National University of Modern Languages Islamabad

(Academic Branch)

Notification

ML.2-05/21/Adms/Acad/29 **Dated: 12-03-2025**

Subject: **Conduct of Online Classes-Last Two Fridays of Every Month (Spring 2025)**

1. It is hereby intimated that classes will be conducted **online on the last two Fridays of every month during the Spring 2025 Semester**, as communicated in our letter no. ML.2-05/21/Adms/Acad/29 dated 31-01-2025.
2. The Academic Branch letter no. ML.2-05/25/Cor/Acad dated 05-03-2025, regarding the conduct of **online classes every Friday during the month of Ramzan, may be treated as cancelled.**
3. This is issued with the approval of the competent authority.

Prof. Dr. Nadeem Talib 12/3/25
Director Academics

National University of Modern Languages Academics Branch H-9, Islamabad

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All Pro- Rectors
All Deans
All Directors
All RDs
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NUML Hybrid Mode Implementation Policy for Academic and Administrative Activities

2025

National University of Modern Languages, Islamabad

Hybrid Mode Implementation Policy for Academic and Administrative Activities

1. **Rational:** In light of the evolving demands of modern education and our commitment to fostering a sustainable academic environment, NUML is introducing a hybrid mode of academic and administrative operations on **last two Fridays of every month**. This policy aims to optimize educational practices and operational efficiency while addressing key concerns and leveraging technological advancements. The following objectives underpin this transition:

2. **Objectives of the Policy**

   a. To equip students with essential digital skills for a technology-driven job market, integrate practical assignments into the curriculum, and reduce operational and financial burdens through decreased on-campus activities.
   b. To leverage existing online infrastructure to ensure operational continuity, enhance the effective use of technology, and maintain readiness for future contingencies.
   c. To reduce the university's carbon footprint by minimizing on-campus presence, thereby decreasing greenhouse gas emissions associated with commuting and campus operations.
   d. To alleviate the stress and fatigue from daily commuting, thereby improving the mental health and overall well-being of students, faculty, and staff

3. **Scope of the Policy**

   a. This hybrid model will be implemented last two Fridays of every month throughout the semester, facilitating a balanced transition that enhances both academic outcomes and institutional efficiency.
   b. This Policy shall apply to all faculties, departments and branches in the main campus as well as in all the regional campuses.
   c. The subsequent sections of this policy cover instructions, roles and responsibilities of Teaching departments/ Deans/HoDs and ICT branch.

4. **Roles and Responsibilities - Teaching Departments / Deans / Heads of Departments (HoDs)/ICT Branch**

   a. **Registration of Students on LMS**. All HODs/RDs and departments must ensure the complete registration of their respective students on the LMS. Necessary

coordination should be conducted by HODs and program coordinators with the Director IT/LMS Team of ICT branch.

b. **Registration of the Faculty on LMS**. All HODs/RDs and departments must ensure 100% registration of their respective faculty members, including visiting faculty, on the LMS.

c. **Digital Binding**. All department/program coordinators in liaison with ICT Branch shall ensure that the digital binding of all the faculty members with their respective courses (which they are teaching) and students (to whom they are teaching) has been done.

d. All departments to schedule most **lab work and practicum** from Monday to Thursday. General education courses and theory-based instructions may be partially conducted online on Fridays of a months as needed.

e. HoDs and Program Coordinators to schedule graduate program timetables for the first four days of the week. Please allow graduate students to visit their respective campuses on last two Fridays of a months in consultation with their academic advisors/supervisors.

f. All departments to assign **fieldwork, written assignments** etc. to be completed on Fridays of a months and over the weekends

g. HoDs to develop and maintain internal mechanisms to monitor the delivery of courses through online modes on last two Fridays of a months. Ensure timely upload of all relevant materials, quizzes, assignments, and course packs on the LMS

h. All HoDs to monitor student attendance in online classes, ensure access to materials, and address any queries or complaints. Coordinate with ICT branch and monitor the overall online teaching process.

i. ICT branch to ensure availability and functionality of relevant hardware and software for effective online teaching. Maintain and secure the LMS, Central Repository, course packs, exams, and new admissions.

j. ICT branch to ensure continuous operation of NUML LMS and accessibility for faculty, regional campuses, and students.

k. ICT branch to track feedback on student experiences, including location, ICT/internet service quality, and access to course packs

l. ICT branch to regularly update the status of student, faculty, and course registrations on LMS and submit the progress report to the DG and Pro-Rector Academics.

m. ICT branch to maintain a central repository with soft copies of recorded lectures, seminars, and other educational materials. Ensure proper digital binding of faculty and student data.

5. This policy is issued with the approval of the competent authority.

Prof. Dr. Nadeem Talib
Director Academics

Distribution

All Pro- Rectors
All Deans /Registrar/All Directors\All RDs/All HoDs
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