NATIONAL UNIVERSITY OF MODERN LANGUAGES

nml

Join NUML
Join the WORLD

Student
Handbook

www.numl.edu.pk

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FROM NIML TO NUML

NUML made its modest start 4½ decades ago when it was established as the 1st Language Institute of Pakistan in a small rented house in 1969 with few language departments and students. The objective was to provide language training courses to armed forces personnel detailed for professional courses abroad and also to officials of foreign office selected for Pakistani foreign missions; though it was at the same time open to people from other walks of life. It shifted to its present location in 1974 as more language courses were introduced.

Its journey to becoming a university saw the first ray of hope in 1998 when its Board of Governors (BoG) approved launching of post graduate faculty development program (FDP). It was only two years later that HEC that envisioned the National University of Modern Languages as a "Model University" granted it the status of a degree awarding institution in year 2000 whereby NUML emerged as the only University of its kind in South-Asian region.

Over the years NUML has attained a reputation for excellence in research and other marketable disciplines like business management, computer engineering, and social sciences though its forte continues to be languages whereby preparing students take their place in society as honorable and respectable members who can contribute positively to making this world a better place for future generations.

With its 04 faculties comprising 35 teaching departments including 29 major national and international languages, teaching faculty of 870, student strength of over 14000 and alumni surpassing 55000 mark, NUML not only provides a teaching-learning and research environment conducive to our unique position in the academia, but also a learning culture that endorses practice of highest moral and ethical values and principles of trust and authenticity, integrity and ingeniousness, creativity and critical capacity.

With time, NUML reached out across country with its seven campuses located in Lahore, Karachi, Faisalabad, Peshawar, Quetta, Hyderabad, and Multan. As the university became part of China-Pakistan Economic Corridor (CPEC), it opened its campus in Gwadar and the first international campus at Xinjiang Normal University (XJNU), Urumqi, China. Opening of other campuses are also in pipeline.

Vision

Premier center of excellence in higher education, research and innovation, and expression for development of languages and other branches of learning, and creation of new knowledge

Mission

The mission of the National University of Modern Languages is to establish, sustain, and enhance itself as a quality-centric higher education

institution that provides excellent academic environment and opportunities for creating educated, productive, and responsible citizens of Pakistan and the global citizenry through intellectual, personal and professional growth.

To advance its pristine vision and mission of creating educated, productive, and responsible citizens, the university shall focus its efforts on 3 goals: high student achievement and success, institutional and competitive excellence, and responsible public service. These interrelated goals will be facilitated by adopting the following means: distinguished intellectuals as faculty who challenge and mentor students to attain their fullest potential; talented, desirous and promising students who are devoted to the pursuit and advancement of knowledge; broad-based quality programs; state-of-the-art facilities and new trends in e-learning and information communication technologies; exemplary administration and qualified administrative staff dedicated to the highest professional standards and service; that thus share a common vision and an integral commitment to continuous improvement at all levels and to ensure competitive excellence and international compatibility.

Aims

1. Engage and support serious and promising students who are dedicated to the pursuit of higher learning and scholarship.
2. Acquire, retain and nourish competent, dedicated transformative intellectuals as faculty.
3. Maintain exemplary administration and staff members who provide active and responsible leadership and constant support to the educational enterprise.
4. Create and sustain educational environments, activities, experiences, and facilities that enhance and complement educational goals including appropriate classrooms, well-equipped libraries and laboratories, computer and advanced technological facilities as well as co-curricular spaces and other resources consistent with institutional goals and international competitiveness.
5. Initiate and nourish educational and research collaborations with national and international institutions.
6. Encourage academic guidance and industrial-sector support of higher education and research through continuous interaction with alumni, educational leaders and civic community.

Objectives

1. Create a positive and proactive educational environment where quality applicants as students, faculty of competent, dedicated intellectuals and efficient administration and staff members make valuable contribution to knowledge transfer and knowledge creation.
2. Provide excellent, accessible, and affordable learning opportunities including new trends in e-learning and information communication technologies, and educational experiences to serious and motivated undergraduate, graduate and professional students and researchers in the pursuit of knowledge in areas of personal, professional and special interest, thereby preparing them for their educative and productive roles and responsibilities as Pakistani and global citizens.
3. Engage education that imagines learning is inextricably connected to social change, and promotes co-curricular spaces as active seats of learning.
4. Cultivate the practice of highest moral and ethical values and principles of trust and authenticity, integrity and ingeniousness, creativity and critical capacity as attitude, conviction and compassion necessary for exercising civic courage, taking risks and struggles, and establishing social relations as preparation for public discourse and public life.

5. Encourage excellent, innovative research that posits the discovery, dissemination, and application of knowledge.
6. Promote language development across diverse seats of language learning and an increased enhancement of diverse programs and disciplines and curriculum through emphasis on technology and advanced information literacy across curriculum.
7. Enhance specialized market based courses and research opportunities in areas of Social Sciences, Mass Communication, Business Studies, International Relations, Engineering and its sub fields, and Information Technology and other disciplines.
8. Create pedagogical conditions and spaces that empower both teachers and students with many ways of understanding the world, and consequently, engage in the creation of new knowledge, new ideas and practices that come with multiple references and can thus, mobilize their hopes for active participation in the global community and for the future.
9. Create pedagogical practices that characterize not only the enlargement of mind but the open exchange of ideas, thought, inquiry, dialogue, and material conditions for the expression of individual and social freedom, as well developing a language of critique and possibility.
10. Prepare and equip graduates for their future in the world of work or furthering of education to
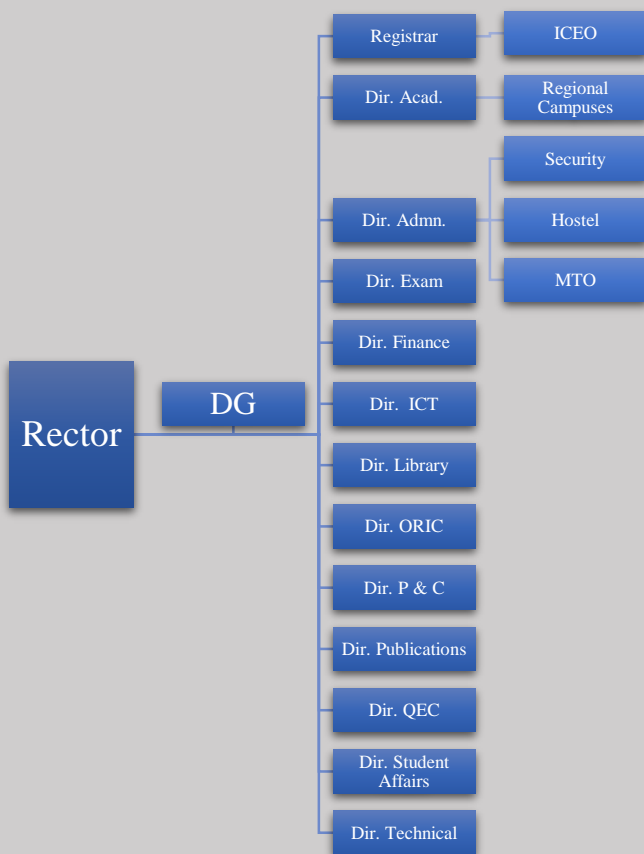
make significant contributions in the development of Pakistani society and the global community.

11. Encourage personal and professional growth, dynamic work culture, and support healthy working environment as an exemplary employer, where its faculty and administrative staff feel valued and fulfilled.

ADMINISTRATIVE SETUP

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                    ┌──────────────┐      ┌──────────────┐
                    │  Dir. Acad.  │──────│  Regional    │
                    └──────────────┘      │  Campuses    │
                                          └──────────────┘
                                          ┌──────────────┐
                                          │   Security   │
                                          └──────────────┘
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                    │  Dir. Admn.  │──────│    Hostel    │
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                    │  Dir. Exam   │──────│     MTO      │
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                    │ Dir. Finance │
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└────────┘ └────────┘│ Dir. Library │
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                    │  Dir. ORIC   │
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                    ┌──────────────┐
                    │ Dir. P & C   │
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                    │Dir. Publications│
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                    │  Dir. QEC    │
                    └──────────────┘
                    ┌──────────────┐
                    │ Dir. Student │
                    │    Affairs   │
                    └──────────────┘
                    ┌──────────────┐
                    │Dir. Technical│
                    └──────────────┘
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NUML is a chartered public sector HEC recognized university with all accredited programs. It is governed by its Board of Governors (BoG) while Inspector General Training and Evaluation (IGT&E) at General Headquarters (GHQ) who is also the nominee of Chairman (BoG) over looks its affairs. Its Chancellor is the President of Pakistan while Chief of Army Staff is the Chairman of its BoG. Its Charter is approved by the Senate and its Statutes have the approbation of BoG. Its administrative setup (by definition) is as under:

Rector: Retired or serving Major General who is the Vice Chancellor/ President of the University. He is the administrative head and is responsible for all administrative, academic and financial affairs.

Director General: Retired or serving Brigadier who is the Pro-Rector/Pro-Vice Chancellor of the University. He assists the Rector in all administrative, academic, and financial matters.

Registrar: Retired or serving Brigadier who is custodian of the seal of the university and is responsible for all international linkages/partnerships, conducting workshops, maintaining liaison with HEC and other government and non-government organizations.

Director Academics: PhD qualified senior faculty member who is responsible for admissions, class schedules, and affiliations. The branch further deals with fee structure, its procedure, deferment issues,

payment in installments, or fee/procedure for transferring to another program, etc.

Director Administration: Retired or serving Brigadier who is the Human Resource Manager and is responsible for all administrative tasks such as hiring of faculty and staff, meetings, hostels, transport, etc.

Director Examination: Senior officer responsible for all matters related to examination, issuance of transcripts/degrees, holding convocation, etc.

Director Finance: Chief Financial Officer (CFO) who looks into all financial matters, salaries, audit, accounts, funding, etc.

Director Information and Computer Technology (ICT): Qualified ICT director ensures "less paper" environment of the university, up-gradation of NUML website, internet facility, and other related services.

Director Library: Qualified in library sciences, he manages the upkeep of the library in terms of books and digital library.

Director ORIC: The office headed by senior officer facilitates, promotes, monitors, publishes, and sells research conducted with the view to maximize both production and utility of research studies attempted in this regard.

Director Planning and Coordination: Coordinates all administrative, academic, co-academic activities of the university in liaison with respective faculties/departments/branches.

Director Publications: Headed by a Director and assisted by allied staff, the office looks into printing and publication work of the university including its research journals, books, textbooks for language teaching, theses, conference proceedings, annual report, etc.

Director QEC: Headed by a Director, QEC is responsible to ensure higher standards of education and research in the university as well as adherence to HEC directives issued from time to time.
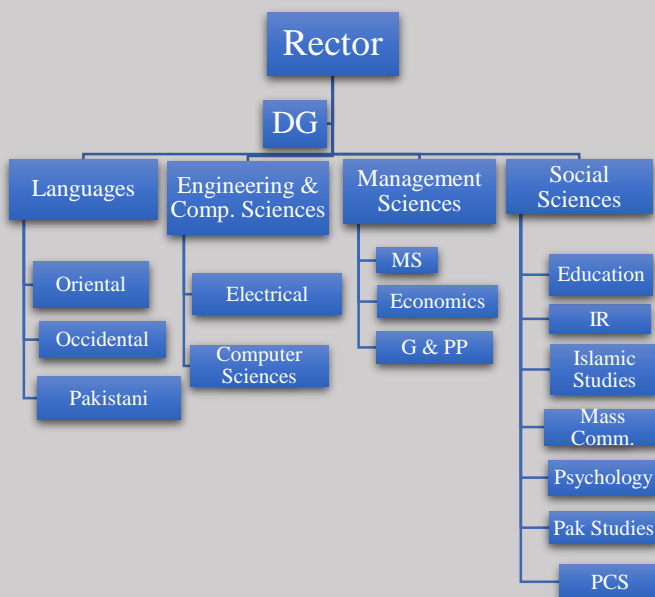
Director Student Affairs: The officer is responsible for providing guidance to students, arranging co-academic activities like speech contests and also assisting them in getting scholarships. This office also deals with bait-ul-Maal stipends, and provision of hostel accommodation. For rates related to boarding and lodging, and application procedure, the office staff may be consulted.

Security Officer: Senior army officer who looks into the security measures of the university and ensures that adequate/stringent security is provided. This office also issues ID cards to faculty, staff, and students after necessary verification.

In charge Transport (TPT): Manages provision of transport facility across Rawalpindi/Islamabad by chalking out the most accessible bus routes, issues bus passes to students, looks into maintenance of vehicles and provides transport as and when required for official purposes.

ACADEMIC STRUCTURE

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                          Rector
                            |
                           DG
        _____
        |              |                |               |
    Languages    Engineering &    Management        Social
                 Comp. Sciences    Sciences        Sciences
        |              |                |               |
    Oriental       Electrical         MS          Education
                                   Economics          IR
    Occidental     Computer         G & PP         Islamic
                   Sciences                        Studies
    Pakistani                                       Mass
                                                   Comm.
                                                  Psychology
                                                  Pak Studies
                                                     PCS
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1. <u>Faculty of Languages</u> (FL)
    - Departments of Occidental Languages
    - Departments of Oriental Languages
    - Department of Pakistani Languages
2. <u>Faculty of Engineering and Computer Science</u>
    (FE&CS)
    - Department of Engineering
    - Department of Computer Sciences

3. **Faculty of Management Sciences (FMS)**
   - Department of Management Sciences
   - Department of Economics
   - Department of Governance and Public Policy
4. **Faculty of Social Sciences (FSS)**
   - Department of Education
   - Department of International Relations
   - Department of Islamic Studies
   - Department of Mass Communication
   - Department of Psychology
   - Department of Pakistan Studies
   - Department of Peace and Conflict Studies

ACADEMIC BLOCKS

There are 09 Academic blocks and one central library:

1. Jinnah Block
    - Its 1st floor has Administrative Offices that is, offices of Rector, DG, Registrar, Administration, Academics (office 1), Finance, Examination, Auditor, ICEO Office.
    - Ground floor has departments of Russian, Spanish, Japanese, Urdu, Hindi, Bahasa (Indonesian)
    - Planning and Coordination office
    - Telephone Exchange
    - Academics Branch (office 2)
2. New Jinnah Block
    - Reception
    - Security Office
    - Student Affairs' Office
    - Askari Bank
    - Department of Pakistani Languages
    - Department of Bangla Language
3. Salam Block
    - Department of ICT
    - Office of Research Innovation and Commercialization ORIC
    - NUML Business Incubation Center (NBIC)
4. Roomi Block
    - Department of Persian
    - Department of Turkish
    - Department of Chinese

- Department of German
- Chinese Language Lab
- Iranology Center
- Yunus Emre Institute

5. Ghazali Block (Main)
   - Department of French
   - Department of Korean
   - Department of Computer Science and Engineering
   - Department of Italian
   - Korea Corner

6. Ghazali Block (Extension)
   - Quality Enhancement Cell (QEC)

7. Iqbal Block
   - Faculty of English
   - FM Radio

8. Johar Block
   - Department of Mass Communication
   - Department of Islamic Studies
   - Department of Pakistan Studies

9. Ibn-e-Khaldoon Block
   - Confucius Institute
   - Faculty of Management Sciences
   - Faculty of Social Sciences

10. Nazir Library
    - Department of Arabic
    - Department of Translation and Interpretation
    - Publication Branch

CAMPUSES

At present, NUML has 01 international and 07 regional campuses that are headed by qualified directors. In addition, campus in Gwader is on its way. The campuses are linked with the Main Campus through video-conferencing facility and follow a common academic calendar, examination schedule and syllabi. Courses offered at the campuses vary depending on the availability of adequate faculty and demand of the area/region.

1. Lahore Campus, Established in 2003

Courses Offered	**English:** MA English Linguistics & Literature, BS, Functional Courses (Diploma, Certificate, IELTS) **Mass Communication:** MSc, BS **Management Sciences:** MBA Executive (2yrs), MBA (3.5, 1.5yrs), M.Com, BBA, BS Accounting & Finance **Languages:** Functional Courses (Chinese, German, Korean)

2. Karachi Campus, Established in 2003

Courses Offered	**English:** MA English Linguistics & Literature, MA ELT, BS, Functional Courses (PGD TEFL, Adv. Diploma, Diploma, Certificate, Foundation) **Education:** M.Ed., B.Ed.(4yrs) **Management Sciences:** MBA Executive (2yrs), MBA (3.5yrs), BBA with Chinese & Korean, Associate Degree in Commerce **Computer Science:** BSCS, Associate Degree in CS, Functional Courses **Languages:** MA Arabic, Functional Courses (Diploma & Certificate in Arabic, Chinese, French, German, Korean)

3. Faisalabad Campus, Established in 2005

Courses Offered	**English**: MA with Chinese, BS, Functional Courses (Diploma, Certificate, IELTS) **Mass Communication**: BS **Management Sciences**: M. Com, MBA (3.5yrs), BBA with Chinese, B.Com with Chinese, BS Accounting & Finance **Languages**: Functional Courses (Certificate in Korean, Chinese)

4. Peshawar Campus, Established in 2005

Courses Offered	**English:** MA English Linguistics & Literature, BS, Functional Courses (Diploma, Certificate, Foundation, IELTS) **Education:** M.Ed., Associate Degree, B.Ed. Secondary (2.5, 1.5yrs) **Computer Science:** MCS, BSCS **Management Sciences:** MBA (3.5, 2.5, 1.5yrs), M.Com, B.Com, BBA, BBS **Languages:** Functional Courses (French, Chinese, German)

5. Quetta Campus, Established in 2006

Courses Offered	**English:** MA English Linguistics & Literature, BS, Functional Courses (Diploma, Short Courses) **Education:** Associate Degree **Computer Science:** Functional Courses (DIT, ADIT) **Management Sciences:** MBA Executive (2yrs), MBA (3.5, 1.5yrs), BS Economics & Finance **Languages:** Functional Courses (Diploma, Short Courses in Arabic, French, Chinese, German)

6. Hyderabad Campus, Established in 2007

Courses Offered	**English:** MA English Linguistics & Literature, MA ELT, BS, Functional Courses (Diploma, Certificate, ELT, TEFL) **Education:** M.Ed., B.Ed. (4yrs), B.Ed. Secondary (1.5, 2.5yrs), Diploma (Montessori, Research Methodology) **Management Sciences:** MBA (3.5, 2.5, 1.5yrs), MSc Economics, M.Com, BS Economics & Finance, BBA, BS Commerce **Computer Science:** Functional Courses (DIT, CIT) **Languages:** MA Urdu, BS Urdu

7. Multan Campus, Established in 2007

Courses Offered	**English:** MA English Linguistics & Literature, MA ELT, BS, Associate Degree (English, ELT), Functional Courses (Diploma, Certificate, Short Courses, IELTS) **Education:** MA EPM, Associate Degree, B.Ed. (4yrs), B.Ed. Secondary (1.5yrs) **Islamic Studies:** MA, BS Governance & Public Policy: Functional Courses (Diploma in Governance, Public Policy & Public Administration) **Computer Science:** Associate Degree in Web Designing & Web Development **Management Sciences:** MBA Executive (2yrs), MBA (3.5, 2.5, 1.5yrs), MSc Economics, M.Com, BBA, BS Economics & Finance, BS Commerce, B.Com, Associate Degree in Insurance & Risk Management **Languages:** Functional Courses (Diploma, Certificate in Arabic, Chinese, French, German, Korean)

8. China (Urumqi) Campus, Established in 2017

Courses Offered	**Languages:** Functional Courses (English, Urdu)

9. Gwadar Campus, in Pipeline

Courses Offered	**Languages:** Functional Courses (Chinese, Arabic)

INTERNATIONALIZATION

Languages being its forte, NUML is an international set up in many ways:

1. NUML International Center of Education (NICE)–The campus is located in Urumqi, China and is part of C-PEC. It has been established essentially for the promotion of Urdu language besides teaching of international languages and launching other educational programs.

2. Confucius Institute Islamabad (China) has been set up by Hanban (Government of China) with the aim to impart Chinese language training. NUML's CII has been ranked as World's Best Institute four times and World Model Institute once. Students enrolled in CII avail the opportunity to visit China as part of its Summer Camp every year.

3. King Seijong Institute (Korea) has been set up by Korean Government. It is actively working for employment of Pakistanis in Korea through specialized language courses and facilitation from the Government of Korea.

4. Eunus Emre Institute (Turkey) set up by Turkish Government has the mandate to provide native teachers for the promotion of Turkish Language Teaching and Learning. BS 4 years Turkish Teaching has been launched for the first time at NUML through EEII.

5. **Iranology Center (Iran)** has been establishment by Government of Iran with the basic objective of promoting research. It has more than 2000 books in its library and facility of computer and LCD.

6. **Belarusian Language and Culture Chair (Russia)** has been established by Government of Belarus for the promotion of Russian language leading to the setting up of Urdu Chair at Minsk State Linguistic University (MSLU), Belarus.

7. **International Cooperation and Exchange Office (ICEO)** in Main Jinnah Block functions under the Registrar and has been set up to facilitate foreign students and to work for collaboration with renowned international universities.

8. **International Functions** like Francophony Day, Nauroze, Chinese Bridge Competitions, Korea Quiz, etc., and celebrations on days of importance are held every year which are largely attended by diplomats and other senior officials.

9. **International Examination Center** – NUML is the authorized examination center for international exams of Chinese, German, Japanese and Korean languages.

10. **Bureau of Translation and Interpretation** – NUML has the unique distinction of providing translation and interpretation facilities to government, non-government, and international organizations. Students also get the chance to be part of international delegations as interpreters /

liaison officers if requested by the agencies. The department is responsible for translation of renowned works in different languages and offering courses at different levels. Online translation services are also available for timely completion of work and for global accessibility.

11. **International Conferences** are held each year under different faculties for which renowned international and national experts are called which provides a chance to faculty and students for interaction, sharing of views and benefitting from these scholars.

12. **International Faculty / Students** – NUML's students include foreign citizens including armed forces personnel from across the globe, while native speakers form part of its faculty of language departments.

RESEARCH, DEVELOPMENT & PUBLICATION

1. **Office of Research Innovation and Commercialization (ORIC)**: ORIC NUML provides strategic and operational support to the institutional development, research commercialization and entrepreneurial innovation. It is headed by a Director and has a support staff. It has following operational units:

   a. Business Incubation Center of NUML (B ICON): The center transforms potential students of NUML to Business Icons and is aimed at promoting entrepreneurship, facilitating technology transfer, and encouraging relevant research that can culminate into start-ups. It provides facilitation in networking with industrial experts, entrepreneurs, angel investor, advisors and mentors for innovation, idea generation and business creation. It establishes and strengthens linkages with the local business community, R&D institutions, funding agencies, start-up investors and other incubation networks. It provides physical infrastructure and support systems to young students necessary for pre-incubation, incubation and post incubation stages. It also aassists in company registration, business regulatory compliance, intellectual property

management, office management and other legal services.

b. NUML Alumni Club (NAC): The club is established for developing and strengthening a sense of affiliation between NUML Alumni, NUMLian incumbents and the Institution. Currently, it is forming a group of potential mentors for the grooming and guidance of current and upcoming students and is gaining requisite assistance and support from alumni for young NUMLians to make them active and useful part of the society.

c. National Academy of Corporate Social Responsibility (NACSR): The academy aims to be a center of excellence on corporate social responsibility and sustainability policy research, consulting, capacity building and advocacy in Pakistan. This academy engages faculty, students and community in CSR initiatives. It is also developing an academic platform to advance the knowledge of CSR, to provide CSR solutions to industry and respond to economic growth issues of Pakistan's industries.

d. NUML Career Development & Placement Services (NCDPS): ORIC NUML in collaboration with other departments established the platform where career counselors from each department assist students in their educational and career decision-making. NCDPS provides tailored personal, academic and career counseling, training, support, placement and development to the

students. It assists students to identify their interest, values, abilities, goals, choices and future plans and to match these with their employment opportunities and chosen careers. It also identifies, develops and assists professional male and female counselors at undergraduate and graduate level for online and face-to-face student counseling and other support services. Student counseling also includes online personal and psychological sessions.

e. NUML Consulting (NC): NUML consulting aims at assisting NUML achieving external research funding, integrating research at all levels of the university, translating research into the public benefits, strengthening university-industry relationships, advocating commercialization activities and ensuring institutionalization with self-sustainability. NUML consulting equips faculty members in winning research, industry projects and technically and financially empowers students through engaging them in implementing these projects successfully.

f. ITCON (Information Technology Center of NUML): In ITCON, students are trained on the state of the art latest technologies for developing prototypes of commercial IT solutions to the local market. Paid internships are provided to students on the projects approved by ITCON committee. Currently, it has 18 work stations where students can develop IT products/solutions.

g. NUML Executive Development Center (NEDC): NEDC executes internal and external capacity building programs, colloquiums, seminars, courses and other commercial, sponsored and certified trainings. Internally, it strengthens students, faculty and staff of NUML. Whereas externally, it executes its plan through institute/corporate conviction trainings, professional certifications and SME's capacity services.

h. NUML Writing Resource Center (NWRC): It has 12 work stations where research scholars can access research resources as well as seek guidance from experts on research and academic writing.

i. NUML Research Facilitation Center (NRFC): NRFC facilitates faculty members to achieve excellence and builds capacity of supervisors and supervisees by providing different support services like identification of discipline specific research domains, training workshops on research areas, quality mentorship program for supervisees, development of research database, conducting pre-defense presentation sessions and need based consultative sessions, provision of latest research softwares, provision of research specific expert appointments, provision of co-supervisions within and outside university and arranging appointments and discussion sessions with academic and industrial experts on demand of supervisors and supervisees.

2. <u>Quality Enhancement Cell (QEC)</u>: Headed by a Director, QEC is responsible to:

   a. Ensure higher standards of education and research in the university
   b. Promote public confidence in the quality and standard of the degrees awarded by the university
   c. Ensure Quality Assurance Process and Evaluation Methods
   d. Develop criteria and standards for an academic program
   e. Carry out assessment surveys to see how these criteria and standards are being met
   f. Preparation of Self-Assessment Reports (SARs)
   g. Get SARs reviewed by a panel of experts from within the university or from other universities as deemed fit by the Vice Chancellor
   h. Ensure submission of course and teacher evaluation proformas at the end of each semester
   i. Hold Plagiarism workshops each semester to apprise faculty and students about Turnitin, HEC and NUML plagiarism policy
   j. Run all theses/assignments on Turnitin to ensure permissible similarity index
   k. Comply with HEC-NUML Plagiarism Policy

3. <u>Publication Branch:</u> Headed by a Director and assisted by allied staff, the office looks into printing and publication work of the university including its research journals. The office is also

responsible for publication of NUML's own books for language teaching, general reading, and research theses so recommended by evaluators/examiners. At present, NUML is publishing 08 research journals out of which 05 are recognized by HEC in Category "Y":

a. NUML Journal of Critical Inquiry (NUML JCI) – English and Education – Category "Y"
b. NUML International Journal of Business and Management (NUML IJBM) – Management Sciences – Category "Y"
c. Daryaft – Urdu – Category "Y"
d. Research Journal Al-Basirah – Islamic Studies – Category "Y"
e. Journal of Research in Social Sciences (JRSS) – Education – Category "Y"
f. Journal of Economics and Finance (JEF) – Economics
g. Journal of English Pedagogy (JEP)–English Language Teaching
h. Polyglot –Multilingual Magazine

In addition, there is **NUMLian** which is a Student Magazine. Students are encouraged to get their articles published in these journals and are encouraged to mention the name of their institution (NUML) for all publications including conference presentations and papers. Their acknowledgment adds to the ranking of the university.

4. <u>Translation and Interpretation:</u> NUML has a unique distinction of providing highly research

oriented translation and interpretation facilities to government, non-government and international organizations. Students also get the chance to be part of international delegations as interpreters/liaison officers if requested by the agencies. The department which is managed by a PhD qualified Head with vast experience in the field looks into translation of works of renowned authors in different languages, promotion of national academic wealth and offering courses at different levels.

5. Korea Corner: The facility in Korean Department with 05 laptops having access to internet is available during working hours for consulting books online resources. The facility provides access to more than 600 books and reference books for research purposes.

ON CAMPUS SERVICES

1. <u>Mosque:</u> NUML has its own mosque with separate male and female sections. An Imam is deployed for daily prayers and *Tarawih* in Ramadan. *Fateha Khawani* is also held in the mosque for departed souls or in case of any national/international bereavement.

2. <u>Library:</u> Nazir Library is the Central Library that houses UN Library, Digital Library and other easy access facilities during university working hours and on weekends. Besides this, Departmental libraries also have reference books that can be consulted by faculty and students.

   a. **Online Public Access Catalogue (OPAC):** The Library has launched web based OPAC which can be accessed from anywhere through NUML web site under the tag **Online Resources** as **OPAC** or http://diglib.numl.edu.pk/

   b. **Digital Library:** The University has the digital library access through HEC. The HEC National Digital Library (NDL) is a program that provides researchers within public and private universities in Pakistan and non-profit research and development organizations access to international scholarly literature based on electronic (online) delivery. This digital library contains high quality, peer-reviewed journals, databases, articles, and e-Books across a wide range of disciplines. The e-books support program allows researchers

to access most of the important text and reference books electronically in a variety of subject areas. The HEC Digital Library can be accessed through NUML web site under the tag **Online Resources** as **Digital Library** or http://www.digitallibrary.edu.pk/numl.html

c. **Periodicals Section:** A dedicated section has been designated for periodicals where newspapers/magazines and research journals pertaining to the disciplines offered by the University are available to research scholars. The research journals subscribed to by the university are also available online and can be accessed through NUML web site under the tag **Online Resources** as **Access of Publications**.

d. **UN Reference Section:** The United Nations System in Pakistan has shifted its Reference Library to Central Library of NUML with a collection of over 13,000 (thirteen thousand) books, journals/ periodicals on various subjects. This Reference Library is open to all research scholars and academicians across the country. The catalogue of the collection is available on-line and can be accessed from anywhere any time at: http://lib.un.org.pk/isis/guidedsearch.htm

e. **Theses Section:** The section has about 6000 theses/project reports pertaining to the disciplines offered by the University which can be consulted during library opening hours.

    f.   **Book Bank:** Book Bank facility is available where study material of various language courses offered by the University is provided to enrolled students at subsidized rates.

3. <u>Bank:</u> A branch of Askari Bank has been set up to facilitate enrolled students for payment of dues, admission fee, opening of account and availing ATM services.

4. <u>Auditorium:</u> It is in Salam Block with a capacity of 650 people.

5. <u>Conference Rooms:</u> 01 in Main Jinnah Block and 02 in Ibn-e-Khaldoon Block.

6. <u>Multi-Purpose Hall:</u> 01 in Johar Block with a capacity of around 200 people.

7. <u>Video-Conference Rooms:</u> 01 in Nazir Library and 01 in Roomi Block.

8. <u>Language Labs:</u> 04 in Roomi Block, 01 in Iqbal Block.

9. <u>Computer Labs:</u> 12 in all, in Ghazali, Iqbal & Ibn-e-Khaldoon Blocks and Nazir Library.

10. <u>Telecom and Engineering Labs:</u> 09 in Ghazali Block

11. <u>FM Radio:</u> FM Radio is located in Iqbal Block and functions under an FM team headed by an adept of the field. It covers a radius of 17 kms and its mode of broadcasting is FM Digital. Its program fare includes talk shows, lectures, dialogues, panel discussions, interviews, features, dramas, poetry corner, news bulletin, and recordings of NUML activities.

12. <u>Gymnasium:</u> Located behind Johar Block, it has facilities for exercise and games and has a qualified sports trainer.

13. <u>Cafeterias:</u> There are 02 cafeterias, 01 near Nazir Library with a section exclusively for faculty, and 01 between Iqbal and Johar Blocks where quality food is available at reasonable rates.

14. <u>Print Shops:</u> There are 02 print shops, 01 near Central Library and 01 between Iqbal and Johar Blocks where facilities for photocopy, printing, and binding are available at subsidized rates.

15. <u>Hostels:</u> There are two hostels for boys, i.e., one for girls, one for faculty and one for foreigners with single/double/triple occupancy. Adequate hostel facilities are provided at nominal rates. Specific details about rates and procedure can be obtained from Student Affairs' Office (DSA).

16. <u>Security:</u> NUML has taken stringent security measures - 37 cameras have been installed at different points while 60 armed guards are deployed across the campus to ensure maximum security 24/7. Its entrance gates are also well guarded and there is a Security Officer who ensures security measures on daily basis. All employees & students are issued ID cards which should be prominently displayed. Security Office in collaboration with Academics and Publication Branch issues cards after necessary verification.

17. <u>Transport:</u> NUML provides easy accessibility to its faculty, staff, and students through a transport system managed by an experienced MT Officer. 27 routes across Rawalpindi and Islamabad and

as far as Taxila and Wah have been chalked out to nearest residential points for morning and afternoon shifts. Transport Section can be accessed for procedure of obtaining bus pass and the charges involved.

18. Day Care Center: The center is set up in Girls' Hostel with good facilities. Faculty, staff, and students can avail this facility at nominal payment.

19. MI Room: First Aid facility is available during working hours. There is no payment for consultation, however, medicine needs to be purchased.

20. Sexual Harassment Cell (SHC): With a view to providing an environment of absolute academic freedom, which is so very essential for the pursuit of excellence in higher education, NUML has also established a Sexual Harassment Cell (SHC). In this regard necessary lead was provided by the HEC which initiated detailed policy guidelines on the subject. The NUML SHC strictly believes that "all forms of Sexual harassment in HEIs are prohibited and any act of this nature constitutes a punishable offence under this policy." Taking due cognizance of all the existing laws, rules and regulations, the SHC is determined to implement its policy in letter and spirit, thereby curbing the menace of intimidation, sexual harassment, offensive and hostile behavior, This policy is binding on all NUML Departments and the Administrative Authorities, who have legal as

well as moral responsibility to protect its
members from all kinds of harassment.

INFORMATION COMMUNICATION TECHNOLOGY (ICT)

NUML has 64MB dedicated bandwidth for students and faculty for their in-campus research and academic activities, however, campus has also wireless open hotspot both indoor and outdoor. This hotspot is configurable for students and faculty to access the Internet on their go. Besides, the same dedicated Campus Area Network is also spread for faculty in their dedicated offices/department through which they can hook up their devices (Personal/Official) to NUML Official network. In addition, through this network students/faculty/researchers have access to HEC Digital Library resources which are dedicated particularly for NUML and which are bound with this dedicated bandwidth. Moreover, off-campus access is also assured by ICT by giving vpn accounts at their home.

Following services are readily available for convenience and speedy disposal of cases:

1. **Online admissions** – has complete details for admission in programs offered at NUML and enables students to apply from their home towns. For this purpose, student logins are provided so that swift data entry, processing, and convenience are combined.

2. **E-registration**: When any student gets admission in University then he/she creates his/her account on e-Registration Portal through which they are able to take the courses offered in their respective departments.

3. **E-roll number issuance**: In e-Roll Number System they get their roll-number slips once they complete their QEC evaluation. This e-roll number is necessary for taking exams.

4. **Online result** – facilitates students to know their results without botheration of travel and getting into long queues.

5. **Online QEC:** Student QEC portal is available for submission of HEC proformas. Through this student feedback system is also strengthened at the university.

6. **E-learning**: On line courses of Chinese and Korean languages are currently available.

7. **IT support center**: Every complaint / support request can be registered, logged and reviewed through this system without any delay.

8. **Unified communication** – allows users to participate in any ongoing interactive video session/ lecture directly from his/ her computer on anytime-anywhere basis. UC also offers voice mail facility enabling users to never miss a call from colleagues or seniors and receive the voice message as an email.

9. **Employee directory** – contains contacts of all NUML employees.

10. **Online conferences** – provides easy accessibility to all conferences / seminars.

11. **Academic search engine** – is helpful for students to know their eligibility for admissions in a program.
12. **Online resources**: Several on line resources are available on NUML website and can be easily accessed.

ACCREDITATION

NUML's programs are accredited by relevant bodies of HEC:

1. **Computer Science:**
    National Computing Education Accreditation Council **(NCEAC)**

2. **Engineering:**
    Pakistan Engineering Council **(PEC)**

3. **Education:**
    National Accreditation Council for Teacher Education **(NACTE)**

Following is in process:

4. **Management Sciences:**
    National Business Education Accreditation Council **(NBEAC)**

ACTIVITY CLUBS

Co-curricular and extra-curricular activities play a vital role in nourishing the personality and skills of youth in academic life. NUML lays great stress on these activities to employ their energies and polish their creative, artistic, and literary talent in other equally important areas. In order to attain this important goal, following clubs / societies have been formed and students are encouraged to take maximum benefit from them:

1. Debating Society (English) – English UGS Department
2. Debating Society (Urdu) – Urdu Department
3. Camera Club –Mass Communication Department
4. Art and Music Club – Department of Management Sciences
5. Environment Society – Department of Management Sciences
6. Excursion Club – Department of Peace and Conflict Studies
7. Poster Making/Art Club – Department of Mass Communication
8. Naat Competition Society – Department of Islamic Studies
9. Qiraat Competition Society – Arabic Department
10. Modern UN Conference (MUN) Club – Department of International Relations
11. Essay Writing Competition – Education Department

12. International Cultural Society – Korean Department
13. Engineering and Science Club – Faculty of Engineering and Computer Sciences
14. Allama Iqbal Society – Persian Department
15. Pakistan Cultural Society – Pakistan Studies Department
16. Drama Club – English Department

SCHOLARSHIPS / INTERNSHIPS

With a view to extending educational facilities to maximum number of deserving bright Pakistani youth, NUML has adopted following financial assistance systems:

1. **Bait-ul-Maal Stipends:** All enrolled students can apply through Student Affairs' Section. All forms are sent to Bait-ul-Maal that carries out a thorough investigation and then decides on award of scholarship or otherwise.

2. **NUML Support Fund:** NUML Support Fund has been set up for deserving students and they can apply directly to Director Finance. A Committee scrutinizes cases of all applicants who are then interviewed by committee members. Decision of the committee for award of scholarship or otherwise is to be respected.

3. **HEC Need-Based Scholarships:** All undergrad students may apply for the scholarship. Applicants are shortlisted in the light of criteria provided by HEC. Short listed applicants are interviewed by a committee that includes a nominee of HEC. Decision of the committee cannot be challenged.

4. **Merit Scholarships:** These scholarships are given to first three position holders to acknowledge their hard work and encourage them to excel in their disciplines. Exam Branch can be consulted to obtain specific details on procedure and criterion for availing this scholarship.

5. <u>Internships:</u> NUML has devised another system to facilitate its students by appointing them as internees or teaching assistants / research associates. This provides them a chance to gain professional experience, interact with seniors, and get some financial assistance.

STUDENT SUPPORT

NUML has taken several steps to provide maximum facilitation to its students, such as:

1. Student Affairs Branch – has been set up to facilitate students in getting information regarding courses, admissions, examinations etc. It provides advocacy services to students seeking admission in different courses of the university and facilitates them on matters relating to their general welfare. It also coordinates for holding co-academic activities.

2. Orientation: It is held each semester before admissions to guide parents and students on the choice of subject / course and to address related queries.

3. Co-academic activities: Co-academic activities are a regular feature that are organized in the form of speech contests, inter-departmental debate competitions, functions on days of national importance of countries whose languages are taught, mushaira, naat khawani, tilawat-e-Quran-Pak, etc.

4. Sports Gala: Students are encouraged to participate in inter-departmental & inter-university competitions through Sports Club.

5. Entrepreneurial Weeks are held once a year in which students get the chance to display their products, arrange stalls and learn business traits.

6. Job Fairs are also yearly events in which representatives of leading business / commercial

firms are invited to facilitate students in getting a job.

7. Workshops are held each semester on topics related to research, business and other academic disciplines.

8. Excursion Trips are organized to picturesque areas of the country at nominal rates via known tour operators assisted by the faculty.

9. Study Tours are arranged through faculty to places of historical and cultural importance.

10. Alumni Club: The Club is managed by ORIC through web and maintains record of NUML Alumni. Yearly Alumni meets are also arranged by faculties. Registered Alumni can benefit from getting entry passes, availing library facility etc. Students are encouraged to get themselves registered to remain in contact with their Alma Mater.

COMMUNITY OUTREACH

The hallmark of any good institution is how it reaches out to its community and what measures it adopts to take the less privileged in the loop. NUML has taken special steps in this connection:

1. Chiragh-e-Badar: This is a school housed in the premises of NUML for slum children. NUML's own faculty is detailed for teaching. These children avail free transport, food, uniform, books, etc.

2. School Adoption: NUML has also adopted a school of a less privileged locality and it has been paying the rent for the building. It plans to provide furniture, books, uniforms, etc. for the students and adopt another two schools in same locality.

3. Welfare Visits: Students of NUML arrange welfare visits to institutions like SOS Children, Sweet Home, Old Peoples' Homes, etc. They interact with the inmates and distribute gifts especially on occasions like Eid.

4. Blood Donation: These camps are held every year on campus and NUML's blood donations have been ranked as the highest.

5. Relief Funds: NUML has the tradition of collecting relief funds in terms of cash and kind and reaching out to calamity hit populations.

REGULATIONS FOR EXAMINATIONS

Examination Branch at NUML has formulated a comprehensive policy regarding regulations of examination. These deal with specific aspects of conduct of examination, evaluation, compilation and announcement of results, award of degree and its requirements, rules for external candidates, etc. Of all these, there are certain aspects which students, in particular, need to be cognizant of as they deal with cases of Academic Deficiencies at Undergraduate as well as at MPhil/MS and PhD level.

Undergraduate Programs

Academic Deficiencies

A student is considered academically deficient if he obtains one or more of the following grades in a semester:

      a.   Failure in a course
      b.   SGPA less than 2.00
      c.   CGPA less than 2.00
      d.   Attendance less than 75% in a course.

Disposal of Academically Deficient Students

The deficiency status and corresponding policy implementation orders are issued by Examination Branch and copies are sent to the concerned departments/Academics Branch for intimation to the students or their Parents/Guardian. Academically deficient students are categorized as follows:

1. **Probation.** A student is placed on academic probation as per university policies under the following conditions:

    a. If he earns a CGPA of 1.5 or more but less than 2.00 in any semester, he will be placed on 1st probation.

    b. If a student is on 1st probation and he earns a CGPA of more than 1.5 but less than 2.00, he will be placed on 2nd probation.

2. **Relegation.** Relegation means the student is not promoted and is allowed to repeat / improve courses of his previous semester(s). Relegation may be due to following reasons:

    a. If he earns an SGPA of less than 1.5 in 1st semester, he will not be promoted but will be allowed to repeat his full semester. This repeat of semester will not be counted as a relegation.

    b. If a student is on 2nd probation and again earns a CGPA of less than 2.00.

    c. If a student earns a CGPA of less than 1.5 in any semester.

    d. If a student fails in more than 50% of the registered courses. Final year project/Thesis is not considered a course in this regard.

    e. On disciplinary grounds.

3. **Ceased.** Ceased means that a student is considered unsuitable to continue studies and is removed from

the program. A student may be ceased due to following reason(s):-

    a. If a student earns 2nd relegation due to any reason.

    b. If a student fails to earn a CGPA of 2.00 even after availing maximum permissible chances for improvement.

    c. If a student remains absent without sanctioned leave for 10 working days during a semester.

    d. If a student neither freezes his semester nor registers himself in a semester within 30 days of commencement of the semester.

    e. On disciplinary grounds.

    f. If a student exceeds the maximum time duration specified for a program. Maximum time duration is as follows:-

Program	Minimum	Maximum
BS	4 Years	7 Years
Masters	2 years	4 Years
One and a half year Program	1.5 year	3 Years
One year Program	1 year	2 Years

Repetition/Improvement of Courses

    a. A student must repeat a course in which he earns an 'F' grade.

    b. A student may improve his CGPA by taking courses in which he obtained a 'D' grade. A

student can only improve a maximum of following number of courses:-

Program Duration	Max Number of Courses Allowed to Improve
4 years	6
3.5 Years	5
2 – 2.5 Years	3
1–1.5 Years	2

c. The student repeating/improving a course will be required to complete all formalities applicable to a regular course, i.e., midterm examination, final examination, internal evaluation based on quiz, assignments, and projects etc. The attendance policy will also be applicable for a summer semester.

d. It will be the student's responsibility to repeat/improve courses within the prescribed time limits to avoid relegation and / or cease.

e. Repetition of courses may be done in summer or with junior classes or whenever the course is offered (subject to availability of necessary resources, and date sheet/time table limitations etc.). The minimum duration of a specially arranged repeat course will be at least 8 weeks. It will be ensured that required number of credits are covered in a repeat course.

f. The student desirous of improving grade in a course will apply to the HoD for

permission to repeat the course. The application, if approved by the Dean / HoD will be handled as per registration of course/s.

g. If a student repeats/improves a course, both of his grades will be reflected on his transcript. However, better grade will be used for calculation of CGPA.

h. The change in academic status, if any, of a student will take effect from the date of notification of the result of the repeated/ improved course.

Project / Thesis / Internship etc.

a. Some degree programs require students to complete final year Project/Internship/Thesis etc. as a mandatory part of their degree. The degree will not be awarded unless the requirement is fulfilled.

b. A student is required to complete his Final Year Project / Internship / Thesis etc. within 60 days of the last day of the final examination. In case of spring semester, the 60 days grace period will start from the Ist day of start of Fall semester.

c. If a student fails to complete the requirement within his last semester (including 60 days grace period), he will have to re-register in his Final Year Project / Internship / Thesis etc. He will have to pay fee equivalent to the number of credits allocated to the project in last semester of his degree program till the

completion of his Project. 60 days grace period is allowed in the last semester of an academic program only.

d. *Para c* above applies only if the student is eligible to continue his studies under NUML rules.

Semester Freeze

a. Semester freeze of up to two regular semesters (in entire program) during course work (within the minimum duration of a program) is allowed to students facing extraordinary circumstances / valid reasons subject to approval of the Rector on recommendations of Dean/HoD. Penalties associated with relegation will not be applied to a semester freeze.

b. In case semester freeze is requested within first 30 days of commencement of a semester, the student will pay 25% of the total tuition fee and allied charges. If the request is made after 30 days of commencement of a semester but before start of the Midterm Examination, the student will have to pay 50% of tuition fee and allied charges.

c. In case an emergency/illness occurs after the midterm examination, the semester freeze may be allowed but no fee will be refunded at this stage.

d. **Continuation Fee for BEEE Students**. The intake of students in BEEE program is allowed once a year as per PEC rules. If a student is dropped in a semester, he has to wait for one

semester to repeat the same semester. BEEE students during wait period of one semester will pay a nominal fee of 5% (of semester fee and allied charges) to maintain registration. However, if a student enrolls in a course(s) during this semester then he will have to pay fee as per university rules. The rule will also be extended to other programs where admission is done only once a year.

e. Semester freeze in 1st semester of a program is not allowed.

MPhil / MS PROGRAM

Rules for MPhil/MS program have been formulated in the light of HEC guidelines. However, these rules are subject to changes/amendments because of time to time changes in HEC rules/policies. Milestones specified by the Timeline **(Annex A)** have been incorporated in these rules.

Length of Program. Total duration for MPhil/MS program is 2-4 years.

Academic Deficiencies. A student under one or more of the following conditions is considered to be academically deficient:

a. Failure in a course
b. SGPA less than 2.00
c. CGPA less than 2.50
d. Attendance less than 75%

Disposal of Academically Deficient Students.

a. Academically deficient students are categorized as follows:

        i.   Placed on probation

       ii.   Relegated to a junior class

      iii.   Ceased from university

b.   The deficiency status will be reflected in the final result notification issued by the examination branch.

1. Probation. A student will be placed on probation if he earns a CGPA of 2.00 or more but less than 2.50 in any semester.

2. Relegation. Relegation means that a student is not promoted and is allowed to repeat / improve courses of his previous semester (s). A student may be relegated due to following:-

a.   If a student earns less than 2.00 SGPA in Ist semester, he will not be promoted but will be allowed to repeat his full semester.

b.   If a student fails in more than 50% of the registered courses.

c.   On disciplinary grounds.

3. Ceased. Ceased means that a student is considered unsuitable to continue his studies and his name is removed from the program. A student may be ceased due to following reason(s):-

a.   If a student earns 2nd relegation due to any reason.

b.   If a student fails to achieve a CGPA of 2.5 even after availing maximum improvement chances (i.e. three chances) within two years (maximum course work duration).

c.   If a student remains absent for 10 working days without sanctioned leave during a semester

d. If a student does not freeze or register in a semester first 30 days of a semester.
e. On disciplinary grounds.
f. If a student exceeds the maximum time duration of the program i.e. four years.
g. If a student fails to defend his **Research Proposal/Synopsis by** the end of 4th month of 5th semester (maximum two attempts).
h. If a student fails to submit Ist draft of his thesis by the end of 8th week of his 7th semester.
i. If a student fails to submit his **Final Thesis** despite availing extension and issuance of second warning letter, his case will be referred to BASR. The BASR may cease the student.
j. If a student fails to achieve the required/ acceptable similarity index of 19% even after availing 3 attempts.

Repetition / Improvement of Courses

a. A student must repeat a course in which he earns 'F' grade.
b. A student may improve his CGPA by improving courses in which he obtained 'C' grade. However, a student can only improve a maximum of 3 courses during the course work.
c. The student repeating/improving a course will be required to complete all formalities applicable to a regular course , that is, mid semester examination, end semester examination, internal evaluation based on

quiz, assignment, projects etc. The attendance policy will be applicable as in regular course.

d. It will be the student's responsibility to repeat/improve courses within the prescribed time limits to avoid relegation and / or cease due to 'F' grades.

e. Repetition of courses may be done in summer or with junior classes or whenever the course is offered (subject to availability of necessary resource, faculty and date sheet limitations etc.). The minimum duration of a specially arranged repeat course will be at least 8 weeks.

f. The students desirous of improving a course will apply to the HoD for permission to repeat a course. The application, if approved by the Dean / HoD will be handled as per registration of course/s.

g. If a student repeats/improves a course, both of his grades will be reflected on his transcript. However, better grade will be used for calculation of CGPA.

h. The change in academic status, if any, will take effect from the date of notification of result of repeated/improved courses.

Semester Freeze. Rules which are applicable to undergraduate programs will be considered for MPhil/MS. However, MPhil/MS students are allowed to freeze only one semester during entire course work duration. Freeze of first semester is not allowed.

PhD PROGRAM

Rules for PhD program have been formulated in the light of HEC guidelines. However, these rules are subject to changes/amendments because of time to time changes in HEC rules/policies. Milestones specified by the Timeline **(Annex B)** have been incorporated in these rules.

Length of Program. Total duration for PhD program is 3-8 years.

Academic Deficiencies. A student under one or more of the following conditions in a semester final result is considered academically deficient:

    a. Failure in a course
    b. SGPA less than 2.00
    c. CGPA less than 2.50
    d. Attendance less than 75%

Disposal of Academically Deficient Students.

    a. Academically deficient students are categorized as follows:
          i. Placed on probation.
         ii. Relegated to next junior class
       iii. Ceased from the university
    b. The deficiency status will be reflected in the final result notification issued by the examination branch.

1. Probation. A student will be placed on probation if he earns a CGPA of 2.00 or more but less than 2.50 in any semester.

2. Relegation. Relegation means that the student is not promoted and is allowed to repeat / improve

courses of his previous semester. A student may be relegated due to following:-

    a. If a student earns less than 2.00 SGPA in 1st semester, he will not be promoted but will be allowed to repeat his full semester.

    b. If a student fails in more than 50% of the registered courses.

    c. On disciplinary grounds.

3. <u>Ceased</u>. Ceased means that a student is considered unsuitable to continue studies at the university and his name is removed from the program. A student may be ceased due to following reason(s):-

    a. If a student earns 2nd relegation due to any reason.

    b. If a student fails to achieve CGPA of 2.5 even after availing maximum improvement chances (i.e. two chances) within two years (maximum course work duration).

    c. If a student remains absent without sanctioned leave for 10 working days during a semester.

    d. If a student neither freezes his semester nor registers in the semester within first 30 days of a semester.

    e. On disciplinary grounds.

    f. If a student exceeds the maximum time duration of the program i.e. eight years.

    g. If a student fails to clear his comprehensive exam by the end of 5th semester (maximum two attempts).

h. If a student fails to successfully defend his **Research Proposal/Synopsis** up to the end of 6th semester (maximum two attempts).

i. If a student fails to submit his **Final Thesis** after fulfilling all formalities despite availing extension by the end of 12th semester his case will be referred to BASR for dismissal. The BASR may cease the student.

j. If a student fails to achieve the required/ acceptable similarity index of 19% even after availing 3 attempts

Repetition / Improvement of Courses.   PhD scholars are allowed to **improve only two courses** during the entire study program. Other rules are same as for MPhil program.

Semester Freeze. The rules are same as for MPhil/MS given above.

Transcript and Degree

a. The Semester Result Card, Provisional Result Card, Transcript and Degree etc. will be issued by the Examination Branch only.

b. The degree will reflect CGPA earned by a student on conclusion of his studies at NUML.

c. The transcript will reflect details of each course (Earned Grades, Grade Points, SGPA and CGPA for each semester, Course Pass, Fail, Repeat, improve, Cease, Semester Freeze, Degree Complete / Incomplete status etc.).

d. For every improvement/repetition, the transcript will reflect the previous grade and the new grade mentioning the semesters. However, in case of improvement, better grade will be used for calculation of CGPA.

e. The following may also appear in the transcript against a course:

R	Repeated (also for improvement)
I	Incomplete
W	Result Withheld

f. If a transcript is issued to a student whose program requirements are not completed, then I (incomplete) grade will be shown against pending requirements. On expiry of the maximum permissible duration of the program, the 'I' grade will automatically convert to 'F' grade.

g. The transcript or degree will not show the position of a student in his class. However, the Exam Branch will issue a separate merit certificate as under:-

    i. Top Position holder in a class of less than 10 students.

    ii. First two position holders in class of 10-20 students.

    iii. First three position holders in a class of more than 20 students.

h. The university reserves the right to cancel a transcript and/or degree at any time because of a mistake or deficiency.

ATTENDANCE

Punctuality is the key to a successful life and NUML lays great stress on punctuality which is reflected in the form of students' attendance. While students availing university transport reach 10-15 minutes before start of classes, those coming on their own are advised to strictly observe university timings. Late comers will be marked absent as will be those who leave their classes early. Attendance is taken for each class by every individual teacher. **75%** attendance in a course is mandatory to become eligible to appear in the final examination, failing which, the student will be awarded 'F' grade in the course. 'F' grade will be treated as a normal 'F' grade earned by a student by failing in a course and it will carry all penalties associated with it. If any student is unable to come in case of emergency or in case of planned holidays, s/he is required to submit proper leave application and get it sanctioned from relevant Heads of Departments. Too many leaves or too many absences are even otherwise not in favor. Students are advised to not to plan excursion / religious trips or matrimonial activities while the semester is on. There is ample time during vacations for all such activities. As students step in NUML, they are expected to be responsible citizens who are aware of the dos and don'ts of an academic institution and in whom we have the confidence that they shall respect the decorum of an educational institution which is theirs.

STUDENTS' DISCIPLINE- SOP

1.   **Introduction** The quality of educational institutions is critical to national progress and prosperity. In fact it would be realism to state that destiny of a nation is molded in the class rooms of its Schools, Colleges and Universities. University is the highest seat of learning where besides acquisition of knowledge in higher domains, students are exposed to all embracing environment with particular reference to socio-cultural and moral grooming. It is, therefore, extremely important that without stifling creative freedom an organized and disciplined campus environment is forged and sustained contribution to congeniality of learning. Towards the attainment of this purpose, it is essential that basic aspects that would help maintenance of disciplined University environment are identified and defined. This brief which in essence is a kind of SOP covers following aspects in the ensuing paragraphs:-

    a.   University Norms and Good Practices
    b.   Possible Acts of Ill-Discipline by the Students
    c.   Corrective Measures and Punishments
    d.   Discipline Committees
    e.   Procedure for Processing Acts of Bad Conduct and/or Ill-Discipline

2.   **University Norms and Good Practices.** Healthy traditions, norms and practices are hall marks of a good university. NUML expects of its students to caringly adopt and practice these healthy norms with a view to sustaining conducive learning

environment. Some of these norms and practices are enumerated below:-

  a. Exhibit mutual respect and regards for each other, which in turn leads to grooming of good citizens and professional leaders.
  b. Academic programming of the University affords ample spare / private time to students which ought to be judiciously utilized for furthering their intellectual development. Book reading, research, revisiting day's lecture pursuing next day's lecture, healthy sports etc. should be self-imposed choice activity rather than question of free-wheeling casual approach leading to wastage of time.
  c. Interact with faculty as per their availability for seeking additional guidance and exploring wider horizons.
  d. Shun loose behavior which may generate minor / major negative effects or tantamount to encroaching others' rights and privileges.

3.   Possible Acts of ill-discipline by Students: Some of the pronounced examples of ill-discipline which may call for disciplinary actions are given below. Besides, any misconduct prejudicial to high calling of a University student would be considered as infringement of discipline:-

  a. Breaking NUML rules.
  b. Insolence to legitimate authority which includes faculty as well as admin staff.
  c. Use of unfair means during exams.

d. Inciting violence or use of force.
e. Damaging NUML property.
f. Use or sale/distribution of intoxicants on the campus directly or indirectly.
g. Indulgence in political/ sectarian −ethnic activity or furthering cause of a political party.
h. Making speeches, besides the one prescribed in the university curricula, shouting slogans, spreading hate, etc.
i. Transgressing public morals, e.g., indecent remarks and gestures, use of filthy language, disorderly conduct like quarrelling, fighting and insolence towards others including faculty and staff.
j. Impersonation, giving false information or deliberate suppression of information.
k. Use of mobile phones during all academic activities.
l. Not adhering to laid down dress code. In order to maintain dignity and institutional sanctity, students are required to wear decent dress. Casual dress is not allowed. Students shall avoid:-
    (1) Wearing tight or see-through dress.
    (2) Wearing shorts or sleeveless shirts.
    (3) Wearing T-shirts / dress bearing language or art which appears to be provocative or indecent and is likely to offend others.
    (4) Wearing shabby or torn clothing.

(5) Wearing jogging or exercise clothing during classes.

(6) Putting on excessive makeup or wearing expensive jewelry.

(7) Wearing untidy, gaudy or immodest dress in classrooms, cafeteria and university offices.

(8) Wearing unprofessional attire at formal occasions, events and interviews.

m. Carrying of any kind of weapons including toy-fire arms.

n. Harassment of any kind.

o. Gambling in any form.

p. Eatables are not allowed in the class rooms. Partying may be allowed with prior permission of HoD and Dean.

q. Punctuality is an essential trait of a good student. Late arrival in the class room may render a student to be marked absent.

r. It is no smoking university. Smoking is prohibited at all public places.

s. Disturbing the active class-rooms when free, either by noisy behavior or aimlessly wandering and gossiping in the corridors.

t. Indulging in un-solicited photography.

u. Illegal /misuse of computers.

v. Un-solicited e-mail/SMS/phone calls.

w. Un-ethical / illegal use of social media.

x. Distribution /display of posters /leaflets without permission from the university.

y. Misbehaving /disobeying invigilation staff.

z. Creating disturbance in a university bus or misbehaving with bus staff.

aa. Misbehaving and / or not cooperating with faculty/staff

when checked for acts of ill-discipline.

bb. Committing theft of any kind.

4.   **Corrective Measures and Punishments:** Corrective measures and punishments shall be effective commensurating the nature and severity of misconduct and may be any one or more of the following in rational combination:-

   a. **Corrective Measures-**
      i. One-on-One counseling done separately at an appropriate place and time (within the department premises) by relevant level of the faculty, after consultation of HoD with the Dean.
      ii. Interaction with and positive involvement of parents /guardians.
      iii. Issuance of an advisory note to the student by the HoD or as decided by the HoD/Dean.

   b. **Minor Punishments:-**
      i. Warning in writing.
      ii. Probation for a specific period. Restrictions and / or penalties to be spelt out by relevant forum.
      iii. Fine any amount up to Rs. 2000/- at one time.
      iv. Change of shift/ class or section.

   c. **Major Punishments:-**

     i.   In case of damage to property, making good the cost of damaged property.

     ii.   Fine up to Rs 10,000/-

     iii.   Expulsion from the hostel (if applicable) up to one semester or permanently.

     iv.   Deprivation from the privilege(s) availed by the students (e.g. scholarship and bus pass etc.)

     v.   Expulsion from the University for a period up to one semester or permanently.

     vi.   Non-conferment of degree /transcript.

5.   <u>Discipline and Appellant Committees</u> Will be constituted as follows:-

    a. **<u>Departmental Discipline Committee (DDC):-</u>** Each department shall have a standing DDC which would be duly notified with the approval of the Dean. Its composition shall be as follows:-

       (1)   HoD: Chairperson

       (2) Members: 1-2 Senior/experienced faculty members

       (3)   Coordinator: Secretary

    b. **<u>Mandate of DDC:-</u>**

       (1)   Departments will form their own standing DDC for the duration of each semester, which will be duly notified.

       (2)   It will deal with routine disciplinary matters.

(3)   Cases of serious nature will be referred to CDC.

(4)   In case CDC has any observation on the cases forwarded by Department Admin Branch will ascertain the seriousness of the case and decide whether the case be dealt with by respective DDC or CDC.

c. **Central Discipline Committee (CDC):-** There will be a CDC comprising as follows:-

(1)   Nominated Dean: Chairperson

(2)   Members:

- Director Administration
- Director Students Affairs
- Concerned HoD
- 1-2 Senior faculty members
- Any other person at the discretion of the Chairperson (based on technical / special requirement).

d. **Mandate of CDC**

(1)   CDC will forward its findings, opinion and recommendations to Admn Branch for necessary processing and approval by the competent authority.

(2)   After the approval, the decision of the competent authority will be communicated to concerned HoD and relevant official for implementation.

(3)   The action taken on the basis of approval of the competent authority will be communicated to Admn Branch as soon as possible.

   e. **Appellant Committee**
- (1) *Rector/DG: Chairperson
- (2) Members:
    - a) DG NUML.
    - b) Concerned/ Nominated Dean
    - c) Director Admn (Secy)
    - d) 2xSenior Faculty Members
    - e) Any other member at discretion of the   Chairperson

* Note: Subject to the gravity of the case, Rector or DG may chair.

6. **Procedure for Processing Acts of ill – Discipline**

   a. Each act of ill-discipline shall be reported to the concerned HoD / Hostel Warden. The concerned student shall be issued with an explanation. HoD shall ensure that the explanation is received by the concerned student in reasonable time.

   b. Upon receipt of the reply from the student the DDC shall deliberate and decide whether or not the case merits disposal through corrective action e.g. counseling etc.

   c. Whatever the DDC's conclusion, it shall need approval of the   Dean.

   d. Serious nature cases warranting punishment (minor or major) would be processed through the Dean for final approval of the Rector.

   e. Cases of more serious nature would be referred to CDC   through the Dean.

f. CDC shall process all cases related to students involving more than one department or students residing in hostels or cases when student are involved with the university staff or any other case forwarded by Departmental Discipline Committee (DDC).

g. Each Department will send the proposed DDC composition list within the first week of each semester to Director Admin. The composition list of DDC will also be displayed on the departmental notice board.

h. Recommendations of DDC and CDC will require final approval of the Rector.

i. The appeal against the decision of the CDC or DDC can be submitted to the Appellant Committee within 15 working days of the announcement of the decision.

j. Cases pertaining to use of unfair means will be treated separately by the Unfair Means Committee as per the Exam Rules.

HEC-NUML PLAGIARISM POLICY

NUML is committed to establishing and sustaining a transparent, as well as creative academic environment for quality, meaningful and original output to the academia. NUML shares its vision of academic integrity and authenticity with the Higher Education Commission (HEC), which has formulated policy guidelines on Plagiarism. This policy broadly documents possible steps to combat plagiarism in academia, thus reinforcing and promoting the culture of academic integrity and originality. These steps are taken to ensure compliance of research work and publications produced in Pakistan, with international standards and quality. The HEC reinforces and provides the use of **Turnitin**, for checking plagiarism. For details on HEC Plagiarism Policy, visit the following link:

http://hec.gov.pk/english/services/faculty/Plagiarism/Pages/default.aspx

In order to address the issues, as observed in application of HEC's policy and use of Turnitin, NUML provides a comprehensive set of rules to be implemented by all programs and publications of NUML. These are devised in order to address the issues raised by instructors and students/researchers alike. The effort is targeted at a more effective and carefully managed system of implementing use of Turnitin for ensuring transparency and authenticity.

For further details about NUML Plagiarism Policy and penalties involved in case of violation/s visit the following link:

http://numl.edu.pk/qa/NUML%20Plagiarism%20Policy.aspx

HEC GRANT TO ORGANIZE SEMINARS, CONFERENCES AND TRAINING WORKSHOPS

HEC encourages all HAIs and DAIs to hold seminars, conferences and workshops in order to promote research culture through interactive participation and collaboration. This encouragement is extended through facilitation at every step of the process. Following link provides complete information application process, eligibility criteria, reimbursement claims, terms and conditions, etc.:

http://hec.gov.pk/english/services/universities/Grants forSeminarConferenceTraining/Pages/Introduction.a spx

HEC RESEARCH TRAVEL GRANT FOR UNIVERSITY FACULTY AND RESEARCHERS

Another initiative of HEC to support universities for promotion of research culture is to provide travel grant to faculty and researchers. Seminars and conferences provide excellent resource of information sharing, knowledge creation and problem solving. Researchers and scholars indulge in complex theoretical debates to come with practical initiatives in diverse fields. This in turn leads to worldwide linkages and collaboration among institutions and universities.

Useful procedural details can be obtained by visiting the site at the following link:

http://hec.gov.pk/english/services/faculty/HEC%20 Research%20Travel%20Grant/Pages/HEC-Research-Travel-Grant.aspx

DISCLAIMER

The information provided in this handbook is general in nature which may not be used for legal purposes and may be changed without any notice. The sole purpose of this handbook is to facilitate students. For updated and specific information, concerned faculties/departments/ branches /sections may be consulted.

ANNEXURE A
Timeline for MPhil/MS

Task	Year 1		Year 2		Year 3				Year 4			
	Sem 1	Sem 2	Sem 3	Sem 4	Sem 5		Sem 6		Sem 7			Sem 8
Course					Ceased							
Research Proposal (RP)					RP-1	RP-2	Progress Report 1	Progress Report 2				BASR
Thesis Writing					2 months	2 months	2 months		Extension for 1 Month	After 30 Days	Evaluation and Final Defense	
Submission of Thesis					Synopsis 1	Synopsis 2			Submission of Thesis/1st warning	2nd Warning	Struck off	
Deadline				Course-Work								

Task	Year1 Sem 1	Sem 2	Year2 Sem 3	Sem 4	Year 3 Sem 5	Sem 6	Year 4 Sem 7	Sem 8	Year 5 Sem 9	Sem 10	Year 6 Sem 11	Sem 12	Year 7 Sem 13	Sem 14	Year 8 Sem 15	Sem 16
Course					Ceased											
Final Comprehensive Examination (FCE)					FCE Ceased / 2nd FCE for whose 1st FCE failed	1st FCE/ 2nd FCE										
Research Proposal (RP)						RP-1 First FCE/2nd FCE / RP-2 1st FCE/2nd FCE Ceased										
Thesis Writing							Progress Report-1		Progress Report-2			BASR				
Submission of Thesis										Final Submission	Extension by FBS	Article Publication/ acceptance letter	Evaluation and Final Defense	Evaluation and Final Defense	BASR	BASR
Deadline		Course Work				Comprehensive			Synopsis	1st Warning	2nd Warning	Submission of Thesis with article / acceptance letter				