



National University of Modern Languages Academics Branch (Student Guidelines)

Policy and Standard Operating Procedures (SOPs) for Various Reserved Seats / Quotas / Scholarship

1. **Introduction:**

National University of Modern Languages (NUML) Islamabad is committed to offer admission to applicants with special needs as well as those with specific talent in co-curricular activities and sports, in all its academic programs, as per directions/policies received from Higher Education Commission (HEC)/ government institutions from time to time. The admissions will be offered under prescribed eligibility criteria, defined number of seats and procedural conditionalities.

2. **Scope:**

This policy is applicable to all NUML campuses located in different regions of Pakistan, including the main campus in Islamabad. All applicants, irrespective of any political, religious, cultural affiliations, caste, colour, creed and gender, will be able to benefit from this policy.

3. **Categories of Reserved Seats:**

- a. FATA & Baluchistan. (As per HEC/Govt. policy)
- b. Army Wards / Shuhada / War wounded. (As per NUML existing policy)
- c. Co-curricular Activities (Provincial/National and International level distinction/participation)

Qirat	Naat	Debates (English, Urdu, Other)
Poetry	Singing	Painting
Calligraphy	Dramatics	

- d. Sports
- e. Students with Special Needs (as per HEC policy)
(in Undergraduate & Postgraduate Programs)

4. **SOPs:**

- a. These SOPs will apply on undergraduate programs only except for disability quota.
- b. Candidate must fulfil the minimum eligibility criteria of the respective program.
- c. Candidate must have valid certificate in the respective category of reserved seats.
- d. Separate admission fee will be applicable for each co-curricular category (1000/- as processing fee for each category).

For any query or further clarification, please contact @ 051-9265118,051-9265119

- e. In case of tie among applicants applying on the basis of sports and co-curricular activities, selection will be made on the basis of academic qualification merit along with score in each category.
- f. Merit shall be determined separately for the reserve seats in each category and programs subject to certificate and processing fee.

5. **Number of Reserved Seats and Eligibility:**

a. **Co-curricular activities (Seats: 4 + 3 = 7 per semester):**

- i. Admission on the basis of co-curricular activities are offered to the candidates with outstanding performance in the following categories. The candidates will have to fulfill the minimum eligibility criteria.
- ii. **Eligibility:**
- Valid certification at Provincial/National/ International level.
 - NUML admission schedule must be followed.
 - Advertised eligibility criteria must be followed.
 - Full fee would be charged as per NUML fee structure.

Ser #	Category	Sub-Category	No. Seats / Quota
a.	Sports		4
b.	Debate	i. Urdu ii. English iii. Others languages	3
c.	Naat in Urdu		
d.	Qiraat		
e.	Poetry	i. Bait Bazi ii. Poetry Writing	
f.	Singing		
g.	Painting		
h.	Calligraphy		
Total:			

- iii. **Selection Procedure:** Selection will be finalized through a designated committee for each category with the following marks distribution by the committees mentioned under para 5.a.iii after display of 1st merit lists in each semester:-

S#	Event	Max. Marks	Obtained Marks	Remarks
1	a. Certification in the Applied Co-curricular category (International)	10 Marks		
	b. National certification/participation	07 marks		
	c. Regional/Provincial certification	05 marks		
2	Trial/demonstration	15 marks		
3	Interview	05 marks		

- iv. **Formation of selection committee**

Ser #	Category	Responsibilities/Formation of Committees	
a.	Sports	Dir Admin + Incharge Sports	
b.	Debate	i. Urdu	HoD Urdu
		ii. English	HoD English
		iii. Others	Dean FOL
c.	Qirat	HoD Arabic	
d.	Naat	HoD Islamic Studies	
e.	Poetry	i. Bait Bazi	Dean FOL
		ii. Poetry Writing	Dean English
f.	Singing	HoDs English and Urdu	

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g.	Painting	HoDs Mass. Comm. and Urdu
h.	Calligraphy	HoDs Mass. Comm. and Urdu
	Respective Deans will finalize the panel of experts in the respective categories and will ensure the timely submission of the final list to the Acad. branch.	

b. **Special Students: HEC Policy (2 x seats per semester)**

- i. **Scholarship:** The special student will be awarded assistance as per subject policy vide para 15 (ii) f. “full tuition fee waivers, and 50% concessions on other fee components” and para 25 “Fee waivers for the issuance of degree, transcript etc” along with other facilitation as per HEC Disability Policy.
- ii. **Eligibility:**
 - a) A person certified as a differently disabled / special / challenged person from the national/provincial council for the rehabilitation of disabled persons or carrying a computerized CNIC with the disability Logo.
 - b) The policy will be implemented by the university from the session Fall 2020 and maximum 2 x seats per semester (on merit among disabled students) may be reserved for the same.

c. **High Achievers - Merit Scholarship on Admission (4 x seats per semester)**

- i. **Scholarship:**
 - a) 1st semester. 100% waive off in tuition fee.
 - b) 2nd and subsequent semesters. 100% waive off tuition fee subject to maintenance of mentioned below CGPA in each semester.
- ii. **Eligibility**
 - a) Applicants holding positions (1st, 2nd & 3rd) at Board level (required for admission in undergraduate program at NUML) will be eligible to apply for Merit Scholarship through Exams Branch.
 - b) Candidate applying for scholarship will have to provide the certificate (in original) regarding his / her position from the concerned Board as a proof, which will be verified from the concerned Board by the NUML Exams Branch.
 - c) Condition for 2nd and subsequent semesters:-
 - i) Students of Management and Engg & CS programs – minimum marks 85%
 - ii) Students of Social Sciences and Languages programs – minimum marks 80%
 - iii) If the student fails to maintain his / her required CGPA, he / she will be ineligible for scholarship in that particular semester).
 - iv) Student qualifying for Merit Scholarship will generally not be considered for any other University scholarship.
 - v) If a student fails to maintain the above mentioned CGPA / percentage for Merit Scholarship, then he / she may be considered for University scholarship i.e. Internal Semester Position Holder in that particular semester fulfilling all related conditions.
 - vi) 80% mandatory cumulative attendance in the whole semester.
 - vii) There should not be any case of violation of discipline by the concerned student.
 - viii) In case a student is dropped in any course / semester, Merit Scholarship will be ceased.

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- iii. High Achievers Scholarships will be effective from the session Spring 2021 in Main Campus, Rawalpindi Branch and Regional Campuses.
 - d. **Scholarship for Semester Position Holders:**
 - i. **Scholarship:** This scholarship will be offered to those students who acquire 1st and 2nd position in the respective program in each semester and tuition fee will be waived off 30% and 20% respectively.
 - ii. **Eligibility:**
 - a) The policy will be applicable on BS and MA / MSc (till phasing-out) programs only.
 - b) Scholarship will be for 1st and 2nd position holders only (in case of sharing the scholarship will be applicable maximum up to 2 position holders).
 - c) Positions will be awarded Campus-wise subject to the number of students' ≥ 10 in a program
 - i) Minimum 80% marks in the respective semester.
 - ii) Attendance: $\geq 80\%$ in the respective semester.
 - iii) Procedure for award of scholarship will be followed as per practice in vogue.
 - e. **Wards of Shuhada of Armed and Civil Armed Forces (2 seats per semester in undergraduate program)**
 - i. **Scholarship:** 100% tuition fee and allied charges (as per existing policy, approved in 17th ACM held on 18 Apr 2019).
 - ii. **Eligibility:**
 - a) Provision of relevant Certificates.
 - b) Selection will be made on merit.
 - c) NUML admission schedule must be followed.
 - d) Advertised eligibility criteria must be followed.
 - f. **FATA, Baluchistan (As per Govt./HEC Policy)**
 NUML encourages students from these regions to apply in the regional campuses of NUML in Quetta, Gwadar and Peshawar.
 - i. **Eligibility:**
 - a) Applicants belonging to these two regions shall be required to produce domicile certificate.
 - b) NUML admission schedule must be followed.
 - c) Advertised eligibility criteria must be followed.
 - d) Full fee would be charged as per NUML fee structure.
 - g. **Army Wards - GHQ, W&R Nominees / War Wounded (02 seats in each undergraduate program)**
 - i. **Eligibility:**
 - a) Nomination must be received from W & R D before start of the session.
 - b) NUML admission schedule must be followed.
 - c) Full fee would be charged as per NUML fee structure.
 - d) All rules of NUML/HEC would be applicable.
6. **Disclaimer:** NUML reserves the right to offer/not offer admission in any of the reserved seat and their categories listed above.