NAMAL UNIVERSITY MIANWALI

STUDENT HANDBOOK

NAMAL UNIVERSITY MIANWALI

2024-25

"SHAPING THOSE WHO SHAPE THE FUTURE".

Table of Contents

About the Handbook

Many congratulations, Dear Students. I very warmly welcome you to your very own Namal and, now, you have the honour of becoming members of the Namal Family. It is by all means a commencement of a very important stage of your academic career and this path is going to be full of promise and hope. Your determination, commitment and hard work will help you in winning more and more laurels for yourself, your family and for your Namal also.

We make focused efforts to meet all the needs of our students. We have placed committed faculty and staff to guide you and facilitate your journey towards your destination. Spell-binding surroundings and state of the art facilities will make you feel comfortable and let you cherish your matchless experience at Namal. Connectivity brings charm in the University life and helps in networking and socializing. Namal values are always very close to Namal Family and we expect that these, well carved out values, will bring commendable changes in your personalities. Namal Student Societies and Clubs are like launching pads and help students in realizing their dreams and give them amble possibilities to prove their worth. This opportunity will help you in understanding yourself and exploring your inborn talents.

The policies contained in this handbook are applicable to all students and it is the responsibility of the students to read all the rules and regulations very thoroughly and ensure compliance in letter and spirit. The code of conduct is binding and signing of the handbook implies acceptance of all the university policies and procedures. Keep this handbook in safe custody, because it is a useful reference throughout your study period. It is an updated version and Namal University reserves the rights for amendments.

Best wishes for your life at Namal!

Dr. Rauf A. Sheikh
Registrar
Namal University, Mianwali

Message from Imran Khan – The Founder

Quaid-e-Azam M.A. Jinah described students as 'the nation builders of tomorrow' and indeed you are. You are the pioneers of change and you will help shape the future of this country.

On joining Namal you have become part of creating a new Pakistan, one where there are equal opportunities for people like you, our talented youth, to grow and prosper in life.
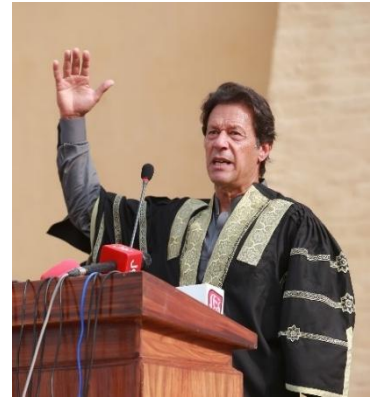
Make the most of this opportunity you have been given. Study hard but also make sure that you make time for extra curricula activities that will enhance your skills and experiences and stretch you as a person.

I wish you the best of luck. I am proud of you all.

Imran Khan
Founder & Chairperson
Board of Governors, Namal University Mianwali.
A project of Namal Education Foundation

Message from the Rector

Dear Students,

Congratulations and welcome to the NAMAL University, Mianwali. We are more than delighted to welcome you to the Namal family. As you embark on your academic career path, you move on a path full of promise and hope. We at the NAMAL are dedicated to collaborating with you and challenging you on this beautiful journey to fully exploit the opportunities you will have at this great institution.

We are devoted to meeting the needs of all of our students. We have placed committed faculty and outstanding staff, a beautiful campus, and an atmosphere conducive to your academic goals and ambitions. Our experience tells us that students are most successful in the academic setting if they make connections with other fellow students. Whether you plan to commute or stay on campus, getting involved in student life will take you a step further in your journey and help you inculcate NAMAL values. We strongly encourage you to join one or more of our most popular student societies. They all offer ample leadership development opportunities, academic support, networking, personal growth, and community service. These values are indispensable in helping to shape you as one of the most valuable citizens of this beloved country.

We encourage you to walk the campus, ask questions, meet faculty and staff, and learn all you can about your university. We wish to see you studying hard, build new friendships, get yourself involved in extracurricular activities, and have fun. We want to bring this to your kind notice that these are your best times, and we are here to help. We hope you realize all your dreams.

I will see you around campus.

Prof. Dr. Muhammad Najam ul Islam
Rector
Namal University Mianwali

Namal University at a Glance

Background

The Namal University, a brainchild project of visionary Mr. Imran Khan is located at 30 km from Mianwali city on Talagang Road, on a beautiful countryside at the foot of the rising hills of Salt Range overseeing the scenic Namal Lake on its east.

The Namal University started its journey in 2008 as the Diploma Awarding Vocational College offering three years Diploma in Network Administration and Software Development. However, on the strong demand of the students, Mr. Imran Khan decided to affiliate this College to the University of Bradford (UoB) of which he was the Chancellor at that time. The courses that were completed by the students for their diploma work, were accepted by the UoB and after passing the additional courses during the additional top-up year, the first batch of students in Namal were awarded the degree of B.Sc. Computing from the UoB in 2012. Subsequently the students admitted in Namal in 2009 earned their degrees of B.Sc Software Engineering and BEng Computer Science from UoB in 2013.

From 2010 on-wards till 2015 the Namal College was affiliated with UoB for B.Sc Computer Science and BEng Electrical & Electronic Engineering and the students have completed their respective degrees in 2014, 2015, 2016, 2017, 2018 & 2019.

From 2016 to 2018, Namal College was affiliated with the University of Engineering and Technology (UET), Lahore for the three-degree programmes namely; B.Sc. Computer Science, B.Sc. Electrical Engineering and Bachelor of Business Administration (BBA). The degrees for the sessions 2016-20, 2017-21 and 2018-22 have been awarded by the UET, Lahore.

In 2019, the College was awarded the status of the degree awarding Institute that was further raised to the status of university in 2021.

Apart from undergraduate teaching, the University has launched two research Centres, namely Nisar Aziz AgriTech Research Centre and Namal Centre for Artificial Intelligence and Big data. Namal University and two multidisciplinary research centres have paved the way for establishing Pakistan's First Knowledge City in the rural area on the lines of Oxford University of UK.

Namal Knowledge City: An Inspiration, A Dream

The inspiration that led to the foundation of Namal College in 2008 was sparked by the admiration that Imran Khan has with Pakistani youth. To him the future stakeholders of Pakistan are a kaleidoscope of talent and hard work and it is with them that hope for a brighter future resides. It is a dream that has actualized with the help of his associates who are associated with world class institutions like LUMS, SKMT and Descon Engineering. This ambitious project was undertaken to provide educational facilities of international standards to talented youth of rural areas to trigger social and economic change through the academic evolution of rural areas of Pakistan.

Besides a two storeyed building covering the area of 62,500 sq ft housing offices of administration and faculty, class rooms, laboratories and cafeteria, an area of 1000 acres of land has been included as a starting point of Namal Knowledge City. A newly constructed Academic Block adjacent to its primary building comprises of Lecture theatres, Main Library, two research centres and a Professional Development Centre. Also, the newly constructed residency has been recently completed that matched any standard residential facility for the participants of the courses, workshops, conferences etc arranged by the University.

A master plan of the Namal Knowledge City has been prepared by US based Ar. Tony Ashai – a renowned architect, and approved by the BoG. The work on the infrastructure of the city and some other necessary buildings is about to start

The Namal Education Foundation (NEF) is actively engaged in providing for the financial and logistic support to the Namal University. A Board of Governors oversees all the affairs of the Namal University and the Namal Knowledge City.

Board of Governors

The members of the Board are renowned personalities in their respective fields. They are working closely with the Faculty and Staff at Namal to achieve the vision of the Knowledge City. The members of the board are:

1. Mr. Imran Khan (Chairperson)
2. Mr. Abdul Razak Dawood
3. Mr. Sikandar Mustafa Khan
4. Mrs. Aleema Khanum
5. Dr. Arif Nazir Butt
6. Dr. Rashid Amjad
7. Dr. Atta-ur-Rahman
8. Mr. Ashar Aziz
9. Mr. Azam Jamil
10. A Vice Chancellor of a public sector university in th Punjab nominated by the Patron.

11-13. Three members of Punjab Provincial Assembly nominated by the Speaker

14. Chairperson Higher Education Commission or his nominee

15. Chairperson Punjab Higher Education Commission or his nominee

16. Secretary to the Government, Higher Education Department or his nominee

17. Rector

Vision and Mission of the Namal University: Not Just Statements

Namal University is designed to integrate education with employability to enable talented youth to become economically useful and socially robust citizens of Pakistan. The objective is to equip students with necessary academic knowledge and requisite professional skills by establishing a collaborative framework of public, as well as, private partnerships.

Vision:

To become a centre of academic excellence for national uplift and development.

Mission:

- Educating bright youth who have Namal values and will contribute to organizations and community.

- Finding innovative solutions to rural challenges by highly trained academics.

Namal Core Values

Namal University firmly believes in the following values and strives hard to inculcate these values in its students.

- ➢ Merit
- ➢ Integrity
- ➢ Tolerance
- ➢ Excellence
- ➢ Commitment
- ➢ Social Responsibility

Academic Conduct expected from the Namalites

The University expects its students to exhibit Namal's core values in their character and dealing. You must work hard and try your best to achieve success without sacrificing or compromising any of the core values.

The University believes in creating an inquisitive environment where the students are highly encouraged to ask questions. The discussion, debate and the disagreement are highly encouraged in the class if it is well supported by facts, logic and remains in bounds of respect and modesty.

To maintain the student discipline, University has approved "Student Discipline and Conduct Policy" (**Annexure 1**). Also annexed are "Student Code of Conducts" (**Annexure 1a**) and "Exam Code of Conduct" (**Annexure 1b**). The policy is implemented in the university through the Student Discipline Committee (SDC), the details of which are also elaborated in the policy mentioned above. The SDC, led by a senior faculty member, bears the responsibility of addressing reported instances of violations of the above-mentioned code of conducts as well as Namal's rules and regulations. The SDC holds the authority to propose its decisions to the appropriate competent authority. Students have the right for an appeal against the decision of the SDC the procedure of which is given in **Annexure 2.** Cases of Sexual harassment are dealt with separately as given in HEC Policy on "Protection against Sexual Harassment in Higher Education Institutions" (**Annexure 3**).

Academic Calendar 2024-25

Fall Semester 2024	
Activity	**Date**
Pre-Semester Activities	
Courses Offering/Course Registration	September 16, 2024 (Monday)
Elective Course Registration	October 04,2024 (Friday)
Timetable Announcement	September 19, 2024 (Thursday)
Courses Outline Presentation	September 16 - 20, 2024 (Monday - Friday)
Orientation for Freshmen	**September 25 - 28, 2024 (Wednesday - Saturday)**
Semester Activities	
Commencement of Classes	**September 23, 2024 (Monday)**
Enrollment Deadline for Elective	October 04, 2024 (Friday)
Course Drop Deadline	
Course Withdrawal deadline	November 01, 2024 (Friday)
Midterm Exams	November 18 - 23, 2024 (Monday - Saturday)
Quaid-e-Azam Day	December 25, 2024 (Wednesday)
Last day of Classes	January 17, 2025 (Friday)
Final Exams	January 20- 25, 2025 (Monday - Saturday)
Announcement of the Result	February 01, 2025 (Saturday)
Convocation (Class of 24)	**February 02/09 (Sunday)**
Semester Break	January 26- February 16, 2025 (Sunday - Sunday) **(Three Weeks)**

Spring Semester 2025	
Activity	**Date**
Pre-Semester Activities	
Courses Offering/Course Registration	February 03-14, 2025 (Monday - Friday)
Elective Course Registration	February 28, 2025 (Friday)
Timetable Announcement	February 12, 2025 (Wednesday)
Courses Outline Presentations	February 11-13, 2025 (Tuesday - Thursday)
Semester Activities	
Commencement of Classes	**February 17, 2025 (Monday)**
Enrollment Deadline for Electives	February 28, 2025 (Friday)
Course Drop Deadline	
Course Withdrawal Deadline	March 28, 2025 (Friday)
Pakistan Day	March 23, 2025 (Sunday)
Eid-ul-Fitr Holiday	March 31- April 04, 2025 (Monday - Friday)
Midterm Exams	April 21-26, 2025 (Monday - Saturday)
Labor Day Holiday	May 01, 2025 (Thursday)
Open House + Job Fair	**May 15 -16, 2025 (Thursday - Friday)**
Eid-ul-Adha Holiday	**June 05 - 10, 2025 (Thursday - Tuesday)**
Last day of classes	June 20, 2025 (Friday)
Final Exams	June 23- 28, 2025 (Monday-Saturday)
Compilation and declaration of result	**July 09, 2025 (Saturday)**

Summer Break 2025
June 29 (Sunday) - Sep 20 (Sunday), 2025 **(12 weeks)**
Summer Semester 2025
July 14 (Monday) - Sep 13 (Friday), 2025 **(9 weeks)**

Academic Departments

There are Four Academic Departments in the University; Department of Computer Science, Department of Electrical Engineering, Department of Business Studies and Department of Mathematics. The Vision/mission of each Department as well as Programme offered, Scheme of studies and Details of faculty are given under each Department

4.   Department of Computer Science

Vision

To emerge as a centre of excellence in computing and technology through quality education and impactful research.

Mission

The department of Computer Science is committed to the following goals:

➢ To provide quality education and research opportunities.

➢ To empower graduates to take on local and global societal challenges.

➢ To instil in them the ability to be lifelong learners, critical thinkers, effective communicators, and problem solvers with strong moral values.

Programme Offered:

B.S. Computer Science

Program Objectives:

The BS (CS) program aims at producing graduates with following qualities:

Technically Sound:

Inculcate computing knowledge, analytical skills and creativity to design optimal solutions.

Communication Skills and Leadership:

Instil effective communication and interpersonal skills along with leadership qualities.

Ethical Values and Socially Responsible:

Foster moral and ethical values with a keen sense of societal responsibility and life-long commitment to learning.

Scheme of Studies

Total Credit Hours = 133

Semester: 1

CSC-100	Programming Fundamental	4(3,1)	
CSC-120	Discrete Structure	3(3,0)	
GED-161	Application of ICT	3(2,1)	
GED-101	Functional English	3(3,0)	
GED-111	Islamic Studies	2(2,0)	
GED-113	Ideology and Constitution of Pakistan	2(2,0)	
	Total Credit Hours	**17(15,2)**	

Semester: 2

MTH-120	Calculus and Analytical Geometry	3(3,0)	
CSC-101	Object Oriented Programming	4(3,1)	CSC-100
CSC-140	Digital Logic Design	3(2,1)	
GED-201	Expository Writing	3(3,0)	
*2	Course of Natural Science	2(2,0)	
	Total Credit Hours	**15(3,2)**	

Semester: 3

MTH-123	Linear Algebra	3(3,0)	
MTH-226	Multivariable Calculus	3(3,0)	MTH-120
CSC-200	Data Structure	4(3,1)	CSC-101
CSC-225	Software Engineering	3(3,0)	
CSC-241	Computer Organization and Assembly Language	3(2,1)	
QUR-171	Quranic Studies I	NC	
	Total Credit Hours	**16(14,2)**	

Semester: 4

MTH-123	Probability and Statistics	3(3,0)	
CSC-271	Database Systems	4(3,1)	MTH-120
CSC-221	Analysis of Algorithms	3(3,0)	
CSC-222	Theory of Automata	3(3,0)	
CSC-242	Computer Architecture	3(2,1)	
QUR-172	Quranic Studies II	NC	
	Total Credit Hours	**16(14,2)**	

Post Semester: 4

CSC-497	Internship	3(0,3)	N/A

Semester: 5

CSC-251	Computer Networks	3(2,1)	
CSC-240	Operating Systems	3(2,1)	
CSC-252	Information Security	3(3,0)	
CSC-360	Artificial Intelligence	3(2,1)	CSC-221
CSC-251	Entrepreneurship	2(2,0)	
*3	Course from Arts and Humanities	2(2,0)	
	Total Credit Hours	**16(13,3)**	

Semester: 6

CSC-497	Internship	3(0,3)	
CSC-321	Human Computer Interaction and Graphics	3(2,1)	
CSC-372	Advance Database Management System	3(2,1)	CSC-271
CSC-421	Compiler Construction	3(3,0)	
	Domain Elective 1	3	
	Domain elective 2	3	
*1	Course from Social Science	2(2,0)	
	Total Credit Hours	**16(13,3)**	

Semester: 7

CSC-440	Parallel and Distributed Computing	3(2,1)	CSC-240
CSC-498	FYP-1	2(0,2)	
*5	Support Elective	3(3,0)	
	Domain Elective 3	3	
	Domain elective 4	3	
	Domain Elective 5	3	

Semester: 8

GED-211	Civics and Community Engagement	2(2,0)	
CSC-499	FYP-2	4(0,4)	CSC-498
GED-202	Technical and Business Writing	3(3,0)	
	Domain Elective 6	3	
	Domain Elective 7	3	
	Total Credit Hours	**15(11,4)**	

Note: The courses can be shifted among the Semesters according to the availability of resources/facilities.

* List of General Education Electives

*1 Social Science Courses (One course to be taken)

1	GED-136	Iqbaliyat	2-0
2	GED-131	Introduction to Psychology	2-0
3	GED-132	Introduction to Sociology	2-0
4	GED-133	Introduction to International Relations	2-0
5	GED-134	Introduction to Development Studies	2-0
6	GED-135	Introduction to Political Economy	2-0
7	GED-231	Governance and Public Policy	2-0

*2 Natural Science Courses (One course to be taken)

1	GED-141	Applied Physics	3(2-1)
2	GED-142	Introduction to Biology	3(2-1)
3	GED-143	Introduction to Environmental Science	3-0
4	GED-144	Introduction to Genetics	3-0
5	GED-242	Computational Biology	3-0

*3 Arts & Humanities Courses (One course to be taken)

1	GED-122	Great Books	2-0
2	GED-221	Professional Practices	2-0
3	GED-121	Introduction to Philosophy	2-0
4	GED-123	International Language	2-0

*4 Quantitative Reasoning Courses (Two courses to be taken)

1	CSC-120	Discrete Structure for QR-2	3-0
2	MTH-120	Calculus and Analytical Geometry for QR-1	3-0
3	GED-162	Quantitative and Computational Reasoning 1	3-0
4	GED-163	Quantitative and Computational Reasoning 2	2-1

*5 Support Courses (One course to be taken)

1	MGT-101	Introduction to Business and Management	3
2	ACC-140	Financial Accounting 1	3
3	CSC-373	Data Analysis and Visualization	3
4	AGR-170	Basics of Agriculture	3

List of Domain Electives:

(The list can be expanded as and when required with the permission of the BoS. The offering of the courses however depends on the availability of the resources)

Track 1: Artificial Intelligence

Code	Course	Cr Hrs	Pre-req
CSC-361	Machine Learning	3(2-1)	
CSC-364	Soft Computing	3	
CSC-365	Robotics	3(2-1)	
CSC-363	Computer Vision	3(2-1)	
CSC-365	Natural Language Processing	3(2-1)	
CSC-461	Deep Learning	3	
CSC-462	Pattern Recognition	3	
CSC-463	Intelligent Transportation System	3	
CSC-464	Applications of Computational Intelligence in Games	3	
CSC-366	AI for Robotics	3	
CSC-367	Bio-Medical Vision	3(2-1)	
CSC-368	AI for Agriculture	3	
CSC-363	Digital Image Processing	3(2-1)	

Track 2: Data Science

Code	Course	Cr Hrs	Pre-req
CSC-270	Introduction to Data Science	3	
CSC-273	Data Mining and Warehousing	3(2-1)	
CSC-471	GIS Database and Programming	3(2-1)	CSC-101
CSC-371	Information Retrieval Techniques	3	
CSC-373	NoSQL Databases	3	
CSC-472	Contemporary Big-Data Technologies	3(2-1)	
CSC-473	Trends in Data Centric Computing	3	
CSC-372	Advance Concepts in Databases	3(2-1)	
CSC-374	Data Diversity	3	
CSC-272	Data Analysis and Visualization	3(2-1)	
CSC-474	Agri Informatics	3	

Track 3: Cyber Security

CSC-352	Cyber Security	3	
CSC-356	Cryptography	3	
CSC-453	Cyber Governance	3	
CSC-454	Digital Forensics	3	
CSC-455	Information Risk and Security Management	3	CSC-252
CSC-357	Penetration Testing	3(2-1)	
CSC-456	Ethical Hacking	3(2-1)	
CSC-458	Engineering Secure Software	3	
CSC-358	Wireless Sensor Network	3(2-1)	CSC-251
CSC-451	Sensors in the Field	3	
CSC-452	Decentralized Applications	3	

Track 4: Software Engineering

CSC-226	Software Requirement Engineering	3	CSC-225
CSC-227	Software Quality Assurance	3	CSC-225
CSC-321	Software Project Management & Leadership	3	
CSC-322	Software Design and Architecture	3	CSC-225
CSC-421	Software Design Pattern	3	
CSC-323	Formal Methods	3	
CSC-422	Software Testing	3(2-1)	CSC-225
CSC-423	Software Reliability Engineering	3	CSC-225

Track 5: Smart Agriculture Technologies

AGR-170	Basics of Agriculture	3	
CSC-3xx	IoT for Agriculture	3	
CSC-4xx	Applied Machine Learning	3(2-1)	CSC-360
CSC-3xx	Data Analytics for Agriculture.	3	AGR-170
CSC-4xx	Commercialization of Agricultural Products	3	
CSC-3xx	Introduction to Smart Farming	3	
CSC-3xx	Agricultural Economics	3	AGR-170

General Electives

CSC-330	Web Application Development	3(2-1)	
CSC-326	Object Oriented Analysis and Design	3	
CSC-331	Mobile Application Development	3(2-1)	CSC-130
CSC-480	Enterprise Application Development	3	
CSC-331	Software Automation	3	
CSC-431	Game Development	3(2-1)	
CSC-422	AR/VR Systems	3	
CSC-327	Design Pattern	3(2-1)	
CSC-328	Multimedia Design and Development	3	
CSC-340	Simulation and Modelling	3(2-1)	
CSC-335	UI/UX Development	3(2-1)	
CSC-341	Embedded Systems	3	
CSC-456	Blockchain Development	3(2-1)	CSC-251
CSC-373	Bioinformatics	3	
CSC-336	Full Stack Development	3(2-1)	
CSC-353	Cloud-Based Application Development	3(2-1)	CSC-251
CSC-350	Cloud Computing	3	
CSC-351	Internet of Things	3	CSC-251
CSC-451	Wireless Networks	3(2-1)	
CSC-452	Decentralized Applications	3	
CSC-357	Internet Architecture and Protocols	3	
CSC-456	System and Network Administration	3(2-1)	
CSC-371	Geographic Information Systems	3	
CSC-474	Agri-Informatics	3	
CSC-444	Agri-Robotics	3(2-1)	CSC-242
CSC-341	Sensors in the Field	3(2-1)	
CSC-342	High Performance Computing	3(2-1)	
CSC-305	Scripting Language	3(2-1)	
CSC-306	Visual Programming	3(2-1)	CSC-100
CSC-445	System Programming	3(2-1)	CSC-140
CSC-373	Data Visualization and Analysis	3(2-1)	CSC-230
CSC-495	*Selected Topics in Computer Science	3	

Faculty profile

Dr. Malik Muhammad Ali Shahid
(Associate Professor, HoD)
alishahid@namal.edu.pk

Education:

➢ Ph.D (SE), University Technology Malaysia
➢ MS (CS), CASE, UET Taxila

Research Interest:

➢ Software Reliability Engineering   ➢ AI and ML

Dr. Khawar Khurshid
(Professor)
Khawar.khurshid@namal.edu.pk

Education:

➢ Ph.D (SE), State University Michigan, USA
➢ MS (CS), SEECS

Research Interest:

➢ Biomedical Imaging   ➢ Computer Vision

Dr. Mudassar Raza
(Professor)
mudassar.raza@namal.edu.pk

Education:

➢ Ph.D (CS), University of Science and Technology of China, Hefei, Anhui, China
➢ MS (CS), Iqra University, Islamabad Campus, Pakistan

Research Interest:

➢ Cyber Security   ➢ Machine Learning
                       ➢ Pattern Recognition

Dr. Shafiq ur Rehman
(Assistant Professor)
shafiq.rehman@namal.edu.pk

Education:

➢ Ph.D Capital University of Science and Technology (CUST), Islamabad, Pakistan

Research Interest:

➢ Information Retrieval, NLP ➢ Information Retrieval, NLP

Mr. Shahzad Arif
(Lecturer)
shahzad.arif@namal.edu.pk

Education:

➢ Ph.D (CS), UET Taxila, Pakistan (In-progress)
➢ MSCS, UET Taxila, Pakistan (Gold Medallist)

Research Interest:

➢ Cloud Computing ➢ Computer Networks

Ms. Asiya Batool
(Lecturer)
asiya.batool@namal.edu.pk

Education:

➢ MS(CS), PIEAS Islamabad
➢ BS (SE), University of Sargodha, Sargodha

Research Interest:

➢ Computer Vision ➢ Deep Learning

M. Ramzan Shahid Khan
(Lecturer)
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Education:

- MS (IT), GIKI, Pakistan
- BS (CS), University of Bradford, United Kingdom

Research Interest:

- Natural Language Processing
- Deep learning

Mr. Abdul Rafay
(Lecturer)
abdul.rafay@namal.edu.pk

Education:

- MS (CS), FAST NUCES, Islamabad, Pakistan
- BS (CS), University of Bradford, United Kingdom

Research Interest:

- Natural Language Processing
- Game Development

Adnan Bashir
Lecturer
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Education:

- MS (CS), University of Lahore, Lahore
- BS (CS), Punjab University, Lahore

Research Interest:

- Computer Vision
- Deep Learning

Mr. Muhammad Bilal
Lecturer
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Education:

➤ PhD (CS), National University of Sciences & Technology, Islamabad (In-progress)
➤ MS (CS), University of Sargodha, Sargodha

Research Interest:

➤ Machine Learning in Bioinformatics

➤ Cyber Security

Ms. Sonia Safir
Lecturer
sonia.safeer@namal.edu.pk

Education:

➤ MS (CS), Ghulam Ishaq Khan Institute,Topi, Swabi, Khyber Pakhtunkhwa, Pakistan
➤ BS (SE), COMSATS University Islamabad, Wah Campus

Research Interest:

➤ AI/ Machine learning

➤ Signal Processing

Mr. Muzamil Ahmad
Lecturer
muzamil.ahmed@namal.edu.pk
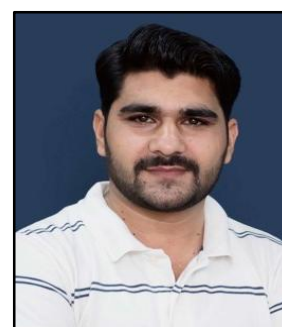
Education:

➤ PhD (CS), COMSATS University Islamabad, Wah Campus
➤ MS (CS), University of Lahore, Lahore

Research Interest:

➤ Natural Language Processing

➤ Information Retrieval

Department of Electrical Engineering

Vision

In line with the vision of Namal Institute Mianwali, the Electrical Engineering Department aims to become a centre of excellence in teaching and application-oriented research.

Mission

The Electrical Engineering Department is committed to producing graduates that are technically expert, excellent communicators, self-accountable, respectful to others, passionate readers, willing to take on challenges and trustworthy. Further, the department is committed to application-oriented research in technology towards socio-economic development of the rural area of Pakistan.

Programme Offered:

B.S. Electrical Engineering

Program Objectives

PEO-1: Achieve high standards of excellence in both academia and industry through knowledge, exploration, design, and analysis using innovative tools.

PEO-2: Actively tackling issues towards environment, society, and moral principles as an electrical engineer.

PEO-3: Take on leadership position in organization through effective management, teamwork, communication and continuous learning.

Scheme of Studies

Total Credit Hours = 136

Semester 1

Code	Course	Theory	Lab	Pre-req
MTH-121	Calculus I	3	0	-
GED-101	Functional English	3	0	-
GED-122	Great Books: Our and the World's	2	0	-
GED-161	Applications of Information and Communication Technologies (ICT)	2	1	-
GED-162	Quantitative & Computational Reasoning I	2	1	-
EEN-111	Basic Circuit Analysis & Design	3	1	-
	Credit Hours:	15	3	-
		18		

Semester 2

GED-201	Expository Writing	3	0	-
GED-141	Applied Physics	2	1	-
GED-163	Quantitative & Computational Reasoning II	2	1	GED-162
EEN-112	Electrical Network Analysis & Design	3	1	EEN-111
EEN-113	Engineering Workshop	0	1	-
MTH-222	Differential Equations	3	0	-
	Credit Hours:	**13**	**4**	
		17		

Semester 3

EEN-214	Electronic Devices & Circuits	3	1	EEN-112
EEN-215	Engineering Drawing	0	1	-
EEN-221	Electric Machines	3	1	-
CSC-101	Object Oriented Programming	3	1	GED-163
MTH-321	Complex Variables & Transforms	3	0	MTH-121
GED-211	Civics and Community Engagement	2	0	-
	Credit Hours:	**14**	**4**	
		18		

Semester 4

EEN-216	Digital Logic Design	3	1	-
EEN-217	Signal & Systems	3	1	MTH-321
EEN-218	Probability Methods in Engineering	3	0	-
EEN-222	Introduction to Power Engineering	3	1	-
*	Math Elective*	3	0	-
	Credit Hours:	**15**	**3**	
		18		

Semester: 5

CSC-200	Data Structures & Algorithms	2	1	-
EEN-319	Electromagnetic Theory	3	0	-
EEN-323	Control Systems	3	1	-
EEN-324	Digital Signal Processing	3	1	EEN-217
EEN-325	Microprocessor Based Embedded Systems	3	1	EEN-216
	Credit Hours:	**14**	**4**	
		18		

Semester: 6

EEN-326	Communication Systems	3	1	EEN-217
EEN-327	Power Electronics	3	1	EEN-214
EEN-331	Machine Learning	2	1	-
**	Elective – I	3	1	-
MGT-418	Project Management	2	0	-
EEN-301	Occupational Health and Safety	1	0	-
	Credit Hours:	**14**	**4**	
		18		

Semester: 7

**	Elective – II	3	1	-
**	Elective – III	3	1	-
EEN-498	Final Year Project – I	0	3	-
GED-251	Entrepreneurship	2	0	-
GED-136	Iqbaliyat	2	0	-
QUR-171	Quranic Studies I	NC		-
	Credit Hours:	**10**	**5**	
		15		

Semester: 8

**	Elective – IV	3	1	-
**	Elective – V	3	0	-
EEN-499	Final Year Project – II	0	3	-
GED-113	Ideology and Constitution of Pakistan	2	0	-
GED-11X	Islamic Studies or Ethics	2	0	-
QUR-172	Quranic Studies II	NC		-
	Credit Hours:	**10**	**4**	
		14		

Note: The courses can be shifted among the Semesters according to the availability of resources/facilities.

* List of Math Electives

1. MATH 123 Linear Algebra
2. To be provided by PEC Curriculum Committee

** List of Electives Courses BS EE

The list of the Elective Courses, given below, can be expanded as and when required with the permission of the Board of Studies (BoS). The Offering of the courses however depend on the availability of the resources and is the discretion of the department/university.

Artificial Intelligence and Machine Learning

EEN-450	Artificial Intelligence (AI)	3	1	-
EEN-451	Database Engineering	3	1	-
EEN-452	Digital Image Processing (DIP)	3	1	-
EEN-453	Introduction to Cryptography	3	0	-
EEN-454	Introduction to Coding Theory	3	0	-
EEN-455	Deep Learning for Image Analysis and Classification	3	1	-
EEN-456	Real-Time Machine Learning	3	1	-

Emerging Hardware Technologies

EEN-460	Internet of Things (IoT)	3	1	EEN-325
EEN-461	Emerging Technologies in Wireless Communication	3	0	EEN-326
EEN-462	Digital Control Systems	3	0	EEN-323
EEN-463	Introduction to Mechatronics	3	1	EEN-325
EEN-464	Introduction to Nano-engineering	3	0	-
EEN-465	Energy Device Characterization	3	0	-
EEN-466	Parallel and Distributed Systems	3	1	-
EEN-467	Virtual and Augmented Reality	3	1	-
EEN-468	Robotics and game design	3	1	-
EEN-469	Instrumentation and Measurements	3	1	-

Communication and Networks

EEN-470	Wireless Communication	3	0	EEN-326
EEN-471	Data Communication	3	1	-
EEN-472	Operating Systems	3	1	-
EEN-473	Network Security	3	0	-
EEN-474	Computer Architecture	3	1	-
EEN-475	Antenna Theory and Design	3	0	-
EEN-476	Computer Communication Networks	3	1	-
EEN-477	Cloud Computing	3	1	-

Power (Systems) Engineering

EEN-480	Renewable Energy Systems	3	0	EEN-222
EEN-481	Fundamentals of High Voltage Engineering	3	0	EEN-222
EEN-482	Power System Analysis	3	0	EEN-222
EEN-483	Power System Protection	3	0	EEN-222
EEN-484	Smart Grid System	3	0	EEN-222
EEN-485	Power System Operation and Control	3	0	EEN-222

Integrated Circuits and Electronics

EEN-490	VLSI Design	3	1	EEN-214
EEN-491	Integrated Circuit Design	3	1	EEN-216
EEN-492	Digital System Design	3	1	-
EEN-493	Industrial Electronics	3	0	-
EEN-494	Introduction to Non-linear Control	3	0	EEN-323
EEN-495	Microwave Engineering	3	0	EEN-319
EEN-496	Secure Processor-based Systems	3	1	-

Faculty profile

Dr. Sami ud Din
(Associate Professor/HoD)
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Education:

➢ Ph.D (Control Systems), Capital University of Science & Technology (CUST) Islamabad, Pakistan
➢ MS (Electronics Engineering; Control Systems), Muhammad Ali Jinnah University (M.A.J.U), Islamabad, Pakistan.

Research Interest:

➢ Non-linear Control
➢ Sliding Mode Control
➢ Under-actuated Systems
➢ Electro-mechanical Systems
➢ Nonlinear Chaotic Systems
➢ Robotics

Dr. Sajjad Ur Rehman
(Professor/Director ORIC)
sajjad.rehman@namal.edu.pk

Education:

➢ Ph.D (Electrical Engineering), King Saud University, KSA
➢ M.Sc (Electrical Engineering), King Saud University, KSA

Research Interest:

➢ Emerging technologies in wireless communications
➢ Internet of Things (IoT)
➢ Reconfigurable microwave antennas and filters.

Dr. Tassadaq Hussain
(Professor)
tassadaq.hussain@namal.edu.pk

Education:

➢ Ph.D (Supercomputing and AI for Big-Data Applications) Barcelona Tech, Spain.
➢ M.Sc (Digital System Design) Institute Superior Electronics Paris, France.

Research Interest:

➢ Supercomputing
➢ Digital System Design
➢ AI for Big-Data applications
➢ Machine Learning and computer communication

Dr. Wahab Ali Shah

(Assistant Professor, On Leave)

wahab@namal.edu.pk

Education:

- Ph.D (High Voltage & Insulation Tech),Huazhong University of Science & Technology (HUST), Wuhan, China
- MS (Electrical Engineering; Power Systems) Near East University, Mersin-10, Turkey.

Research Interest:

- Electrical Insulation
- Discharges in a long air-gap
- High voltage engineering
- Renewable energy system

Dr. Ahmed Salim

(Assistant Professor)

ahmed.salim@namal.edu.pk

Education:

- Ph.D. Electrical Engineering, Chung Ang University, Seoul, Korea
- M.Sc. Electrical Engineering, Linkoping University, Linkoping, Sweden
- B.Sc. Electrical Engineering, University of Engineering and Technology, Lahore, Pakistan

Research Interest:

- Microwave Resonators for Antenna & Sensing Applications
- Metamaterials/Surface Plasmonic Polaritons
- Material Sensing
- RF circuit/system Design

Dr. Naureen Shaukat

(Assistant Professor)

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Education:

- Ph.D Electrical (Computer Engineering) in progress, COMSATS University Islamabad (CUI), Pakistan
- MS Electrical Engineering, COMSATS University Islamabad (CUI), Pakistan
- BS Electrical (Computer) Engineering, COMSATS University, Islamabad (CUI), Pakistan

Research Interest:

- Software Formal Verification
- Smart Grid
- Embedded Systems

Dr. Muhammad Farrukh Qureshi
(Assistant Professor)
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Education:
➢ Ph.D. Electrical Engineering, Riphah International University, Islamabad, Pakistan
➢ M.S. Electrical Engineering, Riphah International University, Islamabad, Pakistan
➢ B.S. Electronics Engineering, International Islamic University, Islamabad, Pakistan

Research Interest:
➢ Deep Learning for Healthcare Applications
➢ Analog & Digital Signal Processing
➢ Federated Learning & Privacy-preserving AI
➢ Embedded AI System

Engr. Zulaikha Kiran
(Senior Lecturer/FYP and Internship Coordinator)
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Education:
➢ M.Sc (Digital Signal Processing), The University of Manchester, Manchester, UK
➢ BE (Electrical Engineering), NUST, Islamabad, Pakistan

Research Interest:
➢ Digital Image Processing
➢ Information Theory

Engr. Zafar Ullah
(Lecturer/Program Coordinator)
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Education:
➢ M.Sc. Tampere University (Finland)
➢ B.Sc. Electrical (Power) Engineering
   COMSATS University of Information Technology, Abbottabad, Pakistan

Research Interest:
➢ Renewable Energy Resources
➢ High Voltage Engineering
➢ Smart Grid
➢ Electromagnetic Structures

Department of Business Studies

Vision:

To be a center of excellence in business education that nurtures ideas and people to provide sustainable business solutions for society.

Mission:

To equip aspiring youth with cross-functional business knowledge, impactful research and Namal values through rigorous academic programs, experiential learning, and industry partnerships to drive positive change in the business landscape and society.

Programme Offered:

Bachelor of Business Administration (BBA)

Program Educational Objectives (PEOs):

PEO 1   Demonstrate proficiency in applying core business principles and leveraging data-driven decision-making to solve business problems effectively.

PEO 2   Apply critical thinking, effective communication, and collaboration skills within diverse and inclusive teams.

PEO 3   Exhibit ethical leadership practices and social responsibility for making meaningful contributions to businesses and society.

Program Learning Outcomes (PLOs):

PLO 1	Domain specific knowledge
PLO 2	Applications of Business Concepts
PLO 3	Entrepreneurial Skills
PLO 4	Technology & Data Driven Decisions
PLO 5	Critical Thinking & Problem-Solving
PLO 6	Communication Skills & Teamwork
PLO 7	Leadership & Social Responsibility

Scheme of Studies

Total Credit Hours = 131

Semester 1

Code	Course Title	Credit Hours	
		Theory	Lab
GED-161	Applications of Information and Communication Technologies (ICT)	2	1
*	Social Sciences I	2	0
GED-101	Functional English	3	0
MGT-101	Introduction to Business and Management	3	0
*	Arts & Humanities	2	0
ECO-180	Principles of Economics	3	0
Total Credit Hours:		15	1
		16	

Semester 2

Code	Course Title	Credit Hours	
		Theory	Lab
GED-102	Oral Communication	3	0
*	Civilization Course I	2	0
GED-162	Quantitative & Computational Reasoning I	2	1
AGR-170	Basics of Agriculture	3	0
MKT-120	Principles of Marketing	3	0
ACC-140	Financial Accounting I	3	0
Total Credit Hours:		17	0
		17	

Semester 3

Code	Course Title	Credit Hours	
		Theory	Lab
GED-163	Quantitative & Computational Reasoning II	2	1
GED-201	Expository Writing	3	0
AGR-271	Introduction to Agribusiness	3	0
ACC-210	Financial Accounting II	3	0
*	Civilization Course II	2	0
*	Social Sciences II	2	0
Total Credit Hours:		15	1
		16	

Semester 4

Code	Course Title	Credit Hours	
		Theory	Lab
*	Civilization Course III	2	0
FIN-250	Principles of Finance	3	0
BAN-260	Introduction to Data Analytics	3	0
*	Natural Sciences	2	1
ACC-242	Managerial Accounting	3	0
GED-251	Entrepreneurship	2	-
Total Credit Hours:		15	1
		16	

Semester 5

Code	Course Title	Credit Hours	
		Theory	Lab
MGT-310	Fundamentals of Operations	3	0
MKT-321	Consumer Behavior	3	0
MGT-313	Business Research Methods	3	0
FIN-353	Financial Management	3	0
CSC-109	Introduction to Programming	2	1
MGT-497	Internship $	3	0
QUR-171	Quranic Studies I	NC	
Total Credit Hours:		17	1
		18	

Semester 6

Code	Course Title	Credit Hours	
		Theory	Lab
FIN-354	Financial Statement Analysis	3	0
MGT-317	Management Information System	3	0
**	Elective I	3	0
***	Specialization I	3	0
MGT-312	Organizational Behavior	3	0
QUR-172	Quranic Studies II	NC	
Total Credit Hours:		15	0
		15	

Semester 7

Code	Course Title	Credit Hours	
		Theory	Lab
MGT-414	E-Commerce	3	0
***	Specialization II	3	0
**	Elective II	3	0
MGT-418	Project Management	3	0
MGT-416	Human Resource Management	3	0
MGT-417	Logistics & Supply Chain Management	3	
Total Credit Hours:		18	
		18	

Semester 8

Code	Course Title	Credit Hours	
		Theory	Lab
ERP-483	Enterprise Resource Planning	3	0
***	Specialization III	3	0
**	Specialization IV	3	0
**	Specialization V	3	0
MGT-499	FYP	3	0
Total Credit Hours		15	0
		15	

$ MGT-497 Internship can be opted after completion of 4th Semester

Note:

In a situation where a particular specialization is not offered to the students, its courses (Maximum Two) may however be extended as 'Elective'.

List of Electives, Specializations, Pre-Requisites and General Education Courses

The lists can be expanded as and when required with the permission of the BoS. The offering of the courses however depends on the availability of the resources in a particular Semester

*List of General Education Courses

Arts & Humanities

GED-122	Great Books
GED-121	Introduction to Philosophy
GED-123	Chinese Language
GED-124	Arabic Language
GED-125	Persian Language
GED-126	French Language
GED-127	German Language
GED-128	Urdu Literature

Natural Sciences

GED-143	Introduction to Environmental Science
GED-141	Applied Physics
GED-241	Computational Biology
GED-144	Introduction to Genetics
GED-142	Introduction to Biology

Social Sciences

GED-131	Introduction to Psychology
GED-136	Iqbaliyat
GED-132	Introduction to Sociology
GED-133	Introduction to International Relations
GED-231	Governance Public Policy
GED-134	Introduction to Development Studies
GED-135	Introduction to Political Economy

Civilization Courses

GED-111	Islamic Studies
GED-112	Ethics
GED-113	Ideology & Constitution of Pakistan
GED-211	Civics and Community Engagement

**List of Elective Courses

Code	Course Title	Credit Hours	
		Theory	Lab
MGT-311	Business Law	3	0
MGT-314	Total Quality Management	3	0
MGT-315	Industrial Relations	3	0
FIN-355	Fintech	3	0
ACC-344	Auditing and Taxation	3	0
MGT-307	Change Management	3	0

***List of Courses offered as specializations (Tentative)

Agri-Business

Code	Course Title	Credit Hours	
		Theory	Lab
AGR-471	Global Food Systems and Agriculture	3	0
AGR-473	Crop Production and Soil Sciences	3	0
AGR-475	Livestock, Poultry and Dairy Management	3	0
AGR-476	Food Preservation and Food Security	3	0
AGR-478	Managing Agribusiness Knowledge and Skills	3	0
AGR-479	Horticulture	3	0
AGR-470	Agribusiness Value Chain	3	0
AGR_472	Agricultural Marketing	3	0

Finance

Code	Course Title	Credit Hours Theory	Lab
FIN-457	Investment & Portfolio Management	3	0
FIN-450	Financial Modelling & Analytics	3	0
FIN-452	Corporate Finance	3	0
FIN-454	Financial Risk Management	3	0
FIN-455	Credit Management	3	0
FIN-456	Islamic Banking and Finance	3	0
FIN-458	Valuation	3	0

Business Analytics

Code	Course Title	Credit Hours Theory	Lab
BAN-460	Big Data Analytics	3	0
BAN-463	Optimization for Business Decisions	3	0
BAN-465	Data Mining & Machine Learning	3	0
BAN-466	Predictive Modelling & Analytics	3	0
BAN-468	Econometrics	3	0
BAN-469	Data Analysis with R	3	0
BAN-462	Database Management System	3	0
BAN-464	Cybersecurity and Ethics in Digital Era	3	0

Marketing

Code	Course Title	Credit Hours Theory	Lab
MKT-435	Digital Marketing	3	0
MKT-437	Integrated Marketing Communication	3	0
MKT-433	Tourism & Hospitality Marketing	3	0
MKT-434	Strategic Brand Management	3	0
MKT-431	Data-Driven Marketing	3	0
MKT-436	Customer Relationship Management	3	0
MKT-439	International Marketing	3	0
MKT-430	Retail and Sales Management	3	0

Pre-Requisites

Pre-Requisite	Respective Course
Financial Accounting I	Financial Accounting II
Financial Accounting I Financial Accounting II	Managerial Accounting
Principles of Finance	Financial Management
Fundamentals of Operations	Logistics and Supply Chain Management
Basics of Agriculture	Introduction to Agribusiness
Introduction to Data Analytics	Introduction to Programming
Principles of Marketing	Consumer Behavior

Faculty Profiles

Dr. Muhammad Ahmed
(Associate Professor/HoD)
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Education:
➢ Ph.D (Business Administration), IIUM, Malaysia
➢ MBA, Graduate School of Management, IIUM, Malaysia

Area of Research:
➢ Marketing   ➢ Organizational Behavior

Dr. Muhammad Ashraf
(Professor)
muhammad.ashraf@namal.edu.pk

Education:
➢ Ph.D (Agronomy), Kansas State University (KSU), USA
➢ MSc (Agronomy), Colorado State University (CSU), USA

Area of Research:
➢ Agronomy   ➢ Soil and plant water relationship
➢ Food security   ➢ Plant biotechnology
➢ Nutrient use efficiency

Dr. Umar Farooq
(Associate Professor)
umar@namal.edu.pk

Education:
➢ PhD (Management Sciences), COMSATS University Islamabad, Lahore Campus.
➢ MBA University of Punjab Gujranwala Campus

Area of Research:
➢ bankruptcy prediction   ➢ fraud detection,
➢ Islamic Financial Products   ➢ Corporate Finance

Dr. Hashim Zameer

(Associate Professor)

hashimzameer@namal.edu.pk

Education:

➢ PhD (Marketing Management) NUAA, China
➢ MBA, institute of Management Sciences BZU Multan

Area of Research:

➢ Marketing Management   ➢ Business Strategy
➢ Big Data & Business Analytics

Dr. Shoaib Irshad

(Assistant Professor)

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Education:

➢ Ph.D (Business Administration), Izmir University of Economics, Turkey
➢ MBA, Hailey College of Banking & Finance, PU, Pakistan

Area of Research:

➢ Capital Markets Valuation   ➢ Energy Economics

Dr. Haris bin Khalid

(Assistant Professor)

haris.khalid@namal.edu.pk

Education:

➢ PhD (Marketing), Capital University of Science & Technology, Islamabad (CUST), Pakistan
➢ MBA Arid Agriculture University Rawalpindi

Area of Research:

➢ Brand Management   ➢ Advertising

Mr. Hafiz Azhar Rasool
(Senior Lecturer)
azhar.rasool@namal.edu.pk

Education:
- Ph. D (Agribusiness In-Progress), University of Agriculture Faisalabad, Pakistan (Research work, University of Florida, USA)
- MBA, University of Agriculture Faisalabad, Pakistan

Area of Research:
- Marketing
- Project Development
- Agribusiness Management
- Governance of Value Chains

Mr. Hamza Wazir Khan
(Senior Lecturer)
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Education
- Ph.D Marketing (in-Progress), University Putra Malaysia
- MBA, National University of Science & Technology (NUST) Islamabad, Pakistan
- BSc. (Hons), Forman Christian College University, Pakistan

Area of Research

- Augmented & Virtual Reality
- Digital Marketing
- Artificial Intelligence
- Business Analytics
- Internet of things (IOT)

Ms. Zunera Batool
(Lecturer)
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Education:

- Ph.D Finance (in progress), International Islamic university Islamabad, Pakistan
- MS- Finance, Capital University of science and technology, Islamabad, Pakistan
- MBA-ITM international Islamic university Islamabad

Area of Research:

- Sovereign Debt, Regulatory Environment, Derivatives, Financial and Economic Crisis

Department of Mathematics

Vision

To provide an environment where students can learn analytical and quantitative reasoning skills and promote Mathematical thinking as a significant part of human thought.

Mission

The Department of Mathematics is committed to the following goals:

➢ To develop skills and abilities to discuss and implement mathematical ideas effectively to solve practical problems.
➢ To impart the capacity to become an independent learner, critical thinker, and problem solver who can make effective contributions to society.
➢ To provide an ideal environment for the continued growth of faculty members with meaningful research.

BS (Mathematics)

Program Objectives

The objective of the BS (Math) programme is:

➢ To develop the ability to its students to discuss mathematical ideas effectively and to use these skills to solve practical problems.

➢ To impart the capacity to become an independent learner, critical thinker and problem-solver.

➢ To provide an ideal environment for the continued growth of faculty members with meaningful research.

Scheme of Studies

Total Credit Hours = 128

Semester 1

Code	Course	Theory	Lab	Pre-req.
MTH-101	Calculus I	3	0	-
MTH-102	Probability and Statistics I	3	0	-
GED-101	Functional English	3	0	-
GED-162	Quantitative and Computational Reasoning I	2	1	-
GED-111	Islamic Studies	2	0	-
QUR-171	Quranic Studies I	NC	0	-
	Total Credit Hours	**13**	**1**	
		14		

Semester 2

Code	Course			
MTH-103	Calculus II	3	-	MTH-101
MTH-104	Discrete Mathematics	3	-	-
*	Natural Science	2	1	-
GED-161	Applications of Information Communication Technologies	2	1	-
GED-163	Quantitative and Computational Reasoning II	2	1	GED-162
QUR-172	Quranic Studies II	NC	-	QUR-171
	Total Credit Hours	**12**	**3**	
		15		

Semester 3

Code	Course			
MTH-201	Calculus III	3	-	MTH-121, 122
MTH-202	Linear Algebra I	3	-	-
MTH-203	Probability and Statistics II	3	-	MTH-121, 122
GED-113	Ideology and Constitution of Pakistan	2	-	
ENG-201	Expository Writing	3	-	-
*	Arts and Humanities 1	2	-	
	Total Credit Hours	**16**	**0**	
		16		

Semester 4

Code	Course			
MTH-204	Ordinary differential Equations	3	0	MTH-101
MTH-205	Real Analysis I	3	0	MTH-101
MTH-206	Topics in Geometry	3	0	MTH-101
GED-251	Entrepreneurship	2	0	-
*	Social Sciences	2	0	-
*	Arts and Humanities 2	2	0	-
GED-114	Civics and Community Engagement	2	0	-
	Total Credit Hours	**17**	**0**	
		17		

Post Semester 4

Code	Course			
MTH-497	Field Experience (Internship)	0	3	N/A

Semester 5

MTH-301	Algebra I	3	0	MTH-104
MTH-302	Real Analysis II	3	0	MTH-205
MTH-303	Topology	3	0	MTH-101
ENG-102	Oral Communication	3	0	-
**	Interdisciplinary I	3	0	-
***	Elective 1	3	0	-
	Total Credit Hours	**18**	**0**	
		18		

Semester 6

MTH-304	Algebra II	3	0	MTH-301
MTH-305	Complex Analysis	3	0	MTH-205
MTH-306	Analytical Mechanics	3	0	MTH-101
**	Interdisciplinary II	3	0	-
***	Elective 2	3	0	-
	Total Credit Hours	**15**	**0**	
		15		

Semester 7

MTH-401	Functional Analysis	3		MTH-205
MTH-402	Numerical Methods	3		MTH-101, 202
**	Interdisciplinary III	3		-
***	Elective 3	3		-
MTH-498	Project 1		3	-
	Total Credit Hours	**12**	**3**	
		15		

Semester 8

MTH-403	Partial Differential Equations	3		MTH-204
MTH-404	Introduction to Linear Programming and Optimization	3		MTH-202
**	Interdisciplinary IV	3		
***	Elective 4	3		-
MTH-499	Project 2		3	-
	Total Credit Hours	**12**	**3**	
		15		

Note: The courses can be shifted among the Semesters as per the availability of resources/facilities.

*   **List of General Education Courses**

Arts and Humanities

Course Code	Course Title	Credit Hours
GED-121	Introduction to Philosophy	2 +0
GED-122	Great Books	2 +0
GED-123	International Language	2 + 0
GED-221	Professional Practices	2 +0

Social Sciences

Course Code	Course Title	Credit Hours
GED-131	Introduction to Psychology	2+0
GED-132	Introduction to Sociology	2+0
GED-133	Introduction to International Relations	2+0
GED-134	Introduction to Development Studies	2+0
GED-135	Introduction to Political Economy	2+0
GED-136	Iqbaliyat	2+0
GED-231	Governance and Public Policy	2+0

Natural Sciences

Course Code	Course Title	Credit Hours
GED-141	Applied Physics	2+1
GED-142	Introduction to Biology	2+1
GED-143	Introduction to Environmental Science	2+1
GED-144	Introduction to Genetics	2+1
GED-241	Computational Biology	2+1

**   **List of Inter-Disciplinary Courses**

Course Code	Course Title	Credit Hours
BAN-468	Econometrics	3
CSC-109	Introduction to Programming	2+1
CSC-270	Introduction to Data Science	3
FIN-250	Principles of Finance	3
CSC-232	Analysis of Algorithms	2+1
PHY-271	Introduction to Mechanics	2+1
PHY-272	Waves Oscillation and Thermodynamics	2+1
PHY-371	Introduction to Electricity and Magnetism	3
PHY-372	Introduction to Quantum Mechanics	3

*** List of Courses in each of the three Specializations:

The list can be expanded as and when required with the permission of the BoS. The Offering of the courses however depends on the availability of the resources in a particular Semester

Data Science

Course Code	Course Title	Credit Hours
CSC-209	Advanced Programming	2+1
CSC-201	Data Structures and Algorithms	2+1
CSC-271	Database Systems	2+1
CSC-373	Data Analysis and Visualization	2+1
CSC-274	Data Mining	2+1
CSC-360	Artificial Intelligence	2+1
CSC-369	Digital Image Processing	2+1
CSC-363	Computer Vision	2+1
MTH-311	Introduction to Machine Learning	2+1
MTH-312	Numerical Linear Algebra	3
MTH-313	Mathematical Modelling	3
MTH-314	Linear Statistical Models	3
MTH-315	Computational Statistics	3
MTH-411	Stochastic Processes	3
MTH-412	Time Series Analysis	3

Pure Mathematics

Course Code	Course Title	Credit Hours
MTH-331	Linear Algebra II	3
MTH-332	Matrix Analysis	3
MTH-333	Graph Theory	3
MTH-334	Measure Theory	3
MTH-335	Lie Analysis	3
MTH-336	History of Mathematics	3
MTH-337	Number Theory	3
MTH-338	Introduction to Cryptography	3
MTH-431	Convex Analysis	3
MTH-432	Advanced Functional Analysis	3
MTH-433	Algebraic Topology	3
MTH-434	Introduction to Manifolds	3
MTH-435	Algebraic Geometry	3
MTH-436	Introduction to Operator Theory	3

Applied and Computational Mathematics

Course Code	Course Title	Credit Hours
MTH-312	Numerical Linear Algebra	3
MTH-313	Mathematical Modelling	3
MTH-331	Linear Algebra II	3
MTH-335	Lie Analysis	3
MTH-351	Exact Solutions of Dynamical Systems	3
MTH-352	Mathematical Physics	3
MTH-353	Mathematical Biology	3
MTH-354	Dynamical Systems	3
MTH-355	Theory of Ordinary Differential Equations	3
MTH-356	Fluid Mechanics	3
MTH-357	Numerical Solutions of Ordinary Differential Equations	3
MTH-358	Approximation Theory	3
MTH-359	Applications of Non-Linear Waves	3
MTH-451	Solitary Wave Solutions	3
MTH-452	Integral Equations	3
MTH-453	Introduction to Game Theory	3
MTH-454	Numerical Solutions of Partial Differential Equations	3
PHY-351	Condensed Matter Physics	3
PHY-352	Statistical Physics	3
PHY-353	Computational Physics	3

Faculty Profile:

Dr. Israr Ali Khan
(Associate Professor/HoD)
Israr.khan@namal.edu.pk

Education:

➢ Ph.D (Mathematics), Shanghai University, P.R. China.
➢ M. Phil. (Mathematics), Quaid-I-Azam University, Islamabad, Pakistan.

Research Interests:

➢ Linear algebra
➢ Machine Learning
➢ Fixed point theory
➢ Mathematics Education

Dr. Adil Jhangeer
(Professor) (On Leave)
adil.jhangeer@namal.edu.pk

Education:

➢ Ph.D (Mathematics), Lahore University of Management Sciences (LUMS) Lahore, Pakistan.
➢ M.Sc (Mathematics), University of Engineering and Technology, Lahore Pakistan.

Research Interest:

➢ Partial differential equation
➢ Lie symmetry analysis Solitons

Dr. Muhammad Rafiq
(Professor)
muhammad.rafiq@namal.edu.pk

Education:

➢ Ph.D (Mathematics), University of Engineering and Technology, Lahore, Pakistan.
➢ M.Phil (Mathematics), University of Engineering and Technology, Lahore, Pakistan.

Research Interests:

➢ Mathematical Biology
➢ Epidemic Modelling

Dr. Rashid Mehmood
(Professor)
rashid.mahmood@namal.edu.pk

Education:
- Ph.D (Mathematics), TU Dortmund, Germany.
- M.Phil (Mathematics), CIIT, Islamabad.
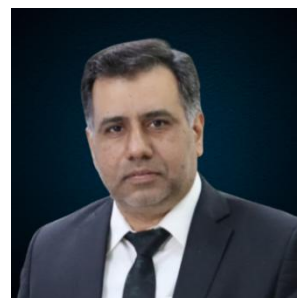
Research Interests:
- Computational Mathematics
- Finite element method
- Lattice Boltzmann method

Dr. Sami Ullah Khan
(Associate Professor)
samiullah@namal.edu.pk

Education:
- Ph.D (Mathematics) International Islamic University, Islamabad, Pakistan.
- M.Sc (Mathematics) International Islamic University, Islamabad, Pakistan.

Research Interests:
- Fluid Mechanics/ Viscous fluids
- Computational Fluid Dynamics
- Bioconvection flows
- Non-Newtonian fluids
- Finite Difference Scheme
- Partial Differential equations
- Heat and Mass Transfer analysis

Dr. Zia-ur-Rehman
(Assistant Professor of Physics)
zia.rehman@namal.edu.pk

Education:
- Ph.D (Science), Universiti Teknologi Pettronas, Malaysia.
- M. Phil. (Applied Physics), Federal Urdu University, Islamabad, Pakistan.

Research Interests:
- Nanotechnology
- Energy

Dr. Misbah Farheen
(Assistant Professor)
misbah.farheen@namal.edu.pk

Education

- ➢ Ph.D Quaid-i-Azam University, Islamabad, Pakistan.
- ➢ M. Phil. Quaid-i-Azam University, Islamabad, Pakistan

Research Interests:

- ➢ Fixed Point Theory
- ➢ Functional Analysis

Dr. Awais Shaukat
(Assistant Professor)
awais.shaukat@namal.edu.pk

Education:

- ➢ Ph.D (Mathematics), ASSMS, GC University, Lahore, Pakistan
- ➢ MS (Mathematics), ASSMS, GC University, Lahore, Pakistan

Research Interest:

- ➢ Algebraic Topology
- ➢ Geometry
- ➢ Cryptography

Dr. Awais Ahmed
(Assistant Professor)
awais.ahmed@namal.edu.pk

Education:

- ➢ Post Doc Jiangsu University, China.
- ➢ Ph. D Quaid-i-Azam University, Islamabad, Pakistan.

Research Interests:

- ➢ Fluid mechanics

Ms Faiqa Ali
(Senior Lecturer)
Faiqa@namal.edu.pk

Education:
- Ph.D (in progress), University of Engineering & Technology (UET) Taxila, Pakistan.
- MS (Mathematics), COMSATS University, Abbottabad, Pakistan.

Research Interests:
- Partial differential equations
- Solitons
- Chaos
- Bifurcation theory
- Financial Mathematics

Ms Tazeen Ayesha
(Lecturer)
tazeen.ayesha@namal.edu.pk

Education:
- MS (Mathematics), NUST, Islamabad, Pakistan
- BS (Mathematics), NUST, Islamabad, Pakistan

Research Interests:
- Commutative Algebra
- Graph Theory

Ms Saliha Fatima
Visiting Faculty (Lecturer)
saliha.fatima@namal.edu.pk

Education:
- M.Phil. (Mathematics), Quaid-i-Azam University, Islamabad, Pakistan
- M.Sc (Mathematics), University of Punjab, Lahore, Pakistan

Research Interests:
- Fixed Point Automorphism Theory

Allied Faculty (Social Sciences, Humanities and English)

The following faculty has been employed to teach the allied subjects (English, Social Sciences, Humanities and English) to the students of different Departments according to their approved scheme of studies.

Faculty Profile - Social Sciences & Humanities

Dr. Muddasser Jatala
(Assistant Professor of Pak Studies; Cluster Head)
mudassir.jatala@namal.edu.pk

Education:
- Ph.D (Pakistan Studies), International Islamic University, Islamabad, Pakistan
- M. Phil. (Government and Public Policy) National Defence University, Islamabad, Pakistan

Research Interest:
- Social and Political Movements,
- Social Policy
- Sustainable Development
- Governance & Institutional Development in Pakistan

Dr. Muhammad Yousaf Awan
(Assistant Professor of Iqbaliyat)
Yousaf.awan@namal.edu.pk

Education:
- Ph.D (Iqbaliyat), Shah Abdul Latif University Khairpur, Sindh
- M. Phil. (Iqbaliyat) A.I.O.U, Islamabad

Research Interest:
- Edification of Iqbal's poetry
- Revisiting Iqbal's Concept of Khudi
- Iqbal's Poetry as a Medium of Political Expression

Dr. Mairaj Ali
(Assistant Professor of QS)
mairaj.ali@namal.edu.pk

Education:
- Ph.D (Islamic Studies), University of Karachi, Karachi
- M. Phil, (Islamic Studies) University of Karachi, Karachi
- Specialization in Fiqh (Mufti Course), Jamia tur Rasheed, Karachi (Al-Ghazali University Karachi)

Research Interest:
- Tafseer-e-Qur'an
- Jurisprudence (Fiqha & Ijtihad)
- Hadith & Seerat
- Islamic History

Dr Hafiz Muhammad Hussain
(Assistant Professor of IS)
muhammad.hussain@namal.edu.pk

Education:
- Ph.D (Islamic Studies), University of Karachi, Karachi
- M. Phil, (Islamic Studies) University of Karachi, Karachi
- Specialization in Fiqh from Jamia Binnori Town Karachi

Research Interest:
- Tafseer-e-Qur'an
- Islamic Jurisprudence
- Hadith & Seerat
- Islamic Finance

Komal Zafar
(Lecturer in Psychology)
Komal.zafar@namal.edu.pk

Education:
- MS (Clinical Psychology), University of Management and Technology, Lahore, Pakistan
- BS (Applied Psychology), Bahauddin Zakariya University, Multan, Pakistan

Research Interest:
- Expertise in Research methodologies such as Case Studies, surveys and interviews
- Promoting Physical Health and well-being
- Exploring and enhancing learning and instructional processes

Hafiz Muhammad Yasin
(Lecturer in QS)
m.yasin@namal.edu.pk

Education:

- M. Phil, (Islamic Studies) Riphah International University, Islamabad, Pakistan.
- M.A (Islamic Studies), Equivalence from HEC (Daras e Nizami)
- Specialization in Teaching (Mufti Course), Jamia tur Rasheed, Karachi (Al-Ghazali University) Karachi, Pakistan

Research Interest:

- Tafseer-e-Qur'an
- Quranic Qirat's
- Hadith & Seerat
- Islamic History

Faculty Profile – English

Muhammad Irfan Nadeem,
(Senior Lecturer in English, Cluster Head)
Irfan.nadeem@namal.edu.pk

Education:

- MS (Linguistics), Lahore Leeds University, Lahore, Pakistan
- MA (English Literature), Islamia University of Bahawalpur (IUB), Pakistan

Research Interest:

- Sociolinguistics
- Pragmatics

Mr. Zaka ur Rehman
(Lecturer in English)
zaka.rehman@namal.edu.pk

Education:

- Ph.D (in progress), University Utara, Malaysia
- M. Phil (Applied Linguistics), The University of Lahore, Pakistan
- M.A. English (Linguistics & Literature), National University of Modern Languages, Lahore, Pakistan

Research Interest:

- Effective language teaching methodologies
- Language policy and planning
- Language Acquisition and Pedagogy
- Language assessment and proficiency measurement methods

Ms. Aqsa Tariq
(Lecturer in English)
aqsa.tariq@namal.edu.pk

Education:

➢ M. Phil, (Linguistics and Literature), Air University, Islamabad, Pakistan
➢ BS English (Language and Literature), Fatima Jinnah Women University, Rawalpindi, Pakistan

Research Interest:

- ➢ Post-colonial literature
- ➢ American literature
- ➢ Sociolinguistics
- ➢ Psycholinguistics

Nida Sultan
(Lecturer in English)
nida.sultan@namal.edu.pk
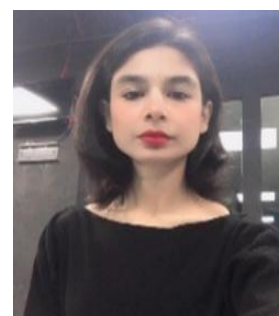
Education:

➢ MPhil, (Linguistics & TESOL), Beaconhouse National University, Lahore, Pakistan
➢ BS (Hons) (English Literature & Linguistics), National University of Modern Languages (Lahore Campus), Lahore, Pakistan

Research Interest:

- ➢ Code-Switching
- ➢ Second Language Acquisition
- ➢ Sociolinguistics
- ➢ Language Assessment

Administrative Offices

Office of the Registrar

Registrar's office is the central, main and an important organ of the University. As the principal office of the University, it liaisons with the external regulatory bodies and also coordinates among all the authorities and the Academic Departments of the University. This office is the custodian of the university common seal and organizes the meetings of the chartered bodies of the University.

The first and the foremost point of contact for the Namal students is the Student Support Office (SSO) in the Registrar office.

Dr. Rauf A. Sheikh
Registrar
registrar@namal.edu.pk

Student Support Office

SSO was established in 2010 with the purpose of providing facilitation to the students under one roof. The objective of the office is to:

➢ Maintain up to date records of all students and share with respective departments, when required.
➢ Make sure the synchronization and safety of all students' record.

Functions and Responsibilities

➢ To execute/implement admission process according to the approved admission policy of the University.
➢ To enrol newly admitted students and issue them registration numbers
➢ To prepare and deliver student cards
➢ To maintain the directory of the students with their contact numbers and addresses.
➢ To provide counselling to the students regarding scholarships
➢ To correspond with the students through emails, letters and phone calls as and when required

Student Support Office Team:

Mr. Naveed Ahmed	**Mr. Akbar Rehman**
Assistant Manager	Assistant Manager
Tel: +92 0459 236995 Ext: 107	Tel: +92 0459 236995 Ext: 130
naveed.ahmed@namal.edu.pk	akbar.rehman@namal.edu.pk

Office of the Controller of Examinations (CoE)

With the advent of the Namal College as the first private sector institution of higher professional learning, it was affiliated with the University of Bradford (UoB), UK. Hence to implement the academic requirements of the UoB at the Namal College and coordinate for conducting the UoB Examinations at Namal, an Exam and Partnership office was established at the beginning of the College.

However, after the Namal University got its Degree Awarding Status through the Act of the Punjab Provincial Assembly in 2019, a separate and independent Office of the Controller of Examination has been established. It has two major components; Exams and Partnership Office (EPO) looking

Dr. Ehsan Ullah Khan, T.I
Controller of Examinations
coe@namal.edu.pk

after the affairs of students registered with the universities (UoB for batches from 2010 to 2015.

and UET, Lahore for batches from 2016 to 2018). Since Fall 2019, the students are being regulated under the Namal Academic Regulations framed for undergraduate Degree Programmes. Two of 0ur batches (Class of 2023 & Class of 2024) have successfully graduated from Namal University. The office has introduced the QR Codes for the self-verification of the academic documents. The main objectives of the office include:

➢ Establishing the authenticity of information disseminated from this office
➢ Ensure the safe custody of master record pertaining to Exams
➢ Execution of exam related functions efficiently within the prescribed time

Functions and Responsibilities

➢ To plan and conduct all Examinations according to the approved Academic Regulations.
➢ To maintain secrecy in handling the question papers, answer sheets and tabulation of the examination results.
➢ To issue Result Notifications after each Exam and Gazette Notifications of Graduates.
➢ To issue the Transcripts, Provisional Certificates, and degrees to the candidates.
➢ To provide adequate information on all examination matters and to bring to the notice of the authorities any infringement of the Regulations pertaining to the examination and ensure that the decision of the BoG and other competent authority communicated are given effect.

Exam Team:

Ms. Asma Batool	**Mr. Zafar Iqbal**	**Mr. Muhammad Farhan**
Manager	Assistant Manager	Examination Officer
Tel: +92 0459 236995 Ext: 131	Tel:+92 0459 236995 Ext: 105	Tel: +92 0459 236995 Ext: 105
asma.awan@namal.edu.pk	zafar.iqbal@namal.edu.pk	muhammad.farhan@namal.edu.pk

Office of the Treasurer

Treasurer's Office was previously called Namal College Finance Office that was headed by the Namal Chief Financial Officer. After gaining the status of the University, the office was re-named in-line with the Charter of the Namal University with Treasurer as its head.

Functions and Responsibilities

➢ To manage the assets, liabilities, receipts, expenditures, funds and investments of the University.

➢ To prepare the annual and revised budget estimates of the University and present the estimate to the Board.

Muhammad Asghar Butt
Treasurer
treasurer@namal.edu.pk

➢ To ensure that the accounts of the University are audited annually and are available for submission to the Board within six months of the end of a financial year.

➢ To collect and maintain the account of students Fee.

➢ To participate in the process of Financial Support to the students.

Finance Team:

Mr. Muhammad Imran	**Mr. Nasir Mahmood**	**Mr. Malik Ahmed Hassan**
Deputy Manager Finance	Finance Executive	Finance Executive
Tel: +92 0459 236995 Ext: 132	Tel: +92 0459 236995 Ext: 149	Tel: +92 0459 236995 Ext: 149
muhammad.Imran@namal.edu.pk	nasir.mahmood@namal.edu.pk	finance.executive@namal.edu.pk

Academic Regulations

Academic Year

Namal University's academic year comprises two regular semesters, the Fall and Spring semesters. Each semester consists of 18 weeks, comprising 16 teaching weeks, one week each for mid-term and final exams.

The summer semester is optional and spread over 9 weeks, comprising 8 teaching weeks and one exam week. To make up for the short duration, the contact hours per week of summer semester courses are double of the contact hours of regular semester courses.

Academic Calendar

The University will publish an academic calendar well before the start of the Fall semester of every year. The calendar may include dates of various events occurring during the subsequent academic year (two regular semesters, Fall & Spring, and an optional Summer Semester, if required) and must include the following:

    i)   Semester Starting Date

    ii)   Holidays During the Semester

    iii)   Mid-Term Exam Week

    iv)   Final Exam Week

    v)   Semester End Date

    vi)   Result Notification Date

Special makeup classes shall be arranged, if the university is closed due to unusual circumstances and holidays.

Degree Program

Program Duration

The minimum duration of an undergraduate program is four years. A student can, however, remain enrolled in any of these programs for a maximum of six consecutive years from the date of first admission to Namal University. An extension of up to one year may be granted with the Rector's approval as per the academic program's requirement. All undergraduate degree programs are comprised of 124(min)-140(max) credit hours in line with HEC/NQF (National Qualification Framework) and respective regulatory bodies.

Course Requirement

The structure of the undergraduate programs consists of the following course distribution:

    i)   University Core: Compulsory courses for all programs and applicable to all undergraduate students of Namal University.

      ii)   Program Core: Compulsory courses as specified by the respective program curricula.

      iii)   Electives: Optional courses for each program as specified by the respective program curricula.

The relevant academic department will enforce a minimum number of credit hours from each category listed above, as per the approved degree requirements. The program core and electives may further be sub-categorized as per the requirement of that program by the respective department.

Credit Hours

      i)   A credit hour means teaching a theory course for one hour each week throughout the semester.

      ii)   One credit hour in a laboratory or practical work/project would require lab contact of three hours per week throughout the semester.

      iii)   The credit hours are denoted by two digits within brackets with a hyphen in between the total being shown prior to the bracket. The first digit represents the theory part, while the second (right side) digit represents the practical.

      iv)   Thus 3(3-0) means three credit hours of theory, while 4(3-1) means a total of four credit hours, of which three are of theory while one credit hour is for laboratory or practical work/field work as per the requirement of the academic program.

Theory Course of 03 Credit Hours	3 classes of 01 hour per week or 2 classes of 1.5 hours per week or 1 class of 03 hours per week
Practical (Lab) Work/Field Work of 01 Credit Hour	03 Contact hours per week

Course Load

The maximum load that a student can register in a semester is 18 credit hours. If the student follows the regular registration plan as prescribed in the curriculum, he/she will be able to complete the graduation requirements within 8 semesters without the need to register beyond the maximum load in any semester. However, in case the student repeats a course or takes any extra course(s), it is the responsibility of the student to develop an effective plan to complete the graduation requirements.

If a student wishes to enrol in any extra credit hour(s) beyond the maximum limit of 18 credit hours, he/she can do so with the approval of the Registrar on the recommendation of relevant Head of Department (HoD). Such approval can be sought for a maximum of one extra course only (beyond the road map) or 22 credit hours, and this exception may only be granted if

i)   The student has a CGPA of at least 3.50, or

ii)   The student needs to register the course in order to graduate on time.

The summer semester is optional and the maximum load that a student may register is up to 8 credit hours spread over a maximum of two courses.

Course Registration

Pre-requisite Courses

Prior to the enrolment in a course, the program curriculum may require the student to have passed a pre-requisite course. This condition is checked at the time of registration for the subsequent course. If the pre-requisite and subsequent courses are taken in consecutive semesters, then it is possible that the result of the pre-requisite course has not been announced when the course registration of the subsequent course is taking place. In such an event, the student will be provisionally registered for the subsequent course, subject to the condition that the student passes the pre-requisite course. If the pre-requisite course is not passed, the student will automatically be dropped from the subsequent course.

Core Courses

Before the start of each semester, all students will be pre-registered for University Core and Program Core courses according to the schedule prescribed in their respective curricula, within the specified pre-requisite constraints.

Elective Courses

Before the end of the enrolment deadline i.e. two weeks after the start of the semester, the students must decide the electives in which they wish to enroll. The department shall publish the course outlines for all courses offered in a semester before the semester commences. The outlines include the content of the course along with information on pre-requisite courses, tentative grading breakup, enrolment capacity and any additional attendance requirements for the course. The students must communicate the selected electives to the department in accordance with the procedure specified by the Registrar.

A student may be awarded a degree without passing an elective course, provided he/she has fulfilled the credit hour requirements of the program. However, that course will not be counted towards the credit hour requirements as specified in the program curriculum. The curriculum will define the alternative elective course(s) that may be taken in lieu of the failed course, in order to complete the credit hour requirements.

Failed Courses

A student can only be awarded a degree after passing all the courses belonging to the University Core and Program Core categories. Therefore, if a student fails a Core course,

he/she must repeat and pass the course as a graduation requirement. The following rules apply:

i) If an "F" grade is awarded in a Core course, the student must then repeat the course by enrolling in the next offering of that course in a regular semester.

ii) The student may also repeat a Core course if offered in the next summer semester, provided that it has not been offered in any regular semester after the award of the "F" grade.

Repeating a Course

A student is allowed to repeat a course in which he/she has obtained a grade "C" or less. In this case, the grades of all attempts are included in the transcript, but only the highest grade is used in the calculation of CGPA.

Courses lying outside the Prescribed Curriculum Schedule

Such enrolment may occur if a student is repeating that course or was unable to enroll in that course during its regular offering for some reason (such as not meeting the pre-requisite criteria or any other unavoidable circumstances). In this case, the student must request the department for enrolment in that course at least one week before the commencement of the semester, in accordance with the procedure specified by the Registrar. An exception to this deadline can only be made if the enrolment is subject to the grade of a course whose result is still pending. In such an event, the student must communicate the enrolment within 3 working days after the result has been announced.

Note: A pre-requisite and subsequent course cannot be registered in the same semester.

Course Drop Deadline

A student may request to drop any course before the drop deadline i.e. two weeks after the start of the semester. For this, the student must communicate the request to the department in accordance with the procedure specified by the Registrar.

Course Withdrawal Deadline and Grade Letter for Such Courses

A student may withdraw from a course voluntarily. If the withdrawal is made before the withdrawal deadline, i.e., 6 weeks from the start of the semester, then the student will be awarded a "W" grade which will have no impact on the calculation of the GPA. In this case, the transcript will reflect the W grade to indicate that the student withdrew from the course voluntarily. If the course is withdrawn after the withdrawal deadline then the student is automatically awarded an F grade, which will stay on the transcript and will be counted in the GPA calculation.

Courses Offered in Summer Semester

i) If a student wishes to enrol in any course offered in the summer semester, he/she must communicate the request at least one week before the start of the semester. If the student subsequently wishes to drop a course, the deadline will be one week after the start of the semester.

ii) A student can only register in 1-2 courses of 3-8 credit hours, and there shall be no registration of advance/new courses. Due to the short summer semester duration, the enrolment process deadlines are adjusted accordingly.

iii) A student who has either failed a subject or wants to improve his/her grade from C (or less), the maximum grade award will be capped at B+.

Attendance Policy

Students are expected to attend all classes. However, 75% attendance of the lectures/laboratory work delivered to his/her class in each course is mandatory. The Rector may give relaxation up to 10% due to unforeseen situations like sickness, bereavement in the family, law and order situation, untoward incident etc. on the recommendation of the relevant HoD.

Attendance, once marked, shall not be changed. The student falling short of the required attendance percentage in any subject(s) shall not be allowed to appear in the end-term/final examination of the respective subject(s). Some instructors may have additional attendance requirements and can associate grade reduction with absences as specified in the course outline.

Separation Due to Prolonged Absence from Campus

A student may be separated from the program if he/she is absent from the campus for an extended duration of time without any prior notification. Such duration constitutes at least 4 weeks from the last known presence of the student on campus. The decision of separation will be communicated at the provided contact/address. However, the student may appeal against the decision within 10 working days to the Rector of the University, whose decision will be final.

Special Hardship Circumstances

Under extraneous circumstances lying outside of the student's control, a leave of absence without any prior communication may be sanctioned by the University. The authority to warrant such a leave lies only with the Rector of the University.

Freezing of Semester

A student may take a semester off by applying to the University as per the procedure specified by the Registrar. The request to freeze a semester must be made before (or

within) two weeks after the commencement of that semester. Further, freezing the first semester after admission to the academic program is not allowed.

i)   An exception to the above may be considered by the Rector for freezing of a semester under the following special circumstances:

a) Death in the immediate family
b) Any other acceptable justified rationale.

ii)   Summer semester is optional. The request to freeze a semester is only applicable to regular semesters.

iii) Freezing a semester may cause a delay in graduation. It is the responsibility of the student to plan his/her studies accordingly.

iv) The maximum allowed duration for completion of the degree requirements is calculated from the date of admission to the program and is not affected by the freezing of any semester.

v)   A student's academic/probationary status remains unchanged on re-joining the University after taking the semester off.

vi) The student must inform the University through the prescribed procedure to freeze the semester. Not enrolling in any course or dropping all courses for a semester without prior notification does not imply that the student has taken the semester off. In such an event, the student will be considered absent from the campus with all corresponding rules and regulations applied.

Transfer of Credit Hours

After admission, a student may request for transfer of credit for course(s) studied at any other HEI/university duly recognized by the HEC and respective council/regulatory body. Credit hours for all transferred courses will count towards the degree requirements; however, they will not be included in the calculation of CGPA at Namal University. The following rules apply:

i)   A student must earn at least half of the total credit hours of the respective program at Namal University in order to be awarded an undergraduate degree. This limit will dictate the maximum number of courses whose credit hours may be transferred. In addition, the institution that the student has previously attended may also enforce some additional requirements regarding the limit.

ii)   Credit hours of a course shall not be transferred if the grade obtained is less than C.

iii) A course can only be transferred if it is determined to be equivalent to a similar course offered at Namal University.

iv)   Like all other students, the transfer student will also be given a maximum duration (counted from the start of the degree program in the previous institution) for completion of the degree requirements at Namal University.

The transfer of credit hours can only be approved by the Rector of the University on the recommendation of the relevant standing committee of the department in which admission is sought. The committee will decide which courses will be transferred, the maximum degree duration to be assigned, and any additional/remedial courses to be taken. The equivalence of courses will be assessed based on the details provided by the HEI where the courses were taken. It is the responsibility of the student to ensure that the previous HEI provides all the necessary details required for the transfer by Namal University.

Ownership of Work

Any academic document, such as thesis, research article, project etc. developed by any faculty member, student or employee of the University shall be the University's intellectual property.

Mid-term and Final-term Exams

i.   Mid-term and final-term exams are scheduled to be held in each semester as per the academic calendar under the overall supervision of the Examination Office.

ii.   The date sheet will be issued by the Exam Office for both (mid/final) exams along with the allocation of examination venues. The invigilation staff and administrative support for the smooth conduct of examinations will be deputed/assigned by the office of the Controller of Examinations.

Eligibility for End-Term Examinations

A student shall be eligible to appear in the end-term examinations provided he/she:

i)   Has been on the rolls of the University during that semester.
ii)   Has attained the attendance as per University rules. The student falling short of the required percentage of attendance shall be treated as failed in that course.
iii)   Has registered himself/herself for the courses of study.
iv)   Has paid all the university dues including tuition fee/hostel fee etc. before the commencement of examinations.
v)   If the student is awarded a WF grade by the Disciplinary Committee, the student may still appear in the exam if a decision on his/her appeal is pending, or the appeal has been registered but formal proceedings not yet initiated by the Appeal Committee. In this case, if the original decision is upheld by the Appeal Committee, the WF grade will be awarded irrespective of whether the final exam was attempted or not.

Handicapped/Disabled Students Examination Facilities

A blind student will be provided writer/amanuensis at the expense of the University on the recommendations of the head of the teaching department. The writer/amanuensis shall be of a lower grade of education than the candidate. He/she would be allowed 45 minutes for solving the question paper over and above the time stipulated for a question paper.

Evaluation Procedure

The evaluation of the students is carried out for all the registered courses. The result of this process is a letter grade that is awarded against each course. The award of grades will take place as follows:

i)   The course teacher is responsible for the evaluation of the work/performance of the students and for the award of grades on the basis of Table: 2 given in section 12.2.

ii)   The number and nature of tests and assignments depends on the nature of the course. To pass a course, a student must obtain a minimum 'D' grade cumulative.

iii)   The scripts of each activity such as Midterm and Final Examinations, assignments, quizzes etc. will be shown to the students by the relevant teacher.

Grading Instruments

i)   The students' learning in a specific course will be evaluated through various grading instruments prescribed and approved by the respective department in line with the University approved policy. In each semester, students may be required to appear in quizzes, midterm, final examinations, group discussions, presentations (individual/group), CEP and submit projects/assignments/lab reports. The weightage of these instruments can be determined/assigned on the basis of the following guidelines:

Table 1: Grading Instruments for a Theory Course and Lab

Grading Instruments for a Theory Course	
Evaluation Instruments*	**Weightage**
Sessional (Assignment/Quiz/Project/Presentation/CEP/Class Participation/ Lab Reports/ Group Discussions)	20% - 35%
Midterm Exam	25% - 30%
Final Exam	40% - 50%

Grading Instruments for Lab	
Evaluation Instruments*	**Weightage**
Guided Lab (All assessments will be marked based on rubrics)	50% - 70%
Open Ended Lab/Design Project/CEP	10% - 40%
Viva/Exam	10% - 30%

* Each department shall approve the grading instruments along with their respective weightage for all the offered courses and intimate to the exam office at least one week before the commencement of the semester.

ii) At the beginning of a semester, the instructor of each course shall hand out the information on the attendance policy, grade distribution policy, assessment criteria, paper specification, examination dates, schedule of material to be taught, take-home assignment policy, reading material and any other information important for the successful completion of the course, to the students.

iii) There will be no Supplementary/Special Examination; if a student fails a course, he/she is required to repeat it as per the Course Repeat Policy.

Grading Policy

The relative grading system in line with the HEC guidelines will be followed. After the conclusion of a course, the instructor awards each student enrolled in that course with a letter grade based on the student's performance in the graded instruments. Grades are assigned in accordance with the following scale:

Table 2: Grades & Grade Points

Grade	Grade Point	Description
A+	4.00	Pre-eminent
A	4.00	Outstanding
A-	3.67	Excellent
B+	3.33	Very Good
B	3.00	Good
B-	2.67	Average
C+	2.33	Satisfactory
C	2.00	Below Expectation
C-	1.67	Low Pass
D+	1.33	Marginal Pass
D	1.00	Unsatisfactory
F*[1]	0.00	Fail
P*[2]	-	Pass
IP*[3]	-	In Progress
W*[4]	-	Withdrawn
WF*[5]	-	Withdrawn Forcefully

Key:

*1   F (Fail): Grade does not count towards the credit hour requirements of the program

*2   P (Pass): Grade does not count towards GPA calculation. However, it may count towards the credit hour requirements as prescribed in the program requirements

*3   IP (In Progress): The subjects spread over more than one semester may be graded as "IP" until completion of those subjects. This grade shall be recorded in the transcript and will not be treated as "F" grade. "IP" credits will be counted towards degree credit requirements, but these credits will not be used in computation of GPA/CGPA.

*4   W (Withdrawn): The grade indicates that the student voluntarily withdrew the course within the Drop deadline. This grade does not contribute towards the student's GPA or credit hour requirements.

*5   WF (Withdrawn forcefully): grade indicates that the student was withdrawn forcefully from the course due to any disciplinary action. This grade does not contribute towards the GPA or credit hour requirements of the student.

Award of Letter Grades

The guidelines for the award of letter grades on a relative scale are given below:

i)   The final marks (out of 100 and in whole numbers) of each student of the class should be used to calculate an arithmetic average and standard deviation.

ii)   Minimum marks threshold linked to content mastery may be established for the award of a passing letter grade. Students earning marks below this threshold shall be awarded "F" grade

iii)   The distribution of the marks may be examined by plotting the scatter chart or the histogram with appropriate bin widths; with marks plotted on the x-axis starting from minimum passing marks up to 100 and frequency (number of students in various bins on the y-axis).

iv)   The marks distribution of a standard course is expected to be a bell-shaped graph with mean peaked at grade B (mean $\pm$ 0.5 of SD) and spreading on both sides symmetrically depending on the S.D of the marks of the student.

v)   Letter grades are awarded based on a normal curve, with A$^+$ being the highest passing grade (at or beyond +2SD from the mean) and D & D$^+$ being the lowest passing grade (at or beyond -2SD from the mean). The other grades e.g. B$^+$ lie between (0.5 to 1.0) of SD, A$^-$ between (1.0 to 1.5) of SD and A between (1.5 to 2.0) of SD. Similarly, B$^-$ grade lies between -0.5 to -1.0) of SD, C$^+$ between (-0.1 to -1.33) of SD, C between (-1.66 to (-1.34) of SD, C$^-$ between (-1.67 to -2.0) of SD.

The instructor may fix a threshold for passing a course with the approval of the department. Below this threshold, students are declared as Failed and are not included for assigning grades as described above.

vi) A teacher may, with the approval of the department, assign B$^+$ or B$^-$ (instead of B grade) to the mean/peak (depending upon the result data and course difficulty level).

Grading Policy for class size of less than 20 students

For the class size of less than 20 students, Absolute Grading System (AGS) shall be adopted. The grades and the grade points against the percentage of obtained marks of each student are shown in the Table 3 below.

Table 3: Grades, Description of the grades and the Grade Points for various bins of percentage marks.

Marks Obtained (%)	Grade	Grade Points (Same as in RGS)	Description of the Grades (Same as in RGS)
95 and above	A+	4.00	Pre-eminent
85-94.99	A	4.00	Outstanding
80-84.99	A-	3.67	Excellent
75-79.99	B+	3.33	Very Good
71-74.99	B	3.00	Good
68-70.99	B-	2.67	Average
64-67.99	C+	2.33	Satisfactory
61-63.99	C	2.00	Below Expectation
58-60.99	C-	1.67	Low Pass
54-57.99	D+	1.33	Marginal Pass
50-53.99	D	1.00	Unsatisfactory
Below 50	F	0.00	Fail

Result Submission

The following steps shall be followed in result submission:

i) The department shall submit the results of all the offered courses within five working days after last day of the final examinations to the office of Controller of Examinations.

ii) The Examination Office shall declare the result, within five working days after receiving the final award lists.

Calculation of Semester GPA

The Exam Office shall compute the semester Grade Point Average (GPA) of the student at the end of each semester. The GPA is a weighted average of the Grade Points earned by the student in all the courses of that semester and is calculated as follows:

$$GPA = \sum (grade\ point \times course\ credits) / \sum gradable\ credits$$

where the sum is calculated over all the courses taken during that semester

Calculation of CGPA

The Cumulative Grade Point Average (CGPA) is also calculated by the Exam Office at the end of each semester and represents the performance of the student combined overall completed semesters. The formula for the calculation of CGPA is the same as that for the GPA except that the sums are calculated over all courses enrolled by that student since the commencement of the program.

Rechecking of Paper
   i)   There shall be no re-evaluation of the answer book. However, a student may apply to get the answer book re-checked for totalling and for verification that all questions or parts thereof have been fully marked. If applied by the student, this will be done by the relevant teacher in presence of Head of the department and the Controller of Examinations, within one month from the date of declaration of the result. Errors or omissions, if any, shall be rectified.

   ii) The candidate or anybody on his behalf has no right to see or examine the answer book for any purpose.

GPA Calculation for Repeated Courses
In case a student repeats a course, the grade of both attempts will appear on the transcript but for CGPA calculation only the highest grade will be counted.

Student Grievances against Course Instructor

A student must submit the grievance (if any), against the course instructor in writing to the Head of the Department within 5 days of the receipt of the grade. The Head of the Department will forward the grievance application to a Committee comprising of three senior faculty members. It will be mandatory for the Committee to hear both parties (student and the instructor) and will give its final decision within 5 days or before the start of registration for the new semester, whichever comes early. The decision of the Committee will be deemed final and will be binding on all parties.

Make-Up Policy for Graded Instruments

In case, a student has missed midterm or final exam of a course(s), he/she may file a Make-up Petition within five working days after the exam. The Rector may allow the Make-up exam(s) on the recommendation of the relevant Head and the Registrar. If the petition is

accepted, the decision will be communicated to all the relevant faculty member(s) to take the necessary remedial action.

Academic Deficiency

In order to remain in a respectable academic standing, the students are required to maintain a minimum standard for their GPA/CGPA in each semester. Failure to do so, will result in the student being awarded an academically deficient status according to the rules given below

Academic Warning

An academic warning indicates that the student must devote further effort towards his/her studies to avoid losing his/her satisfactory academic standing. A warning is issued if any of the following holds:

i) The student secures a GPA of less than 2.30 in any semester.
ii) The CGPA of the student falls below 2.50 after any semester, regardless of the semester GPA.

In case an academic warning is issued, the student will be notified about the warning via email.

Academic Probation and Separation from the Program

Academic probation indicates a serious academic deficiency and puts into question the ability of the student to continue studying in the program. An academic probation can also be applied without the student previously being issued an academic warning.

If the student's CGPA falls below 2.00 (regardless of semester GPA), it will be considered as academic probation. If the probation count reaches "3" in his/her entire degree program, the student will be separated from the program (*For example, the student got first probation, CGPA<2.00 in 2nd semester, and later in 4th semester same student again secured CGPA <2.00. Later on, at any stage of the degree program, if the CGPA (of the same student) falls below 2.00, he/she will be separated from the program*).

After the student is separated from an academic program, the student will be notified about the separation via email, and a separate letter will be dispatched at the address of the student provided by the him at the time of admission.

During academic probation

i) A student may not register more than 12 credit hours for a semester. An exception to this may be approved by the Registrar on recommendation of the relevant HoD, if this condition is causing the student from graduating within the maximum duration for an undergraduate program.

ii) The student is also not allowed to hold an executive role in a student society or any other student body. Failure to comply with this condition may result in disciplinary proceedings against the student.

Applying for Admission

In the case that a student is separated from the program on academic grounds, he/she may apply for admission to the program as a fresh candidate as per the admission policy of the respective year. However, students separated from the program on disciplinary grounds are not eligible to apply for admission as fresh candidate.

Exam Code of Conduct

Namal University's Exam Code of Conduct requires the students to strictly observe the Examination Rules by obeying the invigilating staff's instructions while attempting Question Papers honestly, safely, and uprightly.

Breach of Exam Code of Conduct

Breach of the Exam Code of Conduct means unlawfully contacting any other source, person, or group to attempt the assignments, quizzes, or Examinations. It covers any action a person takes to gain an unfair advantage when undertaking assessments.

Remember – University will not accept the excuse of ignorance about the information regarding academic misconduct in examinations.

The following will lead to a charge of Academic Misconduct but not limited to:

i) Disruptive behaviour during an examination.
ii) Failure to comply with written Examination Regulations or the oral or written instructions provided by internal Examiner or invigilators.
iii) Gaining access to any unauthorized material, either before or during the examination to gain an unfair advantage over others.
iv) Gaining access to a copy of an examination paper, either written or in electronic form, before its official release date to gain an unfair advantage over others.
v) Communicating with other student(s) during an examination.
vi) Copying from other student(s) during an examination, with or without his/her/their permission or knowledge. This act includes taking data from data sticks, taking another student's printout, or using other digital means.
vii) Introducing into the examination room, or possessing any written or printed materials, unless specified in the rubric for the examination.
viii) Substituting examination scripts or pages within main answer sheet(s) during the examination.
ix) Making use of any electronically stored or communicated material within an examination room unless specified in the rubric for the examination.
x) Use of a mobile phone during an examination.

xi)   Possessing any kind of weapon in or around the examination centre.

xii)   Using abusive or obscene language on the answer script.

xiii)   Mutilating the answer book.

xiv)   Removing a leaf from his/her answer book.

Plagiarism

HEC (anti) plagiarism policy shall be applicable to all students, faculty and staff members of the University.

Other Forms of Academic Misconduct

i)   Allowing another student to copy an assignment or sections of that assignment.

ii)   Any other deliberate attempt to deceive or to gain an unfair advantage over other students.

Student Protocol during Examinations

The students shall adhere to the following protocols during the conduct of examinations at the University but not limited to:

i)   During an examination, a student shall not leave the examination room without the permission of the invigilator.

ii)   No question papers and answer books are to be taken out of the examination room during the examination.

iii)   All students are required to bring their Namal student ID card for the examination. The invigilator and instructor reserve the right to check the ID of the students at any time during the exam.

iv)   Students are not allowed to enter the examination room if they are late by more than 15 minutes. No extra time is granted.

v)   Students may not leave the examination room till at least half of the exam duration has elapsed.

vi)   Students shall not carry any unauthorized electronic device in the examination room.

vii)   Any exception to the above rules may be sought by the invigilator from the Controller of Examinations.

Official Authority for Computation of Result

Grade points (GP) in each subject, Semester Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) of each student shall be computed and notified by the Controller of Examinations at the end of each semester.

Issuance of Academic Transcript / Detailed Mark Sheet

A student may apply to the Controller of Examinations for academic transcript/detailed mark sheet, as per university's policy.

Graduation

In order to fulfil the graduation requirements, students must obtain at least 2.0 CGPA after completing the credit hour requirements of the respective degree program.

Medals and Awards for Graduates

Namal University Gold, Silver and Bronze Medals:

Namal University Gold, silver and Bronze Medals will be awarded to the top three position holders in terms of CGPA of each academic program, respectively provided they:

i) Have earned a CGPA of 3.70 or above out of a maximum of 4.00;

ii) Have not repeated a subject;

iii) Have not withdrawn from a subject with a "W" or "WF" grade; and

iv) Have not earned an "F" grade in any core, elective or compulsory subject during the course of study.

v) Have not been penalized by the university in any disciplinary case.

vi) Have earned the degree as per the road map and specified the minimum duration.

Deans Roll of Honour

Top 10% graduates having highest CGPAs from each faculty (including Medal holders of various subjects of that Faculty) shall be entitled for the Deans' Roll of Honour provided they:

i) Have earned a CGPA of 3.70 or above out of a maximum of 4.00;

ii) Have not repeated a subject;

iii) Have not withdrawn from a subject with a "W" or "WF" grade; and

iv) Have not earned an "F" grade in any core, elective or compulsory subject during the course of study.

v) Have not been penalized by the university in any disciplinary case.

vi) Have earned the degree as per the road map and specified the minimum duration.

Resolving the Cases of tie in CGPA

i) In case of tie in CGPA between two or more students, decision of the Medal shall be decided on the basis of the net percentage of marks obtained.

ii) In case of same percentage, decision will be made by a committee comprising the Controller of Examinations and the respective Dean/Head of the Department.

iii) Immigrating and re-admitted students will not be eligible for any medal or merit position.

Tuition and other Fee

Introduction

- The fee is subject to revision at the beginning of each academic year.
- Admission and security fees will be paid once at the time of admission. However, Namal University offers a rather flexible scheme based on equal four instalments for the payment of tuition fees during the academic year.
- The Financial Support Committee has the authority to award financial support on need- cum-merit basis. The payment plan will be shared and agreed upon with the students.
- If a student does not sign the financial package (scholarship, payable) offered by the University, then it will be assumed that the student is paying the full tuition fee and the instalments shall be calculated accordingly.
- The amount of fee and date of payment will be clearly indicated on the fee card. Two weeks prior to the due date of every instalment, a reminder will be issued by the Finance Office.

Details of Fee

Structure of Tuition and other Fee of Namal University, Mianwali is given below for Academic Year 2024-25.

Fee	Amount (Rs.)
Application Processing Fee	500 one-time charges
Tuition Fee	500,000 per Year
Lab and Exam Fee	10,000 per year
Hostel Fee	24,000 per year
Admission Fee	15,000 one-time charges
Security Fee (Refundable)	10,000 one-time charges
Hostel Security (Refundable)	5,000 one-time charges
Course Repeat Fee	15,000 per course

Tentative deadlines:

Instalment	Amount	Tentative Deadlines for Payments	payment Month
1st	25% of total tuition fee per year	Before start of Fall Semester	September
2nd	25% of total tuition fee per year	Before Mid-Term of Fall Semester	November
3rd	25% of total tuition fee per year	Before start of Spring Semester	February
4th	25% of total tuition fee per year	Before Mid-Term of Sp. Semester	April

Late Payment Surcharge

- Students are required to settle their dues including tuition fee, hostel fee, lab and exam fee according to the payment deadlines as stated in Student Fee Card. Else, a fine of **Rs.100/=** per day will be charged from the date of expiry of deadlines till the date of payment. (Exceptions accepted)

Financial Support

Namal University believes that education is the right of everyone irrespective of anyone's financial background. Admissions to Namal University are purely based on merit. Students may apply for financial support, if they think they cannot bear the expenses of their education. To cater for the needs of the deserving students, the University offers generous need and merit-based Financial Support.

Scholarships

Honors List

- 100% tuition fee waiver will be offered to the top 10% (4 in the class of 40) candidates in each program, as per university aggregate merit criteria and the list will be called as honours list.
- 100% tuition fee waiver for all candidates having 90% and above marks in intermediate/ equivalent exam and admitted on merit.

Need Cum Merit Based Scholarship

- Up to 100% tuition fee waiver will be offered to the rest of candidates in each program as per university aggregate merit criteria, subject to need assessed by the financial support committee through the financial support process.
- 100% tuition fee waiver will be offered only to the extremely genuine cases and the total number will be reduced from the previous year.
- 12.5% of the gross tuition fee revenue should be generated from admission intake 2023.

Duration

The scholarships/financial support will continue for four years of the degree programme, provided that the prescribed conditions are met.

Special Incentives

1. 75% hostel fee waiver to female candidates admitted on merit.

2. 100% Admission fee and Admission Security waiver for candidates belonging to previously called FATA (currently in KPK) and Baluchistan candidates, admitted on merit.

3. 100% hostel fee waiver for all candidates having 90% and above marks in intermediate/ equivalent exam and admitted on merit.

4. The Students qualifying their Intermediate/equivalent exams from Daanish Schools will be eligible for 100% waiver of dues (admission, hostel and exam & lab fee), if admitted on merit and funded from Punjab Educational Endowment Fund (PEEF). Accordingly, their dues will be adjusted against the PEEF scholarships.

Termination of Scholarship

The scholarship will be terminated, if any of the following conditions holds true:

- If the scholarship awardee fails to achieve CGPA 2.75 in case of merit (Honours) scholarship and 2.2 in case of Need-Cum Merit based Scholarship at the end of any Semester.
- If the scholarship awardee's overall attendance in classes and labs for the current academic year falls below 75%;
- The scholarship awardee is found/discovered to be involved in any kind of academic and non-academic misconduct failing to respect the University's code of conduct; and
- If any awardee drops off merit-based financial support, he/she will be entitled to apply for need-based financial support.

Other Term and Conditions
- The candidates must inform the university if they secure any external funding for their studies that will be paid to Namal University and adjusted towards their Namal scholarship.
- The university may ask the student to apply for external funding (e.g., HEC, PEEF) if they fulfil the criteria.
- If a student's financial position changes during his/her undergraduate program, he/ she is expected to inform the University for Review of their financial need or vice visa.
- One student can avail scholarship/financial support for one time and one program only.
- The University / Financial support committee reserves the right to conduct periodic reviews to ensure the provision of scholarships to needy students only.

Procedure for the award of Need-Based Financial Assistance

- Procedure for awarding need-based financial support shall be as follows:
- The new applicants can apply for need-based financial support on the prescribed form as soon as they confirm their admission by depositing the admission fee and security charges.
- The Financial Aid Unit (FAU) will follow up for the completion of the application and missing supporting documents. FAU will ensure completeness and verification of the documents with the application. The completed applications along with verified supporting documents/data will be forwarded to the Namal Scholarship Committee for their decision.
- The Namal Scholarship Committee will decide the range assessed for financial Support to be given to a student after considering the complete application. The students, along with their parents, may also be called for an interview.
- The decision of the University will be communicated to the students, their parents/guardians & Finance Office by the Students Support Office.

Namal Scholarship Committee

The Namal Scholarship Committee of the University comprises of the following members:

- Registrar, Namal University,   Convener
- Treasurer, Namal University   Member
- Marketing Director, Namal Education Foundation   Member
- Chief Financial Officer, Namal Education Foundation   Member

Change in Policy

The Management Committee of Namal University reserves the right to make appropriate amendments in the rules and regulations as and when deemed necessary according to the set procedure.

Library

(Website: Library.namal.edu.pk; Email: library@namal.edu.pk)

Namal University has a growing library which is expanding its resources day by day. It is providing quality services, resources, and lifelong learning opportunities through books and a variety of other formats to meet the informational, educational needs. The mission of Library is to provide access and delivery of information resources to students, faculty, and staff in support of the research and instructional mission of university.

Library Collection

Library has collection of more than 14000 books covering multi disciplines including Computer Science, Electrical Engineering, Mathematics, Social Sciences, Management Sciences, Religions, Literature and History etc. Library also has subscription of multiple international Journals to fulfil the research needs of community.

Online Resources

Through HEC Digital Library Program, Namal University has campus wide access of research oriented online resources those are providing e- journals and e-books. The access link is available at library website. Library also has access of **Turnitin**, a software for checking similarity and plagiarism of student's assignments and reports.

Library Membership

All students, faculty and staff are entitled for library membership. The membership forms are available at circulation desk. Library staff will create the user's account in library system. The member will notify via email about his/her library account details for sign in. at library website. It will help him/her to renew the dates of issued books and to reserve or place hold the book online.

Borrowing

There are three categories of books in the library: Standard books, Book bank and Reference books. Following policies pertain to these categories:

- All students can borrow two books from book bank for whole semester. Other than book Bank. Students can borrow 5 books for 14 days.

- Standard books can only be renewed for a further 2 times, if another user has not reserved them.
- Overdue books will not be re-issued until the fine is paid.
- Two copies of same title will not be issued.
- Non-issuable materials such as reference books, magazines, journals are not meant to be checked out.
- Under exceptional circumstances, reference book can be borrowed overnight. You can borrow it just before the library closes, and it must be returned by next morning. It cannot be borrowed over the weekend.
- All issued books must be returned to the library by the due date. In case of overdue books, a fine will be charged, as mentioned in the fine policy.
- Books will only be issued to the person appearing at the circulation desk. You cannot borrow a book under someone else's name.
- Books or other materials borrowed from the library are non-transferable and are expected to be used by the borrower himself/herself. Books should not be passed on to somebody not belonging to Namal University.
- The borrower is solely responsible for returning books in time and keeping them intact. If you ask someone else to return, make sure he does it.
- In exceptional circumstances, borrowed materials must be returned to library to meet emergent needs. If recalled, the borrowed books must immediately be brought to the circulation desk.
- Books may be renewed/re-issued to the same user, provided no one has requested a reservation. However, if someone has already reserved it, you'll have to return the book to the library by the due date.

Book Bank usage

Book bank is collection of text books those are being taught in all programs. Students can borrow two books at a time from this collection for the whole semester.

Reservation

In order to support fair usage and optimal sharing of the collection, borrowed books can be reserved. If you need a book which has already been borrowed by someone else, you can request a reservation. Library staff maintains a reservation queue for borrowed items. Simply ask the library staff to place your name in the queue. You must also provide a valid email address so that you could be notified once the book is returned. Following policies apply:

- You cannot reserve the same book which has already been issued to you. If no one else reserved the book, you can get it re-issued on the day of return.
- Reserved book will be issued to the one who is top most in the reservation queue. If he willingly declines, the book will be issued to the next in the queue, and so on.
- If you have reserved a book, it is your responsibility to contact the circulation desk on its day of return. Library staff will wait for you till 12:00 noon next working day. If you do not appear, your name will be removed from the queue. The book will then be issued to the next person in the queue or to someone else if there's no one else in the queue.
- It is your responsibility to provide correct and active email address, and to check the email notification. Any change in the contact details (address, phone number, e-mail) must be reported to the library immediately.
- Students cannot reserve a reference book or a teaching resource.

Fine

To encourage and impose timely return of the library materials, fines are charged on over-due items. Borrowers are solely responsible for returning or renewing items by the due date. If the items are not returned by due date, fine will be charged at the following rate:

- Rs. 10 per day for an overdue book will be charged to all students. In case of overdue of reference material that library will issue for overnight to anyone but under exceptional circumstances, Library will be charged 100 rupees per day. In case of a book from book bank overdue charges will be 50 rupees per day.
- If a library patron reports that the book is lost, he will have to pay twice the price of the book or return a new copy. Note that the fine will keep on incurring till the price paid or book returned.
- For students, the maximum fine limit before they can be issued books any further is Rs. 600. If the cumulative fine crosses that limit, you will not be issued books anymore. Your library account will be seized. In order to reactivate your account, you'll have to pay the full fine.
- Students must pay their library fines at account office and have to deposit its receipt at library.

Clearance

Students must get clearance from Library in order to obtain their degrees. Library clearance will not be declared unless he/she:

- Returns all borrowed books.

- Pays outstanding library dues (fine, book cost, etc.).
- Appears for the disciplinary action against violation of library rules

Library clearance will be marked only by the Librarian or In-charge Library. No other library staff is authorized to sign the clearance form.

Library Code of Conduct

Library patrons are expected to observe the following rules while using the library services. Violation of these rules may incur disciplinary action.

- Keep your mobiles on silent mode (or switch them off) while being in the library. You are not allowed to attend a call inside the library.
- Drinks and eatables are not allowed in the library.
- Smoking is strictly prohibited in the library
- Sleeping is not allowed in library
- Don't write and scratch the library furniture. In case of irreversible damage, you'll be heavily fined (up to Rs. 5000).
- Do not write, highlight, underline, mark, or fold pages of the books. Library books are examined on return and the borrower will be held responsible. In case of severe damage, you'll have to return a new copy of the book (same print) or pay the price of the book.
- Group discussions are not allowed in the silence zone of library. Complete silence should be observed, except for brief and subdued talk with the library staff
- If any library user disturbs the study environment which may cause disruption in service or distraction for other library users, he/she will be given a verbal warning by the library staff. For second time he/she will be given a written warning but for third time library will be referred the case to Disc Committee.
- If you read a library book inside the library, leave it on the table after you have finished. Do not re-shelf it. You may inadvertently misplace a book which can cause problems in its search later on.
- Do not change configuration of the PCs or any other equipment in the library. Namal IT code of conduct must be observed while using IT applications.
- Although you can use your belongings (laptop, books, register etc.) for study inside the library, you should place your bags on the shelves of personal belongings near the entrance door due to security concerns. In case of suspicion, library staff is
- authorized to check your bags.
- Someone found or proven guilty of stealing books or other items from the library may face legal actions.
- Treat the library staff with respect. Any misbehaviour would come under general codes of conduct.
- The Librarian is authorized to withdraw library facilities from any member who is found misusing the library material or facilities.

Ms. Saira Asghar
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Tel: 0459 236995 Ext 138
Saira.asghar@namal.edu.pk

Muhammad Saleem
Assistant Librarian
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Information Technology Support Centre (ITSC)

Namal University provides IT services and support via ITSC department, to all its **legitimate users** of its **campus network referred to as Namal Network (NamalNet)**, primarily to ensure that every user enjoys a productive working environment.

The following guidelines are excerpts from the "Acceptable Use Policy for Namal Network Users", which acts as a general guideline for all its users; Full document available with ITSC and shall be provided on demand.

Services Provided by ITSC

- ITSC provides services for support and management of Computational Labs, Telephone Exchange, Printing services, Photocopying services, Email services, on-premise web hosting, IT equipment in Lecture Halls, networking of surveillance cameras, Domain controllers, FTP servers, Data-Base servers – all integrated and supported via NamalNet.
- In addition, software solutions such as; Learning Management System, QOBE Campus Management System, Complaint Management System, Web Server Management, Intercom, Web Conferencing, Teleconferencing, Microsoft Office 365, to name the least.
- ITSC provides assistance in installation of OS such as Windows and Debian based Linux, applications such as LibreOffice, Inkscape, MSOffice, MS Visio, Latex, Emacs, Zoom to name a few.
- ITSC also assists users in getting to know the prevailing systems in place such as LMS; setting up of a server for research and development.
- ITSC actively engages On-Campus student societies in their events, providing support equipment such as multimedia, sound systems etc.
- ITSC staff guides the users in their purchase of an IT equipment to the best of their experience and knowledge, and can get you in touch with several vendors.
- For additional support and services, please visit ITSC located at main campus, or email at ITSC@namal.edu.pk, extension - 166.

General Policies to use the Campus Network

i. The Campus Network allows the users to use certain facilities

ii. Network facilities are provided to University members and legitimate users. Users having legitimate access does not imply, that access details may be transferred to others, without University's consent. The following are not allowed:

- Disclose or share account details to access Campus network with others.
- Allow un-authorised users to access Campus Network from own device or computer.
- Share or copy files, software, data taken form Campus Network with unauthorised users.

iii. The network is a shared medium to access World Wide Web (www) services; therefore, users should be considerate in usage during office hours.

iv. Network objects (data, program, information) not particularly locked or protected by the system do not imply that they can be altered, deleted or manipulated.

v. Users are not allowed to set up services on their own to share their files, data without prior permission from concerned authorities.

General Policies for Namal Network Account

i. Users are the sole custodian of ITSC provided account details; Users are responsible to maintain a secure password (preferably 8 characters long, with alpha-numeric characters and one capital alphabet).

ii. In case the account passwords are forgotten, they can be reset by ITSC staff.

Use of Copyright, Licensed material

Government of Pakistan (GoP) has certain laws governing IT, Data protection, and Cybercrime, which are equally applicable to users on NamalNet. Any information shared, any services availed/provided over internet or intranet must be done with care, especially accessing / use of copyright, licensed printed content (documents) or software. Please consult ITSC support team for guidance in case of unsure.

ITSC supports a few licensed Operating Systems to be used in its Labs and Servers, however encourages the use of open-source applications which are governed by licenses such as GPLV, Common Creative License.

- "The Copy Right Ordinance 1962 with Copyright Rules 1967" which are primarily for published material.
- "Personal Data Protection Bill 2020", though draft, but is equally applicable ref: https://moitt.gov.pk/.
- Software installed on personal devices, are sole responsibility of the owner. Be aware of licensed agreements in place.

Email Usage Guidelines

Broadcasting mail or Mass emails of inappropriate or irrelevant email is discouraged, and is deemed unethical. The following types of emails are considered inappropriate, unless authorized to certain stakeholders:
- advertisement
- lost and found
- announcement of student activities
- personal surveys and questionnaires

- Email sent from fake and/or anonymous email accounts are discouraged, only email accounts assigned by University/ITSC should be used. Persistent use of fake email accounts can lead to serious disciplinary cases.

- Emails should be always written with proper language and observe common courtesy; never use bad language, or harass the recipient – read twice before sending email.
- It is strictly prohibited to register any social media and/or public platforms using Namal email address. However, this address can be used for academic platforms and research purposes.
- It is advised to make an appropriate email signature to be displayed at the end of your email; ITSC can assist in an acceptable signature.

Indecent and Pornographic Materials

The laws of Pakistan governing indecent and pornographic materials are applicable to files stored in electronic form as well. Illegal storage and distribution of such materials is a criminal offence and shall be dealt with accordingly.

Interaction with Other Network Users

Namal University encourages the use of communications tools, applications to maintain a healthy interaction amongst its users. Official correspondence is generally done via E-Mail, however, in the Post-Pandemic scenario, WhatsApp and LMS Chat has been extensively used.

It is of utmost importance, that decency be maintained in all types of interaction, be it online, or offline; avoiding the use of harassment, slander and discriminatory remarks. Best conduct is expected and encouraged from NamalNet users.

The Regulations governing Student Discipline applies to the misconduct in use of IT systems/devices on NamalNet.

Cyber Security

In view of escalating cybersecurity threats targeted at the higher education sector, it is imperative that every IT resource user and owner in Namal University should adopt appropriate cybersecurity protection.

Use of antivirus, malware protection is encouraged; please ask ITSC to assist you in installing its antivirus client and other ways to curb such threats (such as Linux based OS are encouraged).

Accessing External Network

Users should be aware that when accessing external network managed by respective authorities, their terms and conditions when accepted are applicable to the user solely; Namal University does not and cannot assist in case of litigation arises afterwards; therefore, it is advised to consult ITSC staff in this regard.

Enforcement of IT Rules

To ensure smooth operations of network managed services, if a Namal Net user is found to be the cause of interruption or disruption violating the aforementioned guidelines,

then depending on the seriousness of the offence, one or more of the following actions could be taken:

- Warning will be given to the user.
- Problematic programs/process will be stopped or be removed from the system.
- Problematic machines will be isolated from network until the problem is rectified.
- User accounts and computer will be suspended from accessing the network for a specified period as determined by ITSC.

Whenever appropriate, departmental coordinators/HoD will also be informed to suspend the student's access to departmental facilities. For serious offences, the case will be brought forward to Student Disciplinary Committee for further actions.

For offence against the law of Pakistan, ITSC will:

- Cooperate with Government of Pakistan, its law enforcing agencies, network administrators in their investigations.
- Impose necessary penalties, including suspension of access to all computing and networking facilities.

Related Laws, Policies and Regulations

- Prevention of Electronic Crimes Act, 2016; http://www.fia.gov.pk/en/law/peco16.pdf
- Prevention of Electronic Crime Investigation Rules 2018; http://www.fia.gov.pk/en/law/PECARULES.pdf
- FIA National Response Centre for Cyber Crimes; http://www.fia.gov.pk/en/NR3C.php
- Pakistan Telecommunication Authority for Type Approval of Mobile, Tablet; https://www.pta.gov.pk/en/type-approval
- Pakistan Frequency Allocation Board for use of Radio spectrum other than ISM (unlicensed band); https://fab.gov.pk/

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Software Development Cell (SDC)

Software Development Cell (SDC) is an in-house software company of Namal University. Our team builds and maintains multiple web-based applications deployed in the Institute. We work in a close-knit small team who work together to keep these systems up and running and find solutions to the day-to-day domain-specific problems. The nature of the job is such that we cannot restrict ourselves to one favorite programming language: so, we generally program in PHP, Python, Java, JavaScript, Shell, Perl Scripts, etc.

- Namal Learning Management System | NULMS |
- Namal Admission Portal
- Namal Website
- Namal Library Catalogue
- Namal Help Desk | NamHal |
- Lab Inventory Management System | LIMS |
- Namal Emailing System | GSuite Education|
- Namal Recruitment Portal
- FYP Catalogue
- Namal Campus Management System (QOBE)
- PMDU Portal
- HEDR Portal
- Alumni Portal
- Degree Application & QR-Code Based Verification System
- Event Management System
- Career Development Cell (CDC)

Our team also provides both one-to-one and group-based support and training for our Learning Management System. Sessions for newly joined faculty are held in the second week of each semester, while courses covering other topics are run throughout the year, with separate sessions for employees and students.

Namal Campus Management System (CMS)

Q-OBE is the main Campus Management System (CMS) for Academics.
Q-OBE is a Learning Management System (LMS) for Universities, Colleges, Schools, and Vocational Institutes to maintain and improve the Quality of Education using OBE (Outcome Based Education) / AOL (Assurance of Learning) Methodology.
Q-OBE support Bloom's Taxonomy and OBE / AOL Accreditation Requirements of the following

- Complete registration system
- Attendance list online
- Students can see the status of results on their transcripts along with the names of their instructors

- On submission to Exam Branch by the teacher, the student can see his letter grade with the remark 'provisional'
- On declaration of results by Exam Branch, the status changes to 'Confirmed'
- Award List for Submission to Exam Branch
- A detailed analytic report
- Complete support to the Examination Branch for all activities performed at the branch
- Complete support to HoDs or their nominee with the availability of all information and reports.
- Complete clearance process is enabled in the system.

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Health Facilities

Namal University provides Basic Health facilities to students and families round the clock. In case of critical emergency, tertiary care hospitals are within the reach of almost 25 km in distance. An ambulance equipped with all emergency medicines and equipment is available for this purpose.

Medical Health Care

A Resident Medical Officer, assisted by a qualified male/female nurse, is available for consultation and primary treatment of students, staff, faculty and families. Presence of qualified doctor and nursing staff at Campus and Residential Complex ensures to provide emergency treatment to the Namal Family. In case of complicated cases, patients are referred to the relevant medical facility and are provided an ambulance in case of real need.

Dr. Ayesha Khalid Khan
(MBBS) RMP
Medical Officer
Tel: 0332-2530345
mo@namal.edu.pk

Psychological Health Care

Psychological Health Care is as important as Medical Health Care. Namal University has addressed this concern by establishing Namal Wellness Centre. The facility provides a full-time qualified Psychologist, present to address the psychological issues such as anxiety, depression, anger management, stress management, academic difficulties, bulling or harassment, and PTSD. The psychological assessments are performed by using authentic assessment tools/scales.

Namal Wellness Centre, as an individual unit, provides counselling and therapy sessions by maintaining the privacy and confidentiality of visitors. This facility places prime importance on respect, empathy and non-judgment.

Ms. Komal Zafar
(MS in Clinical Psychology)
Clinical Psychologist
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wellbeingservices@namal.edu.pk

Career Development and Placement Centre (CDPC)

The aim of the Career Development and Placement Centre (CDPC) is to assist graduating students by highlighting the relevant job opportunities in the industry. The Centre along with the academic departments plays an important role in bridging the gap between industry and academia by signing MOUs with different companies for students' placements, training, and seminars. Placement Centre also hosts a job fair or open house event annually. Placement Centre conducts different trainings and workshops to develop the professional skills of the students such as interviewing skills, resume writing, etc.

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placementcenter@namal.edu.pk

Fizza Riaz
Alumni & Placement Officer
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Departmental Representatives

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Dr. Haris bin Khalid (BS)	**Dr. Awais Shaukat (Maths)**
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Student Hostels

Introduction

Students pursuing their studies at Namal University Mianwali may reside in a hostel, owned or maintained by the University, during the studentship of their academic programs. These rules and regulations have been formulated to ensure that students staying in the hostel are accommodated reasonably, the hostel property is protected; and that a healthy environment is created for a healthy living.

Hostel Management

The following constitute hostel management.

1. Warden (Male & Female)
2. Hostel Fellows (Student on work-study programme.

Students can approach any of the above for help, guidance and grievance redressal. Representations to higher officers must be forwarded through proper channel.

Admission to Hostel

1. Namal provides separate hostel accommodation for male and female students; all students on the University's roll are eligible to apply.

2. The allotment is made for a period of 4 years initially (renewable every year); however, it could be extended for 1 more year in special cases.

3. The allotment is made depending upon the availability of rooms; however, priority is given to non-residents of Mianwali or students from far-flung areas of Mianwali.

4. For Freshmen, hostel applications are received along with the admission forms, whereas Sophomore, Junior and Senior's hostel allotment is renewed at the start of their academic year without any application. A student may opt out by informing the hostel warden in writing.

5. Students seeking hostel accommodation (temporary or permanent both) at some other time in the semesters shall send their applications to SSO which will be forwarded to hostel warden and Finance office for further processing.

6. The student stay period is divided into the following 4 categories and hence, will be charged accordingly.

   a. 1 week
   b. 2 weeks
   c. I month
   d. Entire semester

   To clarify, a student will have to deposit one-week charges with the finance office whether he/she stays for the entire week or less; if the duration exceeds one week, the amount will be charged for 14 days, and so on.

7. At the time of admission into the hostel, every student is required to submit a duly completed *Hostel Allotment Form*.

8. Residents are issued a non-transferable hostel identity card by the SSO which must be presented to the Security/ warden or any other authorized person upon request.

9. Accommodation will not be provided to any student whose registration is cancelled. Any student who is removed from the Rolls of University will automatically cease to be a member of the hostel.

Room Shifting

1. Residents shall take possession of the rooms only after the allotment is made by the hostel warden.

2. No resident is allowed to change his/her room without warden's permission. In case a genuine reason exists, he/she may be allowed to change/swap the room.

3. Unauthorized occupation or exchange of any room shall be treated as a violation of disciplinary rules and regulations of the University and the allotment of the violators will be terminated with immediate effect.

4. If a hostel resident is not personally residing and the administration finds the room misused i.e., with unlawful or illegal occupants, his/her allotment will be cancelled, and the case will be referred to Registrar Office for further necessary action.

Safety and Personal Belongings

1. Residents are advised not to keep valuables, jewellery or large amount of cash in their rooms.

2. It is the personal responsibility of the residents to take care of their valuables which must be kept under lock. Hostel authorities will not be responsible for the loss of anything from the residents' room. However, if any loss occurs, it should be immediately reported to the warden.

3. While leaving for home during the summer break, all hostel residents are directed to take their valuables (cameras, watches, laptops, mobiles, clothes, shoes etc.) with them. They may leave back their fully packed quilts, blankets, pillows, bed sheets etc. only.

Furniture & Fixture

1. Residents shall not bring any kind of furniture or fixture into the room. All furniture and fixture shall be provided by the hostel management, mainly consisting of a Bed, a Table, a Chair & a Cupboard for each student. All the items in student's possession are also listed in the *Hostel Allotment Form*.

2. Common hostel furniture must not be moved into other rooms or from one hostel room to another without the consent of the warden.

3. The residents should take care of all type of hostel belongings including the furniture, electrical fittings etc. The room furniture should be maintained in good condition during the entire occupancy period.

4. Any damage/loss of hostel property must be reported immediately to the warden. If some damage is detected in furniture, fixture or to any hostel property, except damages incurred by normal wear and tear, the repair/replacement charges will be borne by the residents.

Use of Electric Appliances/ Items

The use of electrical appliances such as immersion heaters, and electric stove are forbidden in hostel. Only light electric appliances and appropriate extension cords should be used.

1. The use of electrical appliances such as immersion heaters, and electric stove are forbidden in hostel. Only light electric appliances and appropriate extension cords should be used.

2. Private cooking is allowed in the specific area allotted by the hostel management.

3. The uses of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal TV, VCR and VCD / DVD is prohibited.

4. When the students go out of their room, they should switch off all the electrical / electronic appliances, and keep it locked (at all times).

5. The residents should not attempt to fix electric problems themselves in the hostel; instead, they must lodge a complaint to the hostel warden.

Room Inspection

1. The room of any resident can be inspected but with prior intimation, by the hostel administration or any authorized member of the University.

2. In case any incident/activity/violation of rules is reported/noticed, the inspection may not require any prior intimation.

Notice Period

1. Residents are expected to stay in the hostel till the completion of an academic year. In case a resident desire to vacate the hostel, one-month notice is necessary.

2. Residents will have to vacate the hostel within one week after completion of his/her final examination/project. In case a resident does not vacate his/her room, the belongings will be removed from the room and the room will be locked by the warden, with no responsibility of hostel management for loss, if any.

3. Before vacating the rooms, the students should fill up the *Room Vacating Slip.*

Suspension from hostel

In case of any wilful disobedience or defiance of any hostel/University authority, non-observance of hostel rules and regulations, causing damage to property, the administration reserves the right to suspend the allotment of any resident, which may eventually be converted into termination.

Hostel timings

1. Namal University is responsible for the safety and security of its students in the hostel premises. Any incident/mishap occurring outside the premises is not the responsibility of the University.

2. All students shall submit an affidavit at the time of admission to the hostel duly signed by the parent/guardian accepting the responsibility of any mishap outside the premises.

3. No student is allowed to leave the hostel after 9 PM and mandatory return time is 11 PM. The hostel gates will be closed after these timings and no student will be allowed to leave or enter the hostel, except students coming from home with prior information.

4. Students' movements to and from the hostel must be registered with the hostel fellows and at the entry gate. Absence from hostel without intimation will be considered a violation of the hostel rules and will be subject to disciplinary action.

5. All male and female students will remain in their designated areas after 11 PM.

Medical Emergency

1. All cases of sickness shall be reported to the warden at his/her personal phone number or at hostelwarden@namal.edu.pk who will arrange for necessary medical aid to the patient. The University's doctor will be available 24/7 at the hostel for this purpose.

2. If the case is serious, the patient will be taken to the nearest hospital for further treatment in Namal ambulance.

Celebration of Festivals

Students shall take prior permission from the warden to celebrate festivals and birthdays. All celebrations should be arranged in the Mess Hall **before 11 PM** by observing the hostel rules and the norms of decency. No outside guest will be allowed. It is the responsibility of the concerned students not to disturb the peace of other hostel residents while celebrating their birthdays or any other festival.

Visitors

1. Rights of admission to the hostel premises are reserved; no visitor shall be admitted inside the hostel without warden's permission.

2. Visitors are not permitted in the hostel after 8.00 pm. However, prior permission of the warden may be sought in special cases.

3. The student concerned will be informed by the security staff after the entry has been made in the visitor's book.

4. No male visitors are allowed to enter the female hostel or vice versa. Only those male/female visitors can be entertained whose names are given in the visitor's list, submitted to the hostel warden duly signed by the parents or guardians of the residents.

5. No parent or guardian of a resident is permitted to stay in the hostel without permission.

Mess and Dining Facility

1. All residents are expected to eat in the Mess Hall. Residents are not permitted to take any article/utensils etc., outside the mess premises or to their rooms.

2. Every resident shall pay food and other charges in cash. Failing to do so could result in suspension of mess services.

Guests

Guests of residents are allowed in the mess only with the permission of the warden and on payment of the charges applicable.

Mess Timing

All the students are bound to observe the mess timings announced by the administration which may be changed from time to time.

Mess Committee

There will be a Mess Committee, comprising of faculty, staff and students, to decide the menu, check food quality, maintain a record of such inspections and give feedback to the administration for the improvement of food quality and other aspects of mess and dining.

Strictly Prohibited Activities

Disruptive Behaviour

A quite period should be observed in hostel from 11:00 pm to 06:00 am. Care should be taken at all times to ensure that music/loud talking is not audible outside the room. Any manner of festivity and noise making/celebrations, which may cause disturbance to other residents in hostel premises, is not allowed.

Harassment

Namal Harassment Policy shall serve as a guideline in dealing with all forms of harassment, including sexual.

Ragging

Ragging or any act that causes physical or psychological harm, fear, shame or an embarrassment, teasing, abusing, shouting, playing practical jokes or asking to do any act against the will shall be subject to appropriate disciplinary action. The hostel warden will report such occurrences, if any, to the disciplinary committee.

Alcohol/Drug/Smoking

Residents shall not bring, store, possess and/or drink any alcohol/intoxicating drink, drug or substance of any kind whatsoever. Smokers shall use open space which must be at least 20 yards away from the buildings. An occurrence of such behaviour shall invite strict disciplinary action.

Fire-arms

Any type of storage or possession of fire-arm, explosive and inflammable goods on the premises of hostel is strictly prohibited. Violation of the rule will lead to expulsion from the hostel.

Cleanliness

1. Maintenance of hygiene and cleaning of hostel rooms shall be undertaken by all the students.

2. Cleaning of hostel corridor is the collective responsibility of the Namal staff and the students staying there. Do not leave any mess items or anything else in the corridor.

3. Shoes must be placed in the rooms or on the shoe racks in the corridors.

4. Do not litter or spit.

5. Use dustbins placed in specified locations to dispose of rubbish.

6. The rooms will be inspected periodically and if found unclean and filthy, the residents will be:
   - issued a warning letter (1st occurrence)
   - fined Rs 300 (2nd occurrence)
   - will be subject to further punishment as per policy (3rd occurrence)

Non-Compliance of Internet Usage Policy

All residents are required to register their personal computers with the IT Section. Residents shall abide by the Internet Usage Policy of the University.

Pets

No pets are allowed inside the hostels.

Violation of Hostel Rules and Regulations

Disciplinary Action

In addition to penalties and fines mentioned earlier, disciplinary action shall also be taken against other violations as per University's rules and regulations. In the following categories, respective competent authorities will have the discretionary powers to impose the penalties; however, appeals can be made to the Rector.

Recovery of Damage/Losses to Property

Any damage/loss of hostel property must be reported immediately to the warden. Residents will be charged for any missing/damage property except damages incurred by normal wear and tear.

Offences and Penalties

No.	Offences	Penalties	Competent Authority
1	Student who stays outside the hostel premises after the return time.	1. Warning letter or 2. Fine Rs. 300/-	Warden
2	Non-resident who remains inside the hostel after the allowed timings		

3	Changing rooms without permission	Termination of allotment	
4	Failure to vacate the room within the stipulated period	Fine Rs. 500/-	
5	Smoking in the room/hostel	1. Warning letter or 2. Fine Rs. 300/ or 3. Both	
6	Keeping pet(s)	1. Warning letter or 2. Fine Rs. 200/-	
7	Failure to switch off lights/fans before leaving the room/hostel	1. Warning letter or 2. Fine Rs. 500/-	
8	Failure to keep the room neat and tidy	1. Warning letter or 2. Fine Rs. 300/-	
9	Playing loud music or making noise	1. Warning letter or 2. Fine Rs. 500/-	
10	Damaging any fixture in the hostel	1. Warning letter or 2. Compensation according to the damage	i. Warden ii. Admin Warden will forward such cases to the Disciplinary Committee
11	Organizing social activities without approval	1. Warning letter 2. Fine Rs. 500/-	
12	Stealing	Expulsion from hostel and the University	
13	Possession/drinking alcohol in hostel	Expulsion from hostel/ University	

Note:

1. A copy of the warning letter will be sent to the parents/guardians.
2. Fines should be paid by resident only at the Finance Office.
3. Repeated offence/fine will cause an expulsion from the hostel.

Complaints

All residents must register their complaints at https://namhal.namal.edu.pk. In case the problem is not fixed in time, the resident may contact the Warden.

Revision of Rules and Regulations

The University reserves the right to revise the rules and regulations from time to time and will keep the residents informed of any changes via email and in the form of notices on the hostel notice boards. Ignorance of rules and regulations will not be accepted as an excuse.

Mr. Saad Khan
Warden Male Hostels
Tel: 0301 1303018
hostelwarden@namal.edu.pk

Ms Kanwal Habib
Warden Female Hostel
Tel: 0304 2245499
femalewarden@namal.edu.pk

General Administration

To harness the potential of the students and to facilitate them in achieving their academic goals, the University provides quality staff, services and facilities. To improve its standards and maintain an environment conducive to learning, the quality of the services is regularly monitored. It is the responsibility of the students to get the maximum benefit from the provisions provided by the University by becoming familiar with them.

General Administration Services Department the General Administration & Services Department serves the purpose of facilitation and quick provision of all the required facilities to different departments. It provides support to all the activities of the University in coordination with other departments. We provided services in the following domains:

1. Security of community, campus and assets.
2. Dining facilities for the community both at Campus & Residences.
3. Transport services.
4. Campus traffic and car entry parking system.
5. Travel services for faculty and staff.
6. Postal and courier services.
7. Classroom staff in terms of maintenance of auditoriums/ classrooms.
8. Janitorial services ensuring neat and clean campus.
9. Arrangement/reservation of accommodation for guests.
10. Horticultures services for maintaining Green Namal Campus and Hostel.
11. Electrical and civil services.
12. Civil works.
13. Space allocation and accommodations.
14. Maintenance of the premises i.e. Campus & Residences.
15. Medical services. Resident doctor availability 24/7.
16. Ambulance availability 24/7.
17. Events management.

Manager Administration
Tel: 0459 236995 Ext 142
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Mr. Shabbir Ahmed
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shabbir.ahmed@namal.edu.pk

Mr. Saad Khan
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Co-curricular Activities

Student Societies help to bring the likeminded people together on one platform, share the same viewpoints and construct new ideas. They not only allow students' minds to flourish amid the hectic routine studies and frenzied curriculum but also allow them to exhibit their entrepreneurial, leadership and artistic skills along with sports. Keeping in mind all these aspects, Namal University has designed 12 active student societies that directly contribute to the further development of their recreational and vocational skills.

Student societies consist of the general body and the executive body. General body consists of the general members. Any student of Namal University has the right to become a member of a society he/she is interested in.

Patrons play important role and establish a bridge between executive members and Patron-in-Chief. The office of the Patron-in-Chief plays a pivotal role and monitors all the activities and plans of the Societies and Clubs. He is the focal person who conveys plans, concerns and suggestions to the offices of Registrar and Rector. Proper representation minimizes the gaps and flaws in the execution of the planned activities.

General Body

Student societies consist of the general body and the executive body. General body consists of the general members. Any student of Namal University has the right to become a member of a society he/she is interested in.

Executive Body

The executive body of the societies will comprise of following five members:

1. Team Leader/President [Preferably from Year or Year 3]
2. General Secretary [Year 1, 2 or Year 3]
3. Event manager
4. Finance Manager [Year 1, 2 or Year 3]
5. Marketing Manager [Year 1, 2 or Year 3]

All of these members will be selected by a Selection Committee for one academic year.

Eligibility Criteria for selection at Executive Body

A student, who wants to become a member of the executive body of a student society, must fulfil the following conditions:

1. He/she must be a member of the general body for at least one year;
2. He/she has not been involved in any disciplinary case throughout his /her university life;
3. Must not be in the executive body of any other society at the same time;
4. Must not have been suspended/removed from the executive body of any society before.

Selection Committee for Executive Body of the Student Societies

The process of selection of the students against various positions for executive body of the student societies will be completed by respective Patrons and Co-patrons.

Role of the Executive Body

1. Propose the events and the budget for the next academic year in consultation with Patron of the Society. Patron's input is of great significance. Patrons can't distance themselves from the policy matters and planning of the events.

2. Execute the planned events on time, as mentioned in the Activity Calendar.

3. Ensure the smooth execution of the events and abide by the Namal University's values and rules.

4. Accept all the proposals and ideas on merit from any student of Namal University (whether the student is a member of the society or not). At least the student, who comes with some idea, should be given the justification why his/her idea cannot be executed. The student has a right to appeal to the Patron if his/her idea is rejected by the society members.

5. Drive the membership campaign, especially on Orientation Week of the new batch. They will utilize the given slot effectively to attract as many Freshers as possible.

6. Propose the future executive body members to the Patron of the Society before the end of academic year. It's left to the discretion of the Patron when he/she gives any weightage to their suggestions or not.

7. Write the review of the last academic year.

8. Ensure that the budget is linked with the student society activities and that there is smooth execution of the planned events during last year.

9. Seek out potential donors after getting approval from the Patron. Executive Bodies should work proactively to attract sponsors by preparing nice proposals about the activities or events they have planned.

Suspension of Membership

The Patron has the right to suspend the membership of any member if he/she:

1. Is not performing his / her assigned duties.
2. Is unable to entertain students' ideas.
3. Proven guilty in some disciplinary case.
4. Unable to maintain good academic record (repeating a year or a subject).

Role of Patrons of Societies

Patrons of the societies are responsible for the following:

1. He/she plans the Activity Calendar well in time, working in close coordination with the executive body and submits it to the office of Patron-in-Chief well before the commencement of Academic Sessions. He/she is responsible to propose dates which don't clash with the academic activities. Tentative dates and estimated budget are supposed to be mentioned in the Activity Calendar of the year.

2. He/she proposes budget of the related society. Patron should justify the budget to the office of Patron-in-Chief.

3. He/she acts as a bridge between the student body and the Patron-in-Chief's Office.

4. He/she ensures that the events should abide by the Namal University's values.

5. In case of violation of Namal University's values and rules & regulations, Patron will report to Patron-in-Chief.

6. He/she is bound to ensure that events are announced well in time and requests for funds are initiated at least 15 days before the events.

7. He/she should not permit emails announcing events or trials in the nick of the time. The information should be shared at least 7 days before the events or trials.

8. He/she should meet the commitments promised in Activity Calendar. He/she should motivate the students to come up to the expectations. He/she should discourage to arrange or propose the events randomly as a last minute's thought.

9. He/she will personally monitor the spending and adjustment of advanced funds. He will ensure that receipts have been produced by the executive member who drew advance from Finance Office.

10. He/she will have to bear in mind that academic activities should not be disturbed by the proposed events. He/she should not relax his team members from academic tasks for the sake of society events. For this purpose, he/she will have to consult the academic calendar with utmost care and concern. No exemption culture is supposed to be promoted.

11. He/she, after each event, is responsible to send a brief write up, along with pics, to the office of Patron-in-Chief for social media and Web Page of the University.

Role of Patron-in-Chief

Patron-in-Chief is responsible for the following:

1. He/she approves the list of tentative events and the estimated budget proposed by the patrons and submits it the Registrar.
2. He/she scrutinizes the budget sent to him by the patron of the respective society and club and submits it to the Registrar making necessary changes.
3. He/she communicates Activity Calendar to the Registrar which is submitted to his office by the patron of the respective Society or Club.
4. He/she ensures strict compliance of the rules and regulations and sanctity of values of Namal University
5. He/she reports the violation of rules and regulations, misconduct and damage done

to the values through indecent remarks or inappropriate acts to the Registrar's Office for necessary actions.

6. He/she has the right to disallow or reject the requests for funds, if it is submitted late.

7. He/she should not allow patrons of Societies and Clubs to float messages in the nick of the time. He/she should monitor that the information should be communicated well before the events.

8. He/she should consistently monitor the workings and performance of the Societies and Clubs and should ensure his/her interference, if some anomalies are observed. He/she should issue warnings to the concerned Societies and Clubs which remain dormant throughout the year and don't meet the commitments given in Activity Calendar.

9. He/she has the right to propose elimination/discontinuation to the Registrar on the basis of dormancy, inefficiency, lethargy and lack of vitality to meet the commitments. He/she will ensure that Societies and Clubs becoming irrelevant won't have the right to remain intact.

10. He/she will not sign any demand, if he is not properly briefed by the patron of the respective society. After being satisfied with the justifications provided by the patron, he/she will submit it to the Registrar for further necessary action.

11. He/she will monitor that activities don't hinder the smooth functioning of classes and academic activities.

12. He/she will monitor that patrons and their teams are keen to meet the commitments and vibrant atmosphere has been created through meaningful and entertaining events.

13. He/she is responsible to share proper briefing with Marketing Team, so that it may properly be covered through Social Media channels and Official Website of the University.

Mr. M. Irfan Nadeem
Chief Patron
Tel: 0459 236995 Ext 128
irfan.nadeem@namal.edu.pk

Student Societies

Introduction

Student Societies help to bring the likeminded people together on one platform, share the same viewpoints and construct new ideas. They not only allow students' minds to flourish amid the routine studies and frenzied curriculum but also allow them to exhibit their entrepreneurial, leadership and artistic skills along with sports. Keeping in mind all these aspects, Namal University designed 9 active student societies that directly contribute to the further development of their recreational and vocational skills.

Namal Skills Development Society (NSDS)

Patron: Dr. Zia-ur-Rehman   **Co-Patrons:** Dr. Umer Farooq, Ms. Sonia Safeer,
Dr. Ayesha Khalid, Ms. Fiza Riaz

CESD Namal is a shared facility that provides language proficiency skills, soft skills development and targeted improvements in the quality of training. Students here learn the art of speaking fluent English, creative writing and work on their presentation skills.

Aims and Objectives

➢ Development of soft skills in students
➢ Promotion of linguistic skills in students
➢ To make students familiar with the advancements and innovations taking place in the field of English linguistics and literature.

Main events:

- Clay art competition
- Arts Day
- English language proficiency courses

Namal Literary and Debating Society (NLDS)/Namal Bazm-e-Adab

Patron: Ms. Faiqa Ali   **Co-Patrons:** Ms. Asiya Batool, Muhammad Imran

Namal literary and debating Society is the pioneer to bring forward students who take interests in literature and creative writing. It promotes the aspiring writers by publishing their written work and channelizing their inner potential and helps them understand their capabilities in a better way. It conducts various workshops and seminars to further assist the students in refining their literary and writing skills. One of the most sought after "baithak" of LDS brings students and teachers of Namal together on one platform and share their viewpoints regarding their favorite books and other subjects relating to literature.

Aims and Objectives

➢ Encourage students to speak up their minds.
➢ To be able to share their ideas in a confident manner.
➢ Endorse creative writing and critical thinkers.
➢ Edification of soft skills.

Main events:

- Bethak
- Takraar
- Open Mic
- Bait Bazi
- Jashne Rekhta

Namal Sports and Adventure Society (NSAS)

Patron: Dr. Hamza Wazir   **Co-Patrons:** Mr. Saad Khan, Mr. Abdul Rafay, Ms. Faria Shahid

It goes without saying that sports and physical fitness is an integral part of any education. And it's also a great way of releasing stress and improving students' well-being. NSAS makes sure that every student of Namal whether male or female takes active part in the physical drill and recreational sports with friends, staff and teachers in a series of inter-house matches, competitions, hiking, and recreational & adventure trips. For this purpose, every student has been assigned a house that's headed by a house master which is responsible for the recreational sports and games and trips on and off campus.

Aims and Objectives

➢ NSAS strives to encourage sports and adventurous activities at Namal.
➢ Maintain a healthy balance between sports and education
➢ To develop a positive competitive environment among the students.
➢ To promote talent and give some exceptional sportsmen to Pakistan.

Main Events:

- Hiking
- Tournament
- Sports gala
- Inter-houses tournaments
- Ludo tournament
- Adventurous & re-creational trips

Namal Environmental Society (NES)

Patron: Miss Naureen Shaukat   **Co-Patron:** Ms. Faiqa Ali, Mr. Azhar Rasool, Mr. Saad Khan

The mission of NES is to help preserve the notion of "Green Namal" by contributing to it actively. There are dozens of students who eagerly take part in plantation drives and are dedicated to sustainability and conserving the environment of Namal and its nearby areas. NES helps in maintaining vicinity of the campus with the help of its members and other volunteers. It helps to explicate the significance of environmental preservation and its seriousness amid all the mass environmental degradation and global warming by conducting various seminars and having over acclaimed environmentalists from different areas of Pakistan. It recently inaugurated a fossil museum which depicts the rich fossil history of the area.

Aims and Objectives

➢ To support and promote environmental sustainability programs in students.
➢ Awareness about environmental problems taking place.
➢ Holding meetings for instruction and discussions on subjects connected with the theory and practice of Environmental Sustainability.
➢ Participation of students in Nature and Environmental Sustainability activities.

Main Events:

- Mountain day
- Earth day
- Plantation drive

Namal Idea Club (NIC)

Patron: Miss Zunaira Batool   **Co-Patrons:** Ms Nida Sultan

Drawing out the entrepreneurial proficiency in the students, Namal Idea Club helps its students to refine their entrepreneurial ethos by giving them the proper business, digital marketing and stock insights and trends of the prevailing era. It cultivates the important aspects in students that are needed to further assist them in future. It not only wises them up methodically but also let them practically demonstrate the learnt techniques during their course of education which includes designing and selling of T-shirts and Mugs. Furthermore, NIC has recently launched ICON incubation center that aims to provide financial sustainability to the students for their startup ventures.

Aims and Objectives

➢ To help students refine their entrepreneurial skills.
➢ To promote innovative ideas.
➢ Help students in gaining the market insights.

Main events:

- Minute to win it

Namal Dramatics Club (NDC)

Patron: Mr. Zaka ur Rehman **Co-Patrons:** Ms. Aqsa Tariq, Mr. Abdul Rafay

As the name suggests, it is a group of students who enjoy theatrical expression and the society is dedicated towards exploring the best cinematic and musical talents among the students. NKAM welcomes students who enjoy working on stage as well as behind the curtain, providing them a platform for artistic expression, dialogue and innovation in the arts of music and dramatics.

Aims and Objectives

➢ Give platform to those students who express themselves through art and music
➢ Bring out the artists in students.
➢ Promote art of music and acting in the students.

Main events:

- Theme dinner
- Rangmanch
- Annual play
- Artista Fest
- Cultural day

Namal Society for Social Impact (NSSI)

Patron: Dr. Mudassar Jatala   **Co-Patrons:** Mr. Naeem Maqbool, Ms Aqsa Tariq

One of the oldest Societies (a true pioneer indeed) in Namal, NSSI offers a great deal to those students and volunteers interested in serving back to the society. Students here in this society devotedly work towards helping those who are not fit to cater their problems and are in need of educational or financial support. Students in this society are assigned to teach those students who come from nearby areas during the after-hours. It also reaches out to the hospitals in Mianwali and nearby poly-health clinics to provide them

with blood in order to save the lives of those suffering. Thus, playing its part in contributing back to the society in every manner. It has three initiatives namely, Blood Wing, Education Wing and Emergency medical services wing.

Aims and Objectives

➢ To contribute back to the society.
➢ Serve community through the established wings.
➢ Encourage the idea of serving those in need.

Main events:

- Cultural day
- Religious Festivals
- Blood Drive
- Free Coaching Classes (throughout the academic year)

Namal Media Club (NMC)

Patron: Ms. Faria Shahid   **Co-Patron:** Mr. Ammar Ahmed

A media society which is basically the eyes and ears of Namal. It captures every happening on and off campus and advertises it on social media. It works to promote a positive image of Namal to the world and other universities. Students here learn the art of photography and videography and manage different social media platforms. They even organize different events relating to media coverage and including other extra-curricular activities to maintain a healthy balance between fun and frenzy educational curriculum.
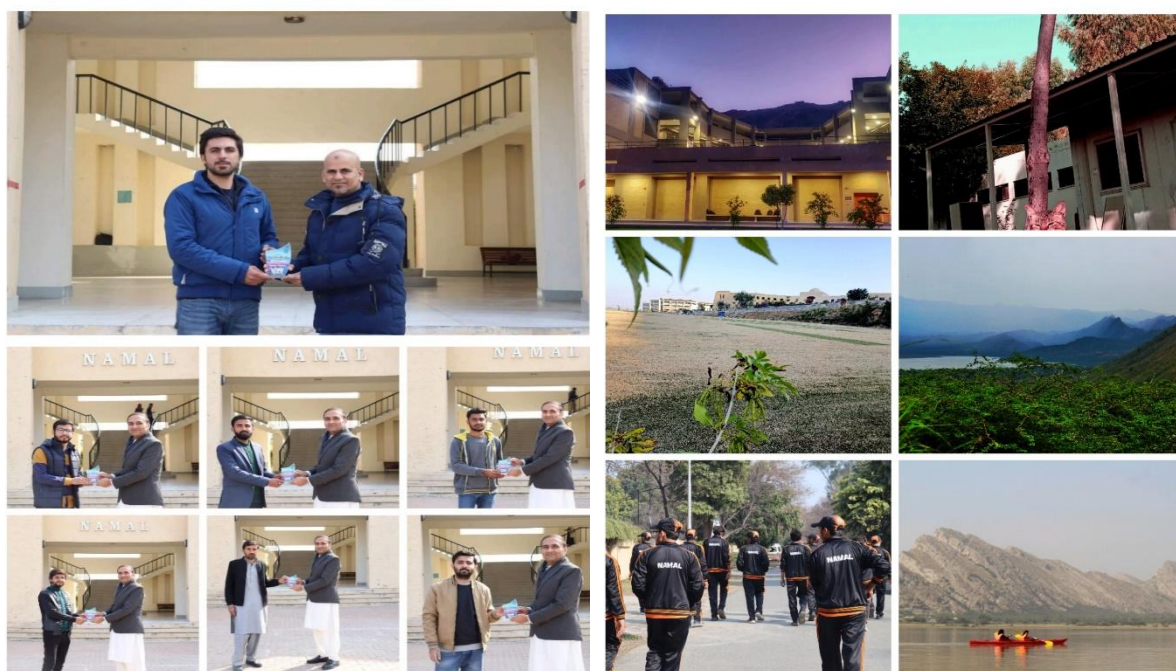
Aims and Objectives

➢ To provide coverage to every happening off and on campus.
➢ Engage students in photography, videography competitions.
➢ Project and promote the Namal brand.

Main events:

• Photography and videography competitions

Annexures

Annexure I: Student Discipline and Conduct Policy

Namal University Mianwali

Student Discipline and Conduct Policy

2023

Table of Contents

1. Introduction

The Namal University expects the students to observe ethical, religious and legal norms of society and be disciplined during the course of their study. Therefore, students are prohibited from involvement in any activity that undermines the academic or social environment of the University. Students must understand the University's code of conduct as outlined in Appendix I (a&b) below, observe its provisions in letter and spirit and to have full awareness of the consequences in case of breaches. In order to deal with the issues related to the students' code of conduct and discipline, the University has set up a Student Disciplinary Committee (SDC) with the objective of investigating and subsequently resolving the complaints due to students' misconduct. Some procedural matters are explained for the guidance of the University's Students including the community in this document which will be referred as the "Namal Student Discipline and Conduct Policy – June 2023". Besides, the SDC will not deal with the sexual harassment complaints even related to the students. A separate Committee will look after such complaints in accordance with the HEC "Policy on Protection against Sexual Harassment in Higher Education Institutions (2020): Clause 7".

2. Terminologies

a. University: Namal University Mianwali;

b. University Premises: All the buildings and areas in possession of the University.

c. Community: University's students, teaching and nonteaching staff and their families unless
specified.

d. SDC: Students Disciplinary Committee set up by the University.

e. SSO: The University's Students Support Office.

f. EO: The University's Exam Office

g. TORs: Terms of Reference of the SDC

h. Faculty Member: A person appointed by the University for the purpose of teaching.

i. Staff Member: A person appointed by the University for the purpose of official assignment(s) other than teaching.

j. Academic Program: Either a degree program or a short course offered by the University.

k. Student: An individual for whom the University maintains student records and who

   i. Is enrolled in or registered with an academic program of the University; or

ii. has completed his/her enrolled academic program at the University in the immediately preceding term; or

iii. is on an approved educational leave or other approved leave status; or

iv. is a former student for offenses committed while a student

l. Code of Conduct: The set of rules about how to behave during the course of study at the University.

m. Misconduct: An activity that leads to breach of the Student's Code of Conduct.

n. Notice: A letter sent to a student by email/letter to the email address/postal address available with the Student Support's Office or delivered physically.

o. Adjacent Areas of University: The area within one kilometer of the University's premises.

3. Student Disciplinary Committee (SDC)

The University has a responsibility of taking appropriate action against a student involved in any kind of misconduct or breach of the University's discipline. To execute this the University authorities will constitute a committee that will be referred as the "Student Disciplinary Committee (SDC)". The University will provide necessary support to SDC in terms of resources, access to the required record, calling the relevant faculty or non-faculty members, and travelling if required.

The SDC will act in accordance to the approved TORs, guidelines and the policies.

3.1. Constitution of SDC

The Rector will constitute the SDC consisting of three to five (3-5) members; including at least one female faculty member. The Convener of the SDC will be one of the senior faculty members of the University. All the appointments will be for a term of two years. The decision of the SDC will be made by a simple majority of the voting members of the committee. Proxy votes will not be acceptable.

3.2. Terms of Reference (TORs)

Following points frame ToRs of the SDC:

TOR 1: To investigate a complaint against a student regarding breach of Student Code of Conduct (Annexure Ia) and the Exam Code of Conduct (Annexure Ib).

TOR 2: To recommend acquittal or punishment for a student after investigation.

TOR 3: To recommend referral of a student to an institution's academic advisor or

counselor for the sake of appropriate advice, guidance, or mentoring.

TOR 4: To recommend referral of a student to the national law enforcement agencies in case the complaint/inquiry report is related to a criminal act such as but not restricted to burglary, vandalism, murder, or aiding or abetting for actions declared as criminal in Pakistan's penal code.

3.3. Jurisdiction of the SDC
   a. The SDC will investigate all complaint against the accused student(s), which are related but not restricted to:

   b. an act of misconduct in the Examinations like cheating/plagiarism, etc.
   c. use of drugs or their distribution in any form,
   d. mental or physical harassment (except sexual harassment),
   e. spreading rumors that may tarnish the name of a community member,
   f. unauthorized entrance in the areas within the University or adjacent to it,
   g. damaging the University's or its communal property,
   h. organizing or participating in activity against the Code of Conduct,
   i. ragging a university's student(s),
   j. insulting a community member or a visitor,
   k. misconduct:
       i. within the University's premises, including its hostels and grounds,
       ii. during an officially organized academic or social activity outside the University;
       iii. in the adjacent areas of the University.
   l. Public Display of Affection (PDA); It involves act of sexual connotation including but not limited to physical intimacy (hugging, intimate kissing, caressing, fondling, sitting in each other's lap, etc.) for same sex/opposite-sex in university premises/events/activities/excursion trips, etc.

Sexual Harassment complaints are beyond the jurisdiction of the SDC and will be dealt by the Anti-sexual harassment committee in line with the HEC Policy.

https://www.hec.gov.pk/english/services/Documents/SEXUALHARASSMENT-POLICY.pdf

4. Hearing Preparation and Scheduling

The University ensures fair, timely, and orderly procedures in all reviews of student conduct. The SDC will deal with the complaints on merit. For this, the SDC will follow the procedure as described below:

1. The SDC will entertain only the complaints which are referred to the SDC by CoE or respective HoD, as case may be.
2. An SDC meeting will be scheduled within five working days of the receipt of a complaint.
3. The meeting agenda will be circulated at least thirty-six hours (36) before the meeting time.
4. An effort will be made to avoid conflicts with a student's class schedule when identifying a hearing date and time. However, if circumstances warrant, classroom attendance will not be a reasonable excuse for delaying a hearing.
5. A student, if required to appear before the SDC, may be called through the SSO or directly if required.
6. The SSO may offer accommodation to a respondent (or even complainant) subject to unmanageable circumstances.
7. A teaching or non-teaching staff related to any complaint under review may be called.
8. The complainant & respondent will be emailed the SDC policy and the initial complainant filed against him/her before the hearing.
9. The SDC members will keep each discipline case strictly confidential that may include statements of complainants, respondents, and any other evidentiary private data of the concerned person(s) involved, etc.
10. committee member who has any personal interest or direct/indirect involvement in a complaint will be replaced by the convener (with the approval of competent authority) while opting any other suitable faculty member for such cases only.

4.1. During the Hearing Period

The SDC shall complete the inquiry and will recommend its final decision within 15 working days from the date of the first formal hearing of the complaint. Following measures will be considered during the hearing process:

1. Only the respondents will be allowed to speak for themselves. No one else can represent them in the SDC hearings.
2. If a respondent chooses not to participate in the hearing process, the hearing process will continue in his/her absence.
3. If a respondent has prior misconduct or breach of disciplinary record with

proven allegations, the SSO will share the relevant information with the SDC. The information may be used in the hearing or at the time of the decision if it is relevant to the incident's nature under investigation.

4. The complainant, respondent, and the University may register witnesses who are capable of providing direct information related to the alleged violations being reviewed by the SDC, such as
   a. direct observation of the incident in question
   b. direct interaction with any of the parties before, during, or after the incident(s) in question.
   c. Have video, audio, images or any other digital or recorded evident regarding the complaint.

5. It is within the discretion of the SDC to determine whether it wishes to hear from the witnesses, if any.

6. The SDC may launch a separate investigation if a witness, respondent or complainant is intimidated to influence the relevant complaint's hearing.

7. A witness will be present in an SDC meeting only at the time of providing information or cross- questioning whenever called.

8. A witness will not be questioned by anyone other than the SDC members,

9. A witness may be dropped from the hearing process if he/she fails to respond to two consecutive notices of the SDC.

4.2. Immediate Suspension

The SDC may recommend an immediate suspension of the respondent from any kind of institutional academic or non-academic activities if his/her presence poses a danger to the community, a person, or the University's property, or is a threat to the continuity of any academic process. However, he/she may participate in the SDC hearings if required by the SDC. In such a case, such student will remain escorted by the University's security until the hearing's adjournment.

5. Penalties

The following penalties may be imposed if the respondent is found guilty:

1. In case of minor violations, the student may be issued a warning and asked to submit an apology letter. These apologies from the very particular student or group of students shall be considered when adjudicating future violations against the same student or group of students.

2. In case of major violations, SDC may suggest imposing the Fine and/or suspension from the studies for a semester or more, and/or expulsion from the university etc.

3. In case of Misconduct in Exams, the penalties may include, warning, cancellation of paper, cancellation of whole exam, deduction of the marks and/or expulsion from the university depending upon the severity of the case.
4. The following may be added to any of the penalties listed above:
   a. campus service;
   b. relocation of the respondent from campus housing or exclusion from a designated portion(s) of University's buildings or grounds, (*provided such penalty is appropriate to the offense and where the penalty does not prevent the respondent from pursuing his/her studies*);
   c. withholding of financial assistance;
   d. Inclusion of decision in the student's file, except in the first instance of a minor violation.
5. Any other penalty with consensus of all SDC members.

6. Decision

After the formal hearing, the members of the SDC shall deliberate and determine the validity of the complaint based on the sound judgment & totality of the circumstances. The presence or absence of evidence cannot always be the sole criteria on which a judgment can be made. The credibility of statements and context must be kept in mind during the deliberations. The SDC may delegate the power to a member of the SDC to write the decision based on the testimony and/or evidence presented at the hearing and the papers filed by the parties. The committee members will reach a decision unanimously or by a majority vote after the deliberations. Where the complaint is found to be valid, the SDC will recommend an appropriate penalty. The following steps will be taken while notifying the decision:

1. The decision shall be sent to the Rector giving its findings and reasons thereof (which shall include any note of dissent) within five (5) working days of the conclusion of the hearing.
2. The Convener will also send a copy of the decision to the SSO and Exam Office (in case of misconduct in Exam).
3. The SSO will email the decision along with the Appeal Procedure to the respondent and its copy to the Rector, HoD, the Convener SDC, and the respondent's parents.
4. The SDC's decision shall be final and subject to the respondent's right of appeal.
5. Recommendation of the SDC shall be implemented within seven days of the date of notification if the respondent does not appeal against the decision.

6. When a disciplinary hearing results in a penalty of dismissal or suspension for one or more term(s), the student will be barred from admission to any unit of the Institution while the penalty is being served.

7. Disciplinary penalties shall be placed on the student's record with SSO. However, these will

not appear on the official transcript.

8. The decisions of SDC will not be challenged at any other forum, including the national judicial courts, except in appeal committee.

7. Mala-fide Allegation

Making mala fide allegation(s), knowing it to be false, whether in a formal or informal context, is a severe offense under this policy. The SDC may levy a hefty penalty in such cases.

8. Protection against Reprisal

The University shall not allow reprisal or threats of reprisal against any member of the University who makes use of this policy (formally or informally). University shall also prohibit such threats or actions against anyone who participates (e.g. testifies, assists, etc.) in proceedings held under its jurisdiction.

9. Record Keeping

The Convener will maintain the written record of the hearing and hand over all the notes, decisions/ recommendations to the SSO for record and notification of the SDC decisions. Notification shall be sent to all concerned and will hand over the notes and documents from the proceeding to SSO.

10. Appeals

Once the official SDC decision has been emailed to the convicted student by SSO, the respondent retains the right of appeal to the Rector or the committee with the scope of hearing appeal. However, this appeal must be tendered within three working days of dispatching the email mentioned above. The Rector will forward the appeal to the Appeal Committee. The Appeal Procedure is narrated in Appendix II.

Annexure I(a): Student Code of Conduct

Appendix Ia: Code of Conduct for Students Discipline

The students are expected to **understand and observe** the code of conduct, which refers but not restricted to the following guidelines, particularly during their affiliation as a student with the Namal University:

1. **Compliance with University Policies, Procedures, and Guidelines**
   (*To abide by the University policies and procedures that affect the campus and hostel roles*).

2. **Compliance with National Laws and Regulations**
   (*To learn, understand and abide by the federal, provincial, and local laws that affect the University roles*).

3. **Fair Dealing** (*To conduct ethically, honestly, and with integrity with the entire University's community*).

4. **Respect for Others**. (*To treat everyone in contact with respect and dignity and stay away from any situation that gives a sense to a community member as if he/she is mentally or physically harassed*).

5. **Refrain from Cheating and Plagiarism** (*Not to indulge in any type of copying from illegitimate resources or cheating in the exams, quizzes, assignments, homework, projects, or in any form of research work, whether paid or unpaid*)

6. **Refrain From Ragging** (*To respect all students, particularly the juniors in the University, and not participate in any ragging rituals even as observers*).

7. **Refrain from Harassment** (*To stay away from any situation that gives a sense to a community member as if he/she is physically or mentally harassed*)

8. **Refrain from Sexual Harassment** (*To stay away from any situation that gives a sense of welcoming sexual advance, requests for sexual favors or other verbal or written communication or physical conduct of a sexual nature, or sexually demeaning attitudes to a community member.*)

9. **Refrain from Damaging or Misusing Resources** (*To avoid any situation or activity that gives a sense of damaging or misusing the Institution's resources*).

10. **Refrain from Using or Dealing with Drugs**
    (*Avoid using or dealing with drugs in or outside the University and inform the University if any activity related to the drugs is going on within or in the close vicinity of the University*)

11. **Compliance of Instructions in Classes, Labs or Academic Activities** (*To behave with manners in the classes or labs, or in any academic activity without disturbing or damaging the learning environment, and follow the directions of the concerned instructors*)

12. **Watch Conflicts of Interest.** (*To avoid participating in any kind of University's academic or social activity that illegitimately affects you or others favorably or adversely*).

13. **Ethical Conduct of Projects and Presentations.** (*To work on academic projects, conduct research with intellectual integrity and honesty, and make appropriate citations while using or quoting others' contributions in his/her work or presentation*).

14. **Fair Use of University Resources** (*To ensure that campus resources are being used for promoting the individual's knowledge without the unauthorized involvement of others*).

15. **Financial Matters.** (*To ensure that the Institutional fee and other financial matters are accurately settled in time*).

16. **Individual Responsibility and Accountability** (*To accept responsibility of his/her actions and stand accountable for them*).

17. **Reporting the breach of Code of Conduct** (*to inform the University if any activity that breaches the University's code is going on within or in the close vicinity of the University*).

Annexure I(b): Exam Code of Conduct

Appendix Ib: Exam Code of Conduct

Students at Namal are supposed to follow the core values of Namal in letter and spirit. While these values encompass the whole academic life of students, its self-imposition is even more required during the Exams.

Namal Exam Code of Conduct requires that students strictly observe the Examination rules from obeying the invigilating staff's instructions to the attempting of Q papers with honesty, confidentiality, and uprightly.

Breach of Exam Code of Conduct

The term Breach of Exam Code of Conduct means unlawful contacting any other source, person, or group for attempting the assignments, quizzes or Examinations. It covers any action that a person takes to gain an unfair advantage when undertaking assessments.

Remember – Institute will not accept the excuse of ignorance about the information regarding academic misconduct in Examination.

The following will lead to a charge of Academic misconduct

- *Disruptive behavior during an examination.*
- *Failure to comply with written Examination Regulations or the oral or written instructions provided by internal Examiner or invigilators.*
- *Gaining access to any unauthorized material, either before or during the examination to gain an unfair advantage over others.*
- *Gaining access to a copy of an examination paper, either written or in electronic form, before its authorized release date to gain an unfair advantage over others.*
- *Communicating with another student during an examination.*
- *Copying from another student during an examination, with or without his/her permission or knowledge. This act includes taking data from data sticks, taking another student's printout.*
- *Introducing into the examination room, or being in possession, any written or printed materials, unless specified in the rubric for the examination.*
- *Leaving the examination room during a comfort break, and while away from the room consulting any written, printed or electronic materials to gain an unfair advantage over others when resuming the examination.*
- *Substituting examination scripts or pages within scripts during the examination.*
- *Making use of any electronically stored or communicated material within an examination room unless specified in the rubric for the examination.*
- *Use of a mobile phone during an examination.*

Plagiarism

Plagiarism is a form of fraud. This section provides clear guidance to all students about what plagiarism is; the Institute will therefore not accept a plea of ignorance if a student is subsequently found answerable for a case of plagiarism.

The Namal Institute has defined plagiarism as the inclusion within a student's own work of a substantial, unacknowledged section of material derived from the published or unpublished work of another person. This includes:

The inclusion within a student's work of substantial extracts of another person's work without using quotation marks and or specific acknowledgment of the source of the material in the references to this work. This includes text, diagrams and equations, programming results or code, test results, or any other kind of evidence assembled by another person.

The inclusion, without acknowledgment and referencing (use of quotation marks etc.), of material downloaded from the Internet. This also includes copying into a piece of work a section of unacknowledged material that contains references to other publications, thereby inferring that the references to these publications are the student's own.

The summarizing or close paraphrasing of another person's work without acknowledgment.

The submission of work obtained from others. This includes the submission of assignments in their entirety or sections of assignments:

Bought from commercial Internet assignment writing sites, organizations or private individuals, whether prewritten or prepared specifically for the student concerned.

The submission of an assignment written, in whole or in part, by another person, whether obtained without or without permission from that person.

The use of the unacknowledged and/or unauthorized ideas of another person.

Collusion, defined by the Institute as two or more students collaborating to submit work which is not entirely their own, except in such cases where the assignment requires the submission of a group effort. As well as action against the user of this material, this may result in action being taken against the originator of the work if it can be shown, within the balance of probabilities, that they allowed their work to be used.

Note: If cheating is suspected in respect of a piece of group work, and it cannot be established which individual(s) are responsible, the entire group will be deemed responsible, providing that there is sufficient evidence to substantiate the allegations on the balance of probability.

Self-plagiarism or duplication: This is defined as re-using work that was originally completed and submitted to gain credit in respect of another subject or assignment.

Other Forms of Academic Misconduct:

Allowing another student to copy an assignment or sections of an assignment so that they may submit this material as their own.

Any other deliberate attempt to deceive or to gain an unfair advantage over other students.

Annexure II: Students Disciplinary Committee - Appeal Procedure

Appendix II: Students Disciplinary Committee Appeal Procedure

Any Namal University student who is found guilty of any kind of wrongdoing by the Student Disciplinary Committee (SDC) will be liable to discretionary punishment. The SDC will communicate the prescribed penalty to the convicted student.

The convicted student may appeal to the Rector against the SDC's decision. The Appeal Procedure and the communication and implementation of the outcome, are narrated below.

A. **Appeal Procedure**
   1. The convicted should address his/her appeal to the Rector in writing.
   2. The appeal should reach the Rector's office within three days of the communication of SDC's

      decision to the charged student.
   3. The appeal should highlight contested facts that the appellant perceives were not adequately heard by the SDC during its proceedings.
   4. The Rector will refer the student's appeal to the University's Appeal Committee (AC), which will not include any member of the SDC.
   5. The AC will review the SDC's report/proceedings. Based on this, the AC will be authorized to *either reject the appeal without further hearing of the student or accept the appeal for further investigation.*
   6. In case the AC accepts the appeal, it may:
      a. Ask the appellant to appear before the AC to present his/her grounds of the appeal,
      b. Ask the person (Complainant) who initiated the case against the appellant to satisfy the AC by giving additional information or evidence related to his/her complaint.
      c. Seek additional information from the University's community on the reported matter against the appellant.
   7. The AC will conclude the appeal based on the information gathered from steps 5-6 and its deliberations. It may *either dismiss the charges levied against the student, acquit the student of the SDC's leveled charges, or maintain or revise the punishment as determined by the SDC.*
   8. The AC will finalize its decision within two weeks of the appeal being received from the Rector's office. However, the AC may request the Rector to extend the timeline depending on the case's merits.

B. Communication and Implementation of the AC's Decision

1. The AC will communicate its decision to the Rector, who may either maintain it or refer it back to the AC for review.
2. The AC, if asked to review the decision, will complete it within five working days.
3. The AC's decision, which is not sent back for review or is an outcome of the review process, will be referred to as the University's decision. This decision will be communicated by the SSO to the appellant, the conveners of the SDC & the AC, and the University's concerned offices for implementation within three days of its receipt from the AC.

The decision of the Appeal committee shall be final and cannot be challenged at any other forum, including the national judicial courts.

Annexure III: HEC Policy on Protection against Sexual Harassment

THE HIGHER EDUCATION COMMISSION

POLICY ON PROTECTION AGAINST SEXUAL HARASSMENT IN
HIGHER EDUCATION INSTITUTIONS

[Effective July 1, 2020]

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1. PRINCIPLES AND PURPOSES OF THE POLICY

1.1. Higher Education Institutions ("**HEIs**") are highly consequential institutions in society that are dedicated to the pursuit and dissemination of knowledge. Members of the HEI community have several important rights and privileges, central among which is the right to pursue inquiry and search for knowledge without hinderance from unlawful or otherwise unacceptable constraints. The Higher Education Commission (the "**HEC**"), which has been mandated by law to prescribe conditions under which HEIs in the country may be opened and operated, takes very seriously the freedom of teachers, researchers, scholars, students and other members of the HEI community to live and work in a safe environment in which their dignity is protected.

1.2. Protection against sexual harassment is important not only because it threatens the freedom and conduciveness of the environment at institutions of higher learning. At a more fundamental level, such conduct is unacceptable because it violates personal dignity and shall not be tolerated at HEIs in Pakistan under any circumstance.

1.3. In accordance with the terms of this policy, sexual harassment shall be prohibited at HEIs in Pakistan, and shall constitute a punishable offence under the policy. The HEC affirms the right of every member of the HEI community live, study and work in an environment that is free from sexual harassment. The goal of this policy is to prevent sexual harassment from taking place, and where necessary to act upon complaints of sexual harassment promptly, fairly, judiciously and with due regard to confidentiality for all parties concerned.

1.4. All administrators, deans, managers, faculty, department chairs, directors of schools or programs and others in supervisory or leadership positions have an obligation to be familiar with and to uphold this policy and its procedures along with informing members of their staff about its existence. HEIs are encouraged to formulate internal policies that further strengthen or expand the protections available under the HEC's policy on sexual harassment.

1.5. This policy has been made pursuant to the powers granted to the HEC under the Higher Education Commission Ordinance, 2002, and is binding on all higher education institutions in the country, whether operating in the public or private sectors. Violations or failure to comply with the HEC's policies may lead to regulatory action being taken against non-compliant HEIs.

1.6. This policy is consistent with and has been made in light of the provisions of the Protection Against Harassment of Women at the Workplace Act 2010 (as amended) (the "**2010 Harassment Act**"). It extends the protection against sexual harassment to all members of the HEI community, and provides the option to aggrieved persons to seek recourse to resources within the HEI or to seek redressal through the provisions of the 2010 Act.

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2. PROHIBITED CONDUCT

2.1. "Sexual harassment" means any unwelcome sexual advance, request for sexual favors or other verbal or written communication or physical conduct of a sexual nature, or sexually demeaning attitudes, where:

    a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual participation in any activity at the HEI;

    b) Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decision affecting that individual; or

    c) Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or working environment.

2.2. Sexual harassment may be overt or subtle, and can range from visual signals or gestures to verbal abuse to physical contact along with hand or sign language to denote sexual activity, persistent and unwelcome flirting (see Annex 1 for examples of various manifestations).

2.3. The following behaviors are specifically prohibited under this policy. This following are meant to provide specificity to the definition provided in clauses 2.1. However, it is not an exhaustive list, and other behaviors that fall within the scope of the definition above shall also be prohibited.

    a) ***Especially Egregious Non-Consensual Acts***: Acts that would be included in the category of rape. While such situations will be covered under the laws of the country, and law enforcement institutions and the courts will investigate and adjudicate accordingly, the HEI administration has a special obligation to take preventative measures, offer immediate assistance and take interim measures when required.

    b) ***Non-Consensual Sexual Contact***: Includes sexual contact with another person without consent.

    c) ***Sexual Exploitation:*** Taking of actions that violate the sexual privacy of others or taking sexual advantage of another without their consent. For example, taking pictures, videotaping, viewing or distributing explicit images or sexual information of another person without their consent.

    d) ***Other Pervasive or Severe Behaviors***: It is not necessary that there be actual sexual contact for a behavior to be categorized as sexual harassment. Other unwelcome behaviors are also prohibited if (i) they are based on an individual's sex or gender (ii) are persistent or highly serious and (iii) create an atmosphere which is intimidating or hostile. These include but are not limited to lewd remarks or gestures, highly offensive jokes of a sexual nature, commenting inappropriately about another's body, and stalking.

    e) ***Sex Discrimination***: Adverse treatment of individuals based on their sex or gender rather than on merit. This would include instances such as the singling out (for such adverse treatment as lower salary or grades, or more severe punishment) of person(s) on the basis of sex or gender.

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2.4. All the actions categorized as sexual harassment when done physically or verbally would also be considered as sexual harassment when done electronically such as through the internet, e-mails, social media, texting, telephone, voicemail etc.

2.5. All actions of harassment or discrimination may be taken by a person of any gender against a person of the same or another gender, and would need to be considered by the HEI if the act qualifies as a prohibited act under the policy.

2.6. Sexual harassment is especially offensive when perpetrated by persons in authority, and when submission is made a condition toward any HEI activity or benefit (for example, when submission is made the basis of the evaluation of an individual).

2.7. Sexual harassment will be considered especially egregious when the accused knew or reasonably should have known that the victim was in an impaired or incapacitated state. However, impairment of the accused, such as a result of the use of any illegal substances, shall not diminish their responsibility for harassment under this policy.

3. JURISDICTION

3.1. This policy applies to actions by students, faculty, staff, other members of the HEI community (such as interns, residents etc.), or third parties (such as service providers, visitors etc.), when the misconduct occurs:
   a) on the HEI property (i.e. on campus) or in its immediate vicinity;
   b) off the HEI property, if (i) the conduct occurs in connection with an HEI recognized program or activity or (ii) the conduct may create a hostile environment or pose a safety risk on campus; and
   c) using the university's computing or network resources accessed from an off-campus location, which shall be deemed to have occurred on campus.

4. DESIGNATED RESOURCES

4.1. The HEI shall designate at least two members of the HEI administration (the "**Focal Persons**"), at least one of whom shall be a woman, to offer support and immediate assistance to those who have experienced sexual harassment. Contact information of such individuals shall be easily available, including on the HEIs website.

4.2. The HEI shall also constitute an Inquiry Committee to investigate and adjudicate any allegations of prohibited conduct (the "**Inquiry Committee**") in accordance with the provisions of Section 7 below. Those who have experienced sexual harassment may also contact members of the Inquiry Committee for support and advice.

5. COMPLAINTS AND REPORTING

5.1. A complaint may be lodged by any person who has experienced sexual harassment as defined in Section 2 (Prohibited Conduct) read with Section 3 (Jurisdiction) of this policy, with either the Focal Person or with any member of the Sexual Harassment Inquiry Committee.

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5.2. In cases in which the conduct in question falls within the scope of the 2010 Harassment Act, the affected person shall also have an option to submit a complaint to the Ombudsperson in accordance with the provisions of the 2010 Harassment Act.

5.3. In the event that a complainant is reluctant to contact the Focal Persons or any members of the Inquiry Committee, the complainant may contact a colleague, instructor, the employment supervisor, manager, department chair, dean or VC. It will be the responsibility of the individual contacted to report the case to the Inquiry Committee without identifying either the complainant or the alleged offender and to ask for advice on procedure and policy from them to effect solution, if a solution is necessary.

5.4. Complainants shall be encouraged to submit complaints promptly, preferably within 3 months but no later than 12 months from the last date of the alleged harassment. An extension of up to 1 year may be granted by the Focal Persons or the Inquiry Committee upon written request stating the reasons for the delay in submitting the complaint.

5.5. All members of the HEI community are encouraged to report any instances of sexual harassment that they may have observed to the Focal Persons or the Inquiry Committee. For the purposes of safeguarding the campus community, HEIs have an obligation to investigate material violations of this policy even in the event that a formal complaint has not been filed.

5.6. As soon as a complaint or report is received by one of the designated resources, it shall be shared by him or her (within a period of 24 hours) with all Focal Persons and members of the Inquiry Committee for further action.

5.7. For minor violations, complainants may opt to make an informal complaint to either the Focal Person or the Inquiry Committee. The primary objective of informal resolution mechanism is to take preventative action, so that minor violations are detected early and appropriate warning is given to the accused to stop the offending behavior before it reaches a higher degree of seriousness. If the incident reported through this mechanism constitutes prohibited conduct under Section 2 of this policy, the Inquiry Committee shall deal with the complaint accordingly.

6. INTERIM MEASURES AND SPECIAL ARRANGEMENTS

6.1. As soon as a complaint or report is received by designated resources or any member of the HEI administration, depending on the nature and seriousness of the offence, the Focal Persons shall take appropriate steps to provide interim measures that may be requested by the affected persons or as otherwise may be deemed appropriate. If the affected person is not satisfied with the measures taken, he or she may contact any member of the Inquiry Committee for necessary action. Interim measures include but are not limited to:

   a) adjustment in class or examination schedules, including for the purposes of attending hearings;

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b) access to counselling services or other appropriate medical assistance;
c) change in the work assignments;
d) arrangement for any assessments or evaluations to be made by a neutral person;
e) adjustment to class schedule, including withdrawal from course or changing the section;
f) notifying the campus security officials (or law enforcement in case of serious violations) regarding the violation;
g) impositions of a HEI wide order designed to prohibit contact or communication between certain persons;
h) change of the housing arrangement of certain persons; or
i) any other measures that may be deemed appropriate.

7. **INQUIRY COMMITTEE**

7.1. The Inquiry Committee shall be responsible for the investigation and adjudication of any complaint received in connection with the violation of this policy.

7.2. The Inquiry Committee shall be constituted in the following manner:

a) The committee shall consist of three members, at least one of whom shall be a woman and one of the members shall be a member of the senior management of the HEI.

b) All members of the committee shall be employees of HEI and will be appointed by the Vice Chancellor (the "**VC**") after the VC has taken nominations from senior members of the HEI administration. The VC may co-opt one or more members from outside the HEI if it is otherwise not possible to designate three members as described above.

c) Members of the Committee shall be individuals who are known for being principled, credible, fair, gender-sensitive and have a strong character (someone who will not change their decision due to pressure from friends, colleagues or seniors). They shall have not conflict of interest in particular cases, and shall be impartial and unbiased.

d) Members of the Committee shall be appointed for a term of two year (shorter terms may be required occasionally to fill vacancies). No member shall serve for more than two consecutive terms. Former members will be eligible for reappointment after a lapse of two years.

e) One of the members of the committee shall be appointed as the Chair by the VC, whose duties shall include, but are not limited to: maintaining order during hearings, answering procedural questions, granting or denying adjournments, maintaining proper documentation of the proceedings, which shall constitute the official record and reporting recommendations of the Committee to the VC. All these duties shall be undertaken in consultation with the Committee members.

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      f) In case a complaint is made against one of the members of the committee, that member shall be replaced by another (impartial member) for that particular case.

7.3. The HEI shall endeavor to provide training to members of the Inquiry Committee in investigation and adjudication of conduct prohibited under this policy.

7.4. An HEI staff member shall be appointed to assist the Inquiry Committee. This work shall include responsibilities such as organizing meetings, acting as a liaison between the committee and the other parties involved, record keeping, making and updating a database to track the processing of complaints, and ensuring appropriate awareness raising about the issue of sexual harassment at HEI.

8. INVESTIGATION AND ADJUDICATION

8.1. All complaints alleging Sexual Harassment shall be forwarded to the Inquiry Committee within 24 hours of being received by the Focal Persons or any other office of the HEI.

8.2. As soon as is reasonably practicable after receiving a complaint, the Inquiry Committee shall determine whether the alleged conduct in the complaint meets the criteria set forth in Sections 2 (Prohibited Conduct) and Section 3 (Jurisdiction) of this policy. If it is determined by a majority of the members of the Inquiry Committee that the alleged conduct meets the aforementioned criteria, a formal investigation shall be initiated.

8.3. In the absence of a formal complaint, if a serious violation of this policy is reported to the Inquiry Committee, or a series of allegations against the same person are received, the Inquiry Committee may determine by majority vote to initiate proceedings after notifying the VC.

8.4. After initiating the investigation, and not later than three days of the receipt of a written complaint, the Inquiry Committee shall:

      a) communicate to the accused the charges and statement of allegations leveled against him/her, the formal written receipt of which will be given;

      b) require the accused within seven days from the day the charge is communicated to him/her to submit a written defense and on his/her failure to do so without reasonable cause, the Committee shall proceed ex-parte; and

      c) enquire into the charge and may acquire and examine such oral or documentary evidence in support of the charge or in defense of the accused as the Committee may consider necessary (including by summoning potential witnesses) and each party shall be entitled to cross-examine the witnesses against him/her.

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8.5. The following rules shall be applicable to the hearings conducted by the Inquiry Committee:
   a) All hearings shall be closed hearings;
   b) The Inquiry Committee will hear statements from the complainant(s) and respondent(s), the witnesses if any (as required) and study any other documents and/or evidence as presented by the relevant parties or collected in the process of conducting inquiry;
   c) The Inquiry Committee shall have discretion to limit testimony and questioning of witnesses to those matters it considers relevant to the disposition of the case;
   d) The Chair of the Inquiry Committee shall have the power to compel a witness to attend, and the complainant(s) and/or respondent(s) may request the Chair's aid in this regard;
   e) The complainant and the respondent may at any stage of any of the procedures outlined in this policy be represented and/or accompanied by another person of her/his choice.
   f) The Committee shall have the right to acquire any relevant piece of evidence to further their understanding of the case and the relevant parties, witnesses and administration are required to provide them with this documentation and/or evidence to facilitate the investigation;
   g) Objective documentation of the proceedings of the Inquiry Committee shall be maintained where high confidentiality of the records and other such material shall be upheld at all times;
   h) The respondent shall be allowed to cross question the complainant and witnesses unless the committee decides otherwise;
   i) Where any procedural matter is not dealt with in this policy, the Inquiry Committee may, guided by the principles of fairness, establish any appropriate procedure.
8.6. Members of the HEI community have an obligation to cooperate in an investigation, and refusal to cooperate may result in disciplinary action. There may be circumstances in which the complainant may wish to limit their participation in the proceedings. The complainant shall not be subject to discipline, but the HEI may be obligated to proceed with the investigation.
8.7. Following the formal hearing, the members of the Inquiry Committee shall deliberate and determine the validity of the complaint based on the totality of the circumstances. The presence or absence of evidence cannot always be the sole criteria on which a judgment can be made. The credibility of statements and context must be kept in mind during the deliberations. The committee members will reach a decision unanimously or by a majority after the deliberations. Where the complaint is found to be valid, the Committee will recommend an appropriate penalty.
8.8. The Inquiry Committee shall complete the inquiry and recommend its final decision within a period of 30 days. It shall then send its decision to the VC giving its findings in writing by recording reasons thereof (which shall include any note of dissent) for endorsement and action. Recommendation of the Inquiry Committee shall be implemented within seven days.

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9. CONFIDENTIALITY

9.1. Confidentiality shall be enjoined on the Focal Persons, the Inquiry Committee and all others involved in the process. This does not preclude the reasonable and discreet disclosure of information in order to elicit the facts of the case, or to implement and monitor properly the terms of any decision.

9.2. The Focal Persons, members of the Inquiry Committee and their support staff shall be subject to administrative disciplinary action for inappropriate breaches of confidentiality on their part.

9.3. All notes and records arising in connection with an investigation shall be maintained in a confidential file at HEI.

10. PENALTIES

10.1. In cases in which the respondent is a student, the following sanctions may be imposed:

   a) In case of minor violations, the student may be issued a warning or reprimand. These shall be considered when adjudicating future violations.

   b) In case of more serious violations, the following formal sanctions may be imposed: disciplinary probation, withholding of degree for a period of time, suspension or expulsion.

   c) The following may be added to any of the penalties listed above: campus service; relocation from campus housing; exclusion of the respondent from a designated portion(s) of HEI buildings or grounds, or from one or more HEI designated activities, (provided such penalty is appropriate to the offence and where the penalty does not prevent the respondent from pursuing her/his studies); attending educational program; inclusion of decision in the student's record, except in the case of the first instance of a minor violation (for up to seven years).

10.2. In cases in which the respondent is a member of the faculty, researcher or employee/staff of the HEI, the following sanctions may be imposed (individually or in combination), keeping in view the terms of the applicable employment policies:

   a) oral or written reprimand;

   b) counselling or training;

   c) inclusion of the decision in a specified personnel file(s) of the respondent;

   d) exclusion of the respondent from a designated portion(s) of HEI buildings or grounds, or from one or more designated HEI activities, where such penalty is appropriate to the offence and where the penalty does not prevent the respondent from carrying out her/his professional duties;

   e) the imposition of a fine;

   f) recommendation for suspension of the respondent without pay;

   g) recommendation that dismissal proceedings be commenced; or

   h) other sanctions, as deemed appropriate, in accordance with the terms of the employment policies.

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11. RIGHT OF APPEAL

11.1. Both the complainant and the respondent shall have a right to appeal the decision of the Inquiry Committee within a period of 30 days from the date of notification of the decision.

11.2. In cases in which the conduct falls within the scope of the 2010 Act, the aggrieved party shall have an option to file an appeal to the Ombudsman in accordance with the provisions of the 2010 Act.

11.3. There shall be a three-member appellate body (the "Appellate Body") appointed by the VC that shall include at least one senior member of the HEI administration (at the level of dean or equivalent) and at least one of the members of which shall be a woman. No member of the Inquiry Committee shall concurrently be a member of the Appellate Body. In case the complaint had been made against one of the members of the committee, that member shall be replaced by another (impartial member) for that particular case.

11.4. Appeal to the Appellate Body against the decision of the Inquiry Committee can be filed on the following grounds:

   a) the alleged conduct does or does not fall within the scope of this policy;
   b) the Inquiry Committee reached a decision without consideration of material information;
   c) the imposed penalty is unfair because it is disproportionate or materially different from that imposed for similar misconduct; or
   d) the adjudication process followed by the Inquiry Committee was procedurally unfair.

11.5. In order to reach its decision, the Appellate Body may communicate with the parties, the members of the Inquiry Committee or other members of the HEI community as it deems fit.

11.6. The Appellate Body may, on consideration of the appeal and any other relevant material, confirm, set aside, vary or modify the decision within 30 days in respect of which such appeal is made, and shall communicate the decision to both the parties, the VC and the Inquiry Committee.

12. MALA FIDE ALLEGATION

12.1. False allegations of sexual harassment made out of malice or intent to hurt the reputation of the persons against whom the complaint is filed are to be dealt with as serious offences. Making mala fide allegation of sexual harassment knowing it to be false, whether in a formal or informal context, is a serious offense under this policy.

12.2. In the event that the Inquiry Committee determines that a false allegation made in the complaint with mala fide intent, it may recommend appropriate action against the complainant by sending its findings to the VC (by recording reasons thereof and including any note of dissent) for endorsement and action. In cases in which the conduct falls within the scope of the 2010 Act, the Inquiry Committee may recommend the handing over of such cases to the

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Ombudsperson for taking further action against the complainant who made the false allegation with mala fide intent.

13. PROTECTION AGAINST REPRISAL

13.1. HEIs shall not allow reprisal or threats of reprisal against any member of the HEI community who makes use of this policy (formally or informally). HEIs shall also prohibits such threats or actions against anyone who participates (e.g. testifies, assists, etc.) in proceedings held under its jurisdiction.

13.2. Retaliation or any other action against complainant of sexual harassment is to be taken seriously under the provisions of this policy. All allegations of retaliation would be investigated formally under the purview of this policy, and if substantiated, would result in appropriate disciplinary action.

14. SPECIAL CONSIDERATIONS REGARDING RELATIONSHIPS BETWEEN INDIVIDUALS

14.1. In contrast with sexual harassment, personal relationships among consenting adults of the HEI community that do not breach the social and cultural norms of the society are, in general, a private matter.

14.2. Under the policy it is highly inappropriate for any member of the community to establish an intimate relationship with a student, subordinate or colleague on whose academic or work performance he or she will be required to make professional judgments. The policy requires that the individual may not involve themselves in such conduct as the professional responsibility for supervision or oversight would be affected in such cases. Relationships with a difference in power and authority can seriously affect the institutional working as well as the credibility of all involved. In particular, intimate or romantic relationships between faculty members and students (whether at the undergraduate or the graduate level) shall be prohibited.

15. EDUCATION FOR PREVENTION

15.1. To ensure prevention of sexual harassment on campus, HEIs should develop programs to educate its staff, faculty and students as well as provide written material for reference. Education is essential to sensitizing the university faculty, staff and students in order to eliminate sexual harassment on campus. This shall be done in multiple ways, including those listed below.

15.2. The HEC's Sexual Harassment Policy, any of the university's internal policies as well information regarding the 2010 Act shall be:
   (a) available on the HEI website;
   (b) be a part of the package that all new hires receive;
   (c) be a part of orientation of new students and included in any written material given to them;
   (d) be included in the HEI's Prospectus (a summarized version); and
   (e) displayed in prominent locations on campus

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15.3. The names of the Focal Persons and the members of the Inquiry Committee shall be made visible/accessible to the HEI community through its website, posted on notice boards, etc.

15.4. The HEI shall ensure that its relevant members (e.g., Focal Persons, members of the Inquiry Committee, HR personnel, etc.) attend a training to educate themselves on sexual harassment and relevant the laws and policies. Once trained, designated HR personnel shall be made responsible for educating all personnel, staff, faculty, students that join the HEI. This will be an ongoing activity.

15.5. All departments at HEI must disseminate and display information about these programs, what constitutes sexual harassment, how to respond to it and what to do when someone asks for advice about sexual harassment.

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ANNEX 1
EXAMPLES OF SEXUAL HARASSMENT CASES AT HEIs
A. Actual Reported Cases

The following is a list of actual reported cases that are provided as examples of what constitutes sexual harassment.

a. Asking female students to visit personal offices of their supervisors/authorities in-charge after office hours to discuss their grades and assignments.
b. Asking female students to meet supervisor/authorities in-charge out of the HEI premises with the promise of improvement in grades.
c. Financial and sexual gratification from graduate students (PhD, M-Phil, Masters) by their supervisor.
d. Unwelcome sexual advances, whether or not they involve physical touching.
e. Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life.
f. Comments on an individual's body, comments about an individual's sexual activity, deficiencies, or prowess; displaying sexually suggestive objects, pictures, or cartoons.
g. Unwelcome staring, whistling, brushing against the body, sexual gestures, or suggestive or insulting comments.
h. Inquiries into one's sexual experiences.
i. Discussion of one's sexual activities (even if males are discussing this it is done deliberately in front of female students or colleagues).
j. Using derogatory and abusive language that refers to others mother's or sister's bodies.
k. Acts of sexual connotation relating to the same as a common usage in conversation.

B. Types and Examples

The following list provides further examples of actual reported or common cases by category:

1. **Misconduct by Teachers**
a. Male Teacher asked the Female student, if you want "A" grade, you need to take your final exam at my home.
b. Male head of the department forced the female subordinate employee by telling her that if she wants her contract extended she needs to spend time with him after office hours.
c. Male HOD deliberately touching or hitting the body of female employee by file or pen/pencil.
d. Male Teacher referring to female bodies and reproductive cycles to embarrass female students during class lectures.

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e. Needy female students were given financial support by Faculty member in exchange for sexual favors

f. Students complaints of a teacher telling vulgar jokes during classes which had sexual innuendos

g. Complaints against male supervisor/teacher spending long hours locked away in office with a young female colleague or student.

2. Misconduct by Students

a. A male student making vulgar jokes about a female student on the social media or verbally telling vulgar jokes about her to his fellow students.

b. Students sending in written notes letters, emails with requests for intimacy

c. Female student asked the teacher to provide the final grade list of all students. When the teacher refused to do that, the student registered a complaint against the teacher that he tried to hold her hand in parking lot while asking her to meet in private for grade list.

d. Female student visiting male teacher in his office unnecessarily and spending long hours and initiating intimacy for benefits (of grades, employment or even monetary).

e. Repeatedly following particular female students around the campus

3. Misconduct by Employees

a. Using vulgar language to address females (student, faculty and other employees)

b. To touch their intimate parts in the presence of women

c. Younger faculty member was blocked by Dean of the relevant faculty to get higher education (PhD/Phil) [upon her refusal to comply with his undue demands].

d. Junior faculty was transferred to another department against her will by the authorities as a punitive measure for not complying with undue requests for (sexual) favors.

e. Giving extra favors to young female faculty/staff in nominating their names for international/domestic trips for their attention.

f. Threatening female students by using forged/fake documents and pictures to blackmail them into compliance.

g. Anonymous letters/pamphlets/e-mails defaming or character assassination of employees/teachers/students.

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IMPORTANT CONTACT NUMBERS

Namal University:

No.	University Office	Telephone	Mobile
1	University Exchange	0459-236995	
2	Security (Campus gates) (Hostel gate)	Ext. 111, 103 &	0337-7807526 0301-3959215
3	University Transport office	Ext. 135	0300-5297285
4	Student Support Office (SSO)	Ext. 130, 107	
5	University Dispensary (Campus) (Hostel)	Ext. 168 -	

Emergency Health Care beyond University:

No.	Nearby Hospitals	Telephone	Mobile
1	Tasneem Hospital (Bun Hafiz)	0459-389425	
2	DHQ Mianwali	0459-920128	
3	Fuji Foundation Hospital, Danda Shah Bilawal	0543-482220	0300-5297285
4	Ambulance (Emergency Rescue)	1122	

Public Transport Access Points:

No.	Public Transport Access Points	Telephone	Mobile
1	Daewoo Terminal, Kot Bailian (D.I. Khan – Peshawar - Islamabad)	0459-236995	03311007008
2	New Khan, Mianwali (For Lahore, Sargodha, Multan)	0459-235516 0459-232955	03006086103
3	Niazi Bus Terminal, Mianwali (For Lahore)	0459-232966	0321-6090321
4	Al-Awan (Rikhi Stop) (Bun Hafiz Ji Stop) (Lahore)	-	0300-6847365 0308-9664905
5	Shukrial, Bun Hafiz Ji Stop (Islamabad)	-	0308-9664905
6	Niazi 99, Bun Hafiz Ji Stop (Lahore)	-	0300-8013981

Disclaimer

The information given in this Handbook is based on the approved statutes, regulations and policies of the Namal University (errors and omissions excepted). However, the University reserves the right to make necessary amendments, as and when required.

The scheme of studies of all the four undergraduate degree programs is approved by the statutory bodies of the University. The offering of the different streams/specialization is, however, subject to the availability of faculty of the subject area.

This Hand Book has been prepared, compiled and edited by the following Team with the help of Head of Academic and Administrative Departments and Patron of the student Societies:

1. **Prof. Dr. Ehsan Ullah Khan, T.I**
2. **Mr. Muhammad Farhan**

NAMAL UNIVERSITY
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