

NATIONAL UNIVERSITY OF MODERN LANGUAGES

(Students Affairs)

No. ML 1-1/2022-SA

Date: 08-02-2022Subject: **Guidelines for Orientation of New Students (Spring 2022)**

1. National University of Modern Languages (NUML) has planned to give orientation to new students of session Spring-2022 on 14 & 15 Feb 2022 (for morning and afternoon students) according to the following program:-

Sr.No.	Faculty	Dated	Reporting Time (Morning)	Reporting Time (Afternoon)
a.	Faculty of Arts & Humanities (English) & Faculty of Languages	14-Feb-22	0900-1030	1530-1700
b.	Faculty of Social Sciences	14-Oct-22	1100-1230	1715-1845
c.	Faculty of Engineering & Computer Sciences	15-Feb-22	0900-1030	1530-1700
d.	Faculty of Management Sciences	15-Feb-22	1100-1230	1715-1845

2. The competent authority has instructed to follow the guidelines given below:

Sequence of Orientation

- Recitation from the Holy Quran
- Introductory Film – [Life at NUML](#)
- Dean's Address about University Education in general and Ethical & Disciplinary Matters
- Briefing by Director Academics
- Briefing by Director Exam
- Briefing by Director IT
- Briefing by Director Administration
- Orientation about Scholarships, Co/Extra-Curricular Activities, etc. by ASA
- Briefing by Director QEC to Research Students Only
- Campus Tour and Physical Orientation by Departmental Coordinators
- Program Orientations by HoD/Coordinator (concerned) in the Departments

Guidelines for Orientation:

- A. Recitation from the Holy Quran (**Concerned Deans will arrange stage secretary and Qari for Recitation from the Holy Quran**)

B. Introductory Film – Life at NUML

C. Academic Orientation:

a. Address by Dean:

- Introduction of NUML (including campuses) and Departments of concerned Faculty.
- University Discipline
- Departmental Disciplinary Committee
- Moral Values
- Dress Code
- No Smoking
- Social Distancing
- NUML Placement Center □ Research

b. Briefing by Director Academics:

- Semester Guidelines (Credit Hour, Semester Duration etc.)
- Provisional Admission & Registration
- Mandatory Attendance
- Freezing Semester
- Fee Refund
- Change of Shift
- SOR (Struck Off from Roll Call)/ Re-admission
- Repeat/NOC/ Bonafide Certificate
- Maximum Duration of Academic Program
- Credit Transfer / Migration
- Q&A Performa – Students feed back

c. Briefing by Director Exam:

- Class Evaluation
- Mid-Term Examination
- End-Term Examination
- Exam and Grading rules and criteria.
- Scholarships for Semester Position Holders

d. Briefing by Director IT:

- All Online and internet services available for students
- LMS
- Student Portal
- NUML website
- Important emails

e. Briefing by Director Administration:

- Disciplinary Matters
- Central Disciplinary Committee

- Misuse of University Card
- Non-Political
- No Ethnic Councils
- Harassment Policy
- Anti-Drug Policy
- Monitoring/Security through Security Cameras

f. Briefing by Advisor Students Affairs:

- Scholarships (PBM, Ehsaas, HEC Need Based, Benevolent Fund, WWF)
- Societies & Clubs (Debating, Qira'at, Naat, Essay writing, Poster Making, Culture, Engineering, Environment, Drama club etc.)
- Excursion Trips
- Student Facilitation Center
- Alumni Cards
- Blood Donation Camps

g. Briefing by Director QEC (to Research Students Only)

- Plagiarism policy
- Q&A Performa – Students feed back
- Quality of Academic Programs

h. Campus Tour and Physical Orientation by Departmental Coordinator

- Students to be taken out on University tour to make them familiar with all the important office i.e. Students Affairs, Facilitation Center, Exam Branch, Finance Branch, Academics Branch, MI Room etc.

i. Program Orientation by HoD/Coordinator in the Department

- The HoDs/coordinators will brief the students about their course/program in their respective departments

3. Faculties to make arrangements accordingly, please.

(Dr. Abu Bakar Bhutta)
Advisor Students Affairs

Distribution:

1. All Deans
2. Concerned Directors

Cc:

Pro-Rector Academics
PSO to Rector
PS to DG