girls.
- One No. Common room for boys

### Detail of Playing kits and gears.

- Playing Kits
  - UET provide complete playing kits as a souvenir to student players of both genders who select and participate in the All-Pakistan Intersarsity Championships. (which are organizes under the auspices of HEC/PUSB).
- Sports Equipment for main campus Peshawar.
  - UET provide sports equipment/gears/goods etc to students of both genders for different sports disciplines regularly on daily basis and for practice camps/championships.

The Directorate of Sports also book the grounds and courts for the following sports disciplines for sports competitions from sister Universities and from provincial sports set up on rent basis.

- i. Cricket.
- ii. Athletics.
- iii. Football.
- iv. Lawn Tennis.
- v. Hockey.
- vi. Squash.



## Chapter 9

# PROTECTION AGAINST HARASSMENT OF WOMEN AND DRESS CODE

This chapter describes in detail the anti-Harassment Policy adopted by University of Engineering and Technology, Peshawar as well as the dress code for students.

### 9.1 Protection Against Harassment of Women

UET Peshawar has adopted “The Protection against Harassment of Women at the Workplace (Amendment) Act 2022” in its 127th meeting of the Syndicate held on 25th & 26th June, 2022. The Act 2022 was notified on January 28th, 2022, and officially enacted into law. UET Peshawar had already adopted “The Protection against Harassment of Women at the Workplace Act”, passed on 11 March 2010 with the aim to provide females a harassment free environment at workplaces.

### 9.2 Dress Code

The following Dress Code for students and Teachers is approved.

#### 9.2.1 Female Students

- i. Shalwar Qameez (Color of shalwar is white and qameez of their own choice)
- ii. White Scarf/Dupatta and light brown overall with student identification card.
- iii. Proper Shoes

#### 9.2.2 Male Students

- i. Shalwar Qameez (appropriate color)/Dress pant
- ii. Coat/Waistcoat with student identification card
- iii. Light brown overall for lab work only
- iv. Proper shoes

#### 9.2.3 Teachers

- i. Shalwar Qameez/Dress pant
- ii. Coat/Wastecoat
- iii. Black Gown
- iv. Proper Shoes
- v. Display Identification Card

## Chapter 10

## COURSE AND TEACHER EVALUATION

Course and Teacher Evaluation is an important part of UET's commitment to excellence in teaching. Each semester the student feedback about courses and faculty is collected online. Course & Teacher evaluation results help faculty gain a better understanding of how well they are meeting the learning needs of their students. Student feedback helps them to develop, modify and improve their courses. Departments use these evaluation results when they evaluate instructors' teaching effectiveness each year. A sample Course and Teacher Evaluation proforma is attached.



**UNIVERSITY OF ENGINEERING AND TECHNOLOGY, PESHAWAR**  
**QUALITY ENHANCEMENT CELL**

### Course Teacher Evaluation Proforma

**Instructions:**

1. For Parts A and B please select an appropriate response for each of the statement on a scale of 1-5 where 5 represents *Strongly Agreed* and 1 represents *Strongly Disagreed*.
2. Provide your comments/suggestions (if any) in Part C.

**A. Teacher Evaluation**

	<b>Teaching Skills / Attributes</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
1.	The Teacher provided information about the course (i.e., textbooks, weekly lecture schedule, visiting hours, aims, outcomes, assessment mechanism) at the start of the semester.					
2.	The Teacher came well prepared for the class.					
3.	The Teacher encouraged students to ask questions and participate in class discussions.					
4.	The Teacher explained the course contents and concepts clearly.					
5.	The Teacher closely followed the timetable.					
6.	The Teacher arrived and left on time.					
7.	The Teacher taught all the classes by himself/herself.					
8.	The Teacher completed the course according to weekly lecture schedule.					
9.	The Teacher was fair to students in grading.					
10.	The Teacher was available in office during the announced visiting hours for consultation.					
11.	The Teacher provided effective feedback on assignments/quizzes in due time.					
12.	The Teacher related theoretical fundamental concepts and principles with practice.					
13.	The Teacher motivated students and increased their interest in the subject.					

14.	The Teacher maintained a conducive/facilitative environment for learning.					
<b>Total Score:</b>						
<b>Excellent: 4.5 – 5.0, Very Good: 4.0 – 4.49, Good: 3.5 – 3.99%, Average: 3.0 – 3.49, Needs Improvement: Below 3.0</b>						

**B. Course/Classroom Evaluation**

<b>Attributes</b>		<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
1.	The course material (such as books, course notes and web resources) was useful in learning.					
2.	The academic standard of the course was appropriate to the level of the program					
3.	The course contents stimulated my interest in the subject.					
4.	In-class activities such as lectures and discussions helped me learn the course material.					
5.	I have sufficient understanding and knowledge of the course outcomes.					
6.	The overall workload of the course was manageable					
7.	The course contents are directed to achieve the stated aims and objectives of the course.					
8.	The class size (number of students) was appropriate to facilitate interactive delivery of lectures.					
9.	Classrooms were satisfactory (for example, in term of space, furniture and lighting).					
10.	The audio-visual aids in the classroom were appropriate for this course.					
11.	The library resources are rich enough to support the course.					
<b>Total Score:</b>						
<b>Excellent: 4.5 – 5.0, Very Good: 4.0 – 4.49, Good: 3.5 – 3.99%, Average: 3.0 – 3.49, Needs Improvement: Below 3.0</b>						

**C. Comments (if any) for improvement.**

## Chapter 11

**IMPORTANT FORMS**

The following forms are uploaded to the University website and are accessible from <https://www.uetpeshawar.edu.pk/downloads.php>

- i. New Course Re- registration Form
- ii. Re-checking of Answer book
- iii. Wi-Fi Registration Form (For Hostels)
- iv. Partial Payment/Partial Exam Application Form
- v. Application for Migration Certificate
- vi. Application Form for Inter-University Migration Certificate
- vii. Application Form for Semester Transcript
- viii. Hope Certificate
- ix. Application Form for Bonafide Certificate
- x. Application Form for Course Completion Certificate
- xi. Application Form for Hope Certificate
- xii. Application Form for Medium of Instruction Certificate
- xiii. Clearance Certificate
- xiv. Course Equivalency Certificate

## Chapter 12

# CONDUCT RULES & REGULATIONS

These regulations are framed under "UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR CONSTITUTION, FUNCTIONS AND POWERS OF AUTHORITIES OF THE UNIVERSITY STATUTES, 2016". The University discipline Committee constituted under Clause-22.13 of "UET Peshawar Constitution, Functions and Powers of Authorities of the University Statutes, 2016" shall have the authority and jurisdiction to deal with and decide all cases of indiscipline, in accordance with University Students Conduct and Discipline Regulations.

### 12.1 Applicability and Commencement

These regulations shall apply to all students on the rolls of the University and the affiliated Colleges of the University.

### 12.2 Students Code of Honor

Every student shall observe the following code of conduct:-

- i. Faithfulness in his religious duties, and respect for convictions of others in matters of religion, conscience and customs.
- ii. (Loyalty of Pakistan, and refraining from doing anything which might lower its honour and prestige in any way.
- iii. Truthfulness and honesty in dealing with others.
- iv. Respect for elders, and politeness to all, especially to women, children, old people, weak, deformed and the helpless.
- v. Respect for teachers and others in authority in the University.
- vi. Cleanliness of body, mind, speech and habits.
- vii. Helpfulness to fellow-beings.
- viii. Devotion to studies and sports.
- ix. Protection of Government property.

### 12.3 Prohibited Acts

The students should refrain from:

- i. Smoking in class-rooms, laboratories, workshops, examination halls, or Convocation Hall, and during study or academic functions.
- ii. Using or carrying of alcoholic drinks or other intoxicating drugs, within the University Campus or University Hostels or during instruction, sports or cultural tours or survey camps or entering such places or attending any such tour of camp while under the influence of such intoxicants, or any other University/ College functions outside the Campus.
- iii. Organizing or taking part in any function within the University campus or hostel, or organizing any club or society of students or students associations, unions and federations, except in accordance with the prescribed rules and regulations.

- iv. Collecting any money, receiving funds or pecuniary assistance for, or on behalf, of the University, except with the written permission of the vice-chancellor /Principal.
- v. Staging, inciting or participating in any walk-out, strike, or other form of agitation against the University or its teachers or officers, inciting any one to violence, disruption of the peaceful atmospheres of the University in any way, making provocative speeches or gestures which may cause resentment, issuing of pamphlets or cartoons casting aspersions on the teachers or staff of the University or the University bodies, or doing anything in anyway likely to promote rift and hatred among the various groups or castes of students community, issuing statements in the press making false accusations or lowering the prestige of the University or writing and pasting posters on the walls.
- vi. Bringing, carrying and keeping of fire arms or any other weapon (of any nature/type) forbidden by law, within the University Campus, class-rooms, hostels and offices.
- vii. Causing damage to University property or government public property.
- viii. Use of loud speakers, mega-phones, "decks" in the University hostels and on campus.

## 12.4 Acts of Indiscipline

A student will be deemed to have committed an act of indiscipline if he/she:

- i. Commits a breach of rules of conduct specified above, or
- ii. Disobeys the lawful order or a teacher or other person in authority in the University, or
- iii. Habitually neglects his work or habitually absents himself from his class without valid reason; or
- iv. Wilfully damages University (or) public property or the property of a fellow student or any teacher or any employee of the University or
- v. Does not pay the fees, fines, or, other dues payable, under the University Regulations and Rules; or
- vi. Does not comply with the rules relating to residence in hostels, or uses indecent language, wears immodest clothes, makes indecent remarks or gestures, or behaves in a disorderly manner, or commits any criminal immoral or dishonorable act (whether committed within the University Campus or outside) or any act which is detrimental to the interest of the University. False personification or giving false information or willful suppression of facts, information cheating or deceiving the University
- vii. Forging, mutilating, altering erasing or otherwise tampering with any document connected with examination, receipt of University fees / dues or making undue use of such documents.

## 12.5 Procedure in Case of Breach of Discipline

The Vice Chancellor, if in his opinion an act of indiscipline can more appropriately be dealt with by the University Discipline Committee, may refer it to the University Discipline Committee for necessary action under the Rules/Regulations.

## 12.6 Rustication and Expulsion

### 12.6.1 Rustication

- I. Rustication, whenever imposed on a College/University student, shall always mean the loss of

one semester or one academic year so far his appearance in a University examination is concerned. The rusticated student may be admitted in the University on the expiry of the rustication period.

- ii. No fee will be charged from a rusticated student for the month or months during which his name is struck off the rolls.

### 12.6.2 Expulsion

- i. The period of expulsion will be counted from the date of issue of such a notice by the University. Expulsion period can vary.
- ii. Name of the expelled student will immediately be removed from the Department's rolls, and no fee will be charged from him/her for subsequent months.
- iii. A student expelled from a Department may be re-admitted into that Department or another affiliated College after the expiry of the period of expulsion.
- iv. Cases of expulsion will be registered in the University and notified to all Departments and Universities.

### 12.7 General

- i. The authority, which has the power to rusticate could also withdraw the same order before the expiry of the period.
- ii. No student shall be rusticated/expelled from the University unless he has been served with the Show Cause Notice and allowed a reasonable time for explanation and replying to the charges framed against him.
- iii. When in the opinion of the Discipline Committee the rustication or expulsion is not called for in a case referred to it, may impose any other penalty or penalties mentioned in the above Regulations.

### 12.8 Appeal

- i. An appeal against the punishment awarded by the University Discipline Committee can be made to the Appellate Committee.
- ii. No appeal by a student against the decision of the University Discipline Committee shall be entertained unless it is presented within thirty days from the date on which the decision is communicated to him.

**UNIVERSITY CONDUCT & DISCIPLINE REGULATIONS 2002 (Ame ded i 2006)**

Penalties which may be imposed by the University authorities  
For various offences committed are given below:

S.No	OFFENCE	PENALTY
1.	Using/carrying of alcoholic drinks or other intoxicating drugs within the University Campus or University Hostels or during Study Tour or Cultural Tours or Survey Camps, any such tours of any other University/College or outside the campus under the influence of such intoxicants or misbehaving with others, especially females, during tours etc.	Debar from classes for one week or fine not exceeding Rs. 10,000/- OR Expulsion from the University.
2.	Organizing or taking part in any function within the University Campus or hostel or organizing any club or society of students or students association, unions or federation, except in accordance with the prescribed rules and regulations.	Stern warning and / or Fine not exceeding Rs. 20,000/-, AND/OR Expulsion from hostel accommodation, if relevant.
3.	Collecting any money or receiving funds or pecuniary assistance for or on behalf of the University, except with the written permission of the vice-chancellor .	All money supposed to have collected shall be confiscated in favour of the University. AND/OR Fine not exceeding Rs. 10,000/-
4.	Staging or inciting or forcing fellow students to a walkout from classes or examination halls or organizing, conducting or participating in strikes or agitation or violence against the University authorities or members of teaching or administrative staff or disrupting the classes or any other academic activity of the University being held inside or outside the campus.	Expulsion from the University for one to four semesters/two academic years, depending on the nature and gravity of the crime. AND/OR Fine not exceeding Rs. 20,000/-
5.	Casting aspersions or using abusive and derogatory language in speeches, pamphlets or posters against the University authorities or members of teaching or administrative staff of the University or physically manhandling, beating or disgracing the University authorities or members of the teaching or administrative staff of the University or committing an act of moral turpitude against fellow students.	Expulsion from the University for one to six semesters/ three years, depending on the nature and gravity of the crime. AND/OR Fine not exceeding Rs. 30,000/-
6.	Conducting or inciting or participating in a violent attack on the offices of the University authorities, Chairmen, faculty members or other officers of the University.	Permanent expulsion from the University. AND/OR Fine not exceeding Rs. 50,000/-
7.	Damaging/destroying or trying to damage/ destroy the property (movable or immovable) of the University or University employees or Government or any other Public Organization or stealing or taking away by force any item of University property.	Recovery of the amount equal to the value of the damage caused; and / or fine not exceeding Rs. 20,000/- AND/OR Rustication from the University.

8.	Bringing, carrying or keeping or firing of arms or any other weapon (of any nature/type) within the University campus or class rooms or hostels or examination halls or offices of the University.	Fine not exceeding Rs. 20,000/- AND/OR Expulsion from the hostel. Expulsion from the University for a maximum period of two semesters /one year.
9.	Using loudspeakers or mega-phones in the University hostels or on the University campus or making provocative speeches or gestures which may cause resentment or doing anything in anyway which is likely to promote rift and hatred among various groups or castes of students community or issuing statements in the press, making false accusations against the University or University Authorities or members of teaching staff.	Fine not exceeding Rs. 20,000/-; expulsion from the hostel. AND/OR Expulsion from the University for maximum period of two semesters /one year.
10.	Misbehaving and not cooperating with faculty members, University proctors, Hostel Wardens, and other authorities.	Fine not exceeding Rs. 20,000/-; expulsion from the hostel. AND/OR Expulsion from the University for maximum period of two semesters /one year.
11.	Forming political wing of any political party, student union, student federation, or associations based on linguistic, ethnical, territorial, religions affiliation, or any other platform.	Fine not less than Rs. 5,000/- AND/OR Stern warning. Rustication / expulsion from University.
12.	Holding "Dars" or "Waaz-o-Naseehat" and collection of funds for political, religious party or group within the campus without permission of the University authorities.	Rustication / expulsion from University. AND/OR Fine not exceeding Rs. 30,000/-
13.	Carrying any activity of what-so-ever nature that does not come under the definition of curricular and co-curricular activities that is not allowed and organized by the University authorities.	Rustication / expulsion from University. AND/OR Fine not exceeding Rs. 20,000/-

Where acts of indiscipline need a prompt resolution or are minor in nature, the Chief Proctor may impose a fine not exceeding Rupees one thousand (Rs. 1000/-) and the proctors may impose a fine not exceeding Rupees five hundred (Rs. 500/-), whereas students will have the right to appeal against the fine to the University Discipline Committee.

# Good Luck

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