



# **STUDENT'S HANDBOOK**

**DEPARTMENT OF GERMAN STUDIES**

**NATIONAL UNIVERSITY OF MODERN LANGUAGES**

**ISLAMABAD**

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## Overview

German Department is one of the pioneer departments of NUML established in 1969 under its former status as NIML (National Institute of Modern Languages). This department provides an interdisciplinary framework for the study of German Language, literature, history and culture of Germany and parts of the world in which German is an important medium of communication. Since its beginning various functional and degree courses are being offered such as certificate, diploma, advanced diploma, diploma in interpretership, BS, MA etc. with qualified teachers.

## Our Vision

To become a centre of excellence for innovative teaching and promoting research in German language, literature, and culture.

## Our Mission

To foster communicative competence through creative pedagogy in German Language and literature and to create diverse opportunities in German Studies for academic and professional life.

## History

For more than forty five years German department of National University of Modern Languages, Islamabad is serving with the most qualified and the best professionally trained faculty in Pakistan to promote German Language and to facilitate people from different walks of life to acquire German language proficiency according to their requirements.

The Department of German Studies offers Language courses of various levels for professional and non-professional candidates, who require to have certain level of language proficiency for study, business or family visa.

Special short preparatory courses of levels A1, A2 and B1 are regularly offered every ten weeks throughout the year to accommodate candidates, who have an urgent need for learning German Language.

German Department, NUML is the only place in Pakistan, where Bachelor, Master and Mphil/Phd Programs in German Language are offered.

In collaboration with Goethe Institute, the embassy of federal republic of Germany and DAAD, the department not only provides students the best possible opportunity and environment to have quality education in congenial learning conditions, but also to give them the chance to become acquainted with the socio-cultural peculiarities and differences even before they land on the German soil.

## **Goethe Institute Examination Center**

German Department serves as exam center of Goethe Institute and facilitates its own candidates and the candidates from any other institution to take internationally recognized exams for assessing German Language competency level at NUML, Islamabad. The exams are conducted every 10 weeks by the Goethe Institute in the German Department, NUML, Islamabad. The exam date is advertised on Goethe Institute webpage <https://www.goethe.de/ins/pk/en/index.html>, which contains all the information regarding Goethe Exam: (Registration date / requirement, fee, etc.)

## Programmes & Courses

- Certificate in German Language
- Diploma in German Language
- BS German
- A1 Preparatory course in German
- A2 Preparatory course in German
- B1 Preparatory course in German
- Online Course in German
- Summer Course

### Certificate in German Language

Duration: One Semester

Shift: Morning

Timings: 0800 to 1320 hrs

Days: Monday to Friday

Level: A1 + A2

Eligibility: Matric or equivalent

Entry Test: No

Interview: Yes

Offered: In every semester

## Diploma in German Language

Duration: One Semester

Shift: Morning

Timings: 0800 to 1320 hrs

Days: Monday to Friday

Level: B1 + B2

Eligibility: Matric or equivalent  
Certificate in German or  
A2 Certificate from Goethe

Entry Test: Yes

Interview: Yes

Offered: In every semester

## BS in German Language

Duration: Eight Semesters

Shift: Morning

Timings: 0800 to 1320 hrs

Days: Monday to Friday

Eligibility: F.Sc or Equivalent

Entry Test: Yes

Interview: Yes

Offered: In every semester

## A1 Preparatory Course in German Language

Duration: 8 Weeks  
Shift: Afternoon  
Timings: 1530 to 1900 hrs  
Days: Monday to Friday  
Level: A1  
Eligibility: Matric or equivalent  
Entry Test: No  
Interview: Yes  
Offered: In every 8-10 weeks

## A2 Preparatory Course in German Language

Duration: 8 Weeks  
Shift: Afternoon  
Timings: 1530 to 1900 hrs  
Days: Monday to Friday  
Level: A2  
Eligibility: Matric or equivalent + A1  
Entry Test: Yes  
Interview: Yes  
Offered: In every 8-10 weeks

## B1 Preparatory Course in German Language

Duration: 10 Weeks  
Shift: Afternoon  
Timings: 1530 to 1900 hrs  
Days: Monday to Friday  
Level: B1  
Eligibility: Matric or equivalent + A2  
Entry Test: Yes  
Interview: Yes  
Offered: In every 8-10 weeks

## Online Course in German Language

Duration: 8 / 16 Weeks  
Shift: Afternoon  
Timings: 1530 to 1830 hrs  
Days: Monday to Friday  
Level: A1/A2  
Eligibility: Matric or equivalent  
Entry Test: No  
Interview: No  
Offered: In every 8-10 weeks

## Summer Course

Duration: 5 Weeks

Shift: Morning

Timings: 0815 hrs to 1215 hrs

Days: Monday to Friday

Level: A1.1

Eligibility: Matric or Matric appeared

Entry Test: No

Interview: Yes

Offered: Once a year (in summer vacations i.e. July, August)

## 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 the Head of Department. 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 selfimposed 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. **Discipline and Appellant Committees** Will be constituted as follows:-

- a. Departmental Discipline Committee (DDC):-  
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. Mandate of DDC:-
  - (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 Admin 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 Admin Branch as soon as possible.
- e. Appellant Committee
  - (1) \*Rector/DG: Chairperson
  - (2) Members:
    - a) DG NUML.
    - b) Concerned/ Nominated Dean
    - c) Director Admin (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.

# **REGULATIONS FOR EXAMINATIONS**

## **(for degree courses)**

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 1<sup>st</sup> probation.
- b. If a student is on 1<sup>st</sup> probation and he earns a CGPA of more than 1.5 but less than 2.00, he will be placed on 2<sup>nd</sup> 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 1<sup>st</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 1st 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 1<sup>st</sup> semester of a program is not allowed.

## ON CAMPUS SERVICES

1. **Mosque:** 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. **Library:** 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, peerreviewed journals, databases, articles, and e-Books across a wide range of disciplines. The e-books support program allows researchersto access most of the important text and reference books electronically in a variety ofsubject 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/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.
3. **Bank:** 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. **Auditorium:** It is in Salam Block with a capacity of 650 people.
5. **Conference Rooms:** 01 in Main Jinnah Block and 02 in Ibn-e-Khaldoon Block.
6. **Multi-Purpose Hall:** 01 in Johar Block with a capacity of around 200 people.
7. **Video-Conference Rooms:** 01 in Nazir Library and 01 in Roomi Block.
8. **Language Labs:** 04 in Roomi Block, 01 in Iqbal Block.
9. **Computer Labs:** 12 in all, in Ghazali, Iqbal & Ibne-Khaldoon Blocks and Nazir Library.
10. **Telecom and Engineering Labs:** 09 in Ghazali Block
11. **FM Radio:** 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. **Gymnasium:** Located behind Johar Block, it has facilities for exercise and games and has a qualified sports trainer.

13. **Cafeterias:** 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. **Print Shops:** 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. **Hostels:** 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. **Security:** 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. **Transport:** 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.

# CONTACT

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## Website

[www.numl.edu.pk/departments/180](http://www.numl.edu.pk/departments/180)

## Instagaram

[instagram.com/german.department.numl](https://www.instagram.com/german.department.numl)

## Facebook

[facebook.com/dgsnuml](https://www.facebook.com/dgsnuml)