

**STANDARD OPERATING PROCEDURE (SOP)**  
**ALLOTMENT OF NUST HOSTELS**

1. **Introduction**. The hostel allotment policy is designed to provide a transparent and systematic approach to the allocation of hostel accommodations for national / international students. This policy helps to ensure a fair, equitable and efficient process for all the applicants while addressing the growing demand for on-campus housing.
2. The policy outlines the procedures, eligibility criteria and priority guidelines for allotting rooms in the hostel facilities.
3. **Aim/Objective**. The primary objective of this policy is to provide a comfortable and conducive living environment for students, supporting their academic and personal development. It also seeks to maintain a structured system that promotes transparency, minimizes disputes and ensures timely allotment of rooms based on established criteria.
4. **Review**. This policy will be reviewed periodically to adapt to the changing needs of the institution and its students, which will be approved by Competent Authority.
5. **Brief-Available Hostels Facility**. Seventeen hostels have been built in the main campus of NUST (8 for male and 9 for female) having capacity to accommodate 4719 students with requisite messing/recreational facilities.
6. **Procedure-Applying for Hostel**. Students are required to apply through their CMS account for hostel accommodation while newcomers may apply through [pgadmission.nust.edu.pk](http://pgadmission.nust.edu.pk) (PG students) & [ugadmissions.nust.edu.pk](http://ugadmissions.nust.edu.pk) (UG Students).
7. Hostel accommodation will be allotted depending upon the availability, as per the instructions delineated in succeeding paras: -
  - a. **Eligibility Criteria**. Following students are eligible to apply for allotment of hostel accommodation: -
    - (1) Students registered for statutory courses in the University (Islamabad campus only) will be eligible to avail the facility of NUST hostels at H-12 campus.
    - (2) Hostel accommodation will be allotted **to outstation students only** who get admission in any school/Institute at NUST main campus, Islamabad.
    - (3) All categories of students (UG/PG/PhD) who reside outside the boundaries of Islamabad District (All CDA Sectors, DHA-I to VII, Sihala, Rawat, Barakahu, Bahria, Chak Shahzad, etc.) / Rawalpindi District (Rwp City, Gujjar Khan, Kahuta, Kallar Syedan, Taxila, Wah, etc.).
  - b. **Priority of Allotment**
    - (1) Especially abled students
    - (2) Wards of War Wounded, shuhada's and orphans.
    - (3) Overseas (after provision of the residential proof i.e. residency, Iqama, passports etc).
    - (4) Students from Baluchistan.
    - (5) Students from Sindh.
    - (6) Students from Ex-FATA.

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- (7) Students from Gilgit Baltistan.
- (8) Students from Southern Punjab  
(Bahawalnagar/DGK/Layyah/RYK/Rajanpur)
- (9) Students from Azad Jammu & Kashmir (Athmuqam/Hattian Bala/Haveli/Kahota)
- (10) Students from Khyber Pakhtunkhwa (DIK/Chitral)
- c. **Priority-1.** As a matter of principle, allotment of hostel to the **waiting list of last year students** (First & Second merit list) takes the priority over all categories depending on the availability of space and university has no liability for provision of accommodation.
- d. **Priority-2.** Second priority shall be given to students, who are selected on SAT International seats & foreign students.
- e. **Priority-3.** Third priority shall be given to the students, who fall in para 7-b(1) to (10) above and fall in the first merit list.
- f. **Priority-4.** Students as per their position in the merit list after excluding priority 1,2 & 3.

Note: No hostel for PG Male students (Pakistani Students).

8. **Freezing Cases ( Deferment)**

- a. Any hostelite who cannot continue the studies due to domestic/medical issues can rejoin hostel in the next semester, subject to the permission by Registrar Dte to the fact that students have been allowed to continue the studies.
- b. Intimation of the same to be provided to Hostels Branch by the Registrar and student as well, well before the start of the semester (1x month in advance).

9. **Expulsion from Hostel.** Students who fall in following category will be expelled from the hostel: -

- a. Rent bill defaulter of 1x semester.
- b. Mess bill defaulter of 2x months.
- c. Any student indulging in Suicide / Self Harm attempt.
- d. Any other violation of hostel rules.

10. **Compassionate Ground**

- a. **Medical Cases.** They will be decided on case-to-case basis. Students who are keen for hostel accommodation on medical grounds must submit medical documents along with the hostel admission form (hostel application). The hostel branch will forward the case to NUST Medical Centre for evaluation /opinion/authenticity and recommended case will be forwarded to CA for approval.
- b. **Need-Based Cases.** Students who are unable to afford accommodation charges due to financial issues can apply through University Advancement Office (**UAO**) when they are enrolled in the University, provided they fulfill the

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eligibility/priority criteria.

- c. **Relocation/Posting of Parents**. Will be considered after providing proof of posting/re-location which will be evaluated/authenticated through Defense Services, Government Departments & Organizations.

11. **Ineligibility**

- a. Expelled students from NUST.
- b. All categories of students (UG/PG/PhD) who reside within the boundaries of Islamabad District (All CDA Sectors, DHA-I to VII, Sihala, Rawat, Barakahu, Bahria, Chak Shahzad, etc.) / Rawalpindi District (Rwp City, Gujjar Khan, Kahuta, Kallar Syedan, Taxila, Wah, etc.).
- c. Having completed the degree.
- d. The students involved in immoral activities/drugs/providing false information to secure allotment of hostel.
- e. Hostel accommodation will stand cancelled (in addition to a levy of fine) if any resident shares false information for availing hostel accommodation or is involved in a discipline case which warrants expulsion.
- f. Psychologically compromised student unfit for community living i.e, history of depression, Suicide / Self-inflicted injuries.

12. **Duration of Students Stay**. Stay of the students, who are granted admission in the hostels, will be strictly as follow: -

- a. BS Programs (4 years except B. Arch, MBBS, LLB i.e. 5 years) with effect from the date of admission.
- b. MS Programs (2 years) with effect from the date of admission.
- c. PhD (3 years) with effect from the date of admission.

13. **Extension**. No extension will be granted, however, following cases could be considered:-

- a. Genuine medical issues (submission of medical documents with prior recommendation of NMC and approval of Pro-Rector (P&R)).
- b. Bachelor students who could not complete their degree in 4 years for various reasons. However, maximum extension to this category will be restricted to one year only after the recommendation from Pro-Rector (Acad) and approval of Rector.
- c. **Exchange Program**. The hostelite who are offered an exchange program in foreign universities will be given extension in case their required courses are not run/offered during summer vacations or during regular semesters. Confirmation to this effect will be sought from Registrar/PGP Directorate and the cases will be forwarded for Rector's approval.
- d. Overseas / Foreign students.

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14. **Temporary Hostel Allotment**

- a. Depending upon availability of hostel, temporary allotment facility will be provided only to those students who are currently registered in main campus of NUST.
- b. Students applying for shorter duration (not more than a week) will be granted permission to avail this facility, on case-to-case basis.
- c. Application forms are available in hostels branch office which must be signed by the parents (father/mother/guardian).
- d. Hostels administration reserves the right to extend / terminate his / her temporary allotment stay, from case-to-case basis.
- e. Hostel rules will be followed by temporary students in true letter and spirit.

15. **Date of Revision**. This policy is revised on 01 May 2025 and is implemented from Fall - 2025. This revised policy supersedes all previous policies/correspondence on the subject.

Note: NUST Administration has the right to change the policy at any time on required basis.