

Services Information received from Departments

IT:

Email ID for the department will be: Helpdesk.khi@nu.edu.pk

Mr. Faraz Asad – Manager IT

Services:

1. Email Generation
2. Active Directory ID creation
3. Wi-Fi connectivity
4. Lab reservation
5. Provide Software Installations as per student's requirement
6. Provide issuance of hardware as per student requirements for projects.

Accounts:

Email ID to be generated: accounts.khi@nu.edu.pk

Mr. Shoaib Karim – Manager Accounts

Services:

- Collection of Fees
 1. Collection of Pay orders for (New Admission)
 2. Financial Aid Loan Recovery
 3. Transcript Fee
 4. Library Lost Books
 5. Library Fine
 6. Disciplinary Fine
 7. Duplicate ID Card Fine
 8. Degree Verification Fee
 9. Late Exam Fee
 10. Convocation Fee
 11. Student Transport Fee
 12. Late Fee
 13. Other Income

- Information of Fee Record like
 1. Financial Aid
 2. Fee Payable
 3. Fee Receivable
 4. Process of Installment Fee Challan.
 5. Received Deposited Fee Challan.
 6. Resolve Flex (Fee Management Software) related Queries.
 7. Adjustment of fee challan due to scholarships.

Library

contact email : lib.khi@nu.edu.pk

Ms. Attya Shahid – Librarian

Services:

1. Guides & Tutorials
2. Digital Collection
3. Problem assessing resources
4. Reserve a study room
5. Borrow Renew
6. Equipment lending Lost and fine
7. Connect from off campus
8. E-Journals

Academics:

Email ID: academics.khi@nu.edu.pk

Mr. Abdul Saeed – Manager Academics

Services:

1. For any admission related issues.
2. For Issuance of routine letters which includes Bonafide, English Proficiency, NOC, Provisional, Internship.
3. Issuance of the student ID cards.
4. Issuance of admit Cards
5. Issuance of transcripts and Degrees to the students.
6. Grades related issue in Flex.
7. For semester freeze and extensions request.
8. Add or Drop semester.

9. For campus transfer/ migration request.
10. Scholarships, loan related or financial aid queries.
11. Fee refund requests.
12. Degree clearance process.
13. Withdrawal of original documents.

Administration:

Email ID: admin.khi@nu.edu.pk

Mr. Masroor Ali – Manager Administration

Services:

1. Safety and security concerns.
1. Company Profile (Vendor)
2. Campus Ambiance
3. Publicity & Events.
4. Alliance
5. Disciplinary Matter within the campus pertaining to staff.

Transportation related queries and complains transport.khi@nu.edu.pk

Canteen related concerns canteen.khi@nu.edu.pk

HR

Email ID: hr.khi@nu.edu.pk

Mr. Masroor Ali – Manager HR

Services:

1. Employee Verification
2. Experience Certificate
3. Job Placement
4. Trainer Portfolio

Maintenance

Mr. Anwar Ali Memon – Asst. Manager Administration

Email ID: maintenance.khi@nu.edu.pk

Services;

Routine maintenance related complains, to provide quick response & Support to solve the issues.