



NAMAL INSTITUTE

STUDENT HANDBOOK

—
2020-21

SHAPING THOSE WHO
SHAPE THE FUTURE



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About the Handbook

This handbook is intended to answer most of the frequently asked questions of the students. It will be of great use and a guide to students about the policies and procedures of Namal Institute. In addition, this handbook contains information about the history of the Institute, resources and facilities available to students, and the role of different departments and persons.

The policies contained in this handbook are applicable to all students and it is the responsibility of the students to become aware of these policies. The code of conduct presented in this handbook applies to students, both, on and off-campus. Signing of the handbook implies acceptance of the Institute policies and procedures and makes them binding on the students.

Keep your copy of this handbook safe, because it will be a useful reference for you throughout your study period. If you are unable to find the desired information, please contact Student Support Office (SSO) or your Head of Department.

This handbook is prepared with great care and is reviewed annually. The policies presented in this handbook are the most recently approved versions at the time of printing of the handbook. Namal Institute reserves the right to amend the policies at any time.

Best wishes for your studies.

Dr. Rauf A. Sheikh
Registrar,
Namal Institute Mianwali

Message from the Acting Rector

Dear Students,

Congratulations!

Welcome to the NAMAL Institute! 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 institute. We wish to see you studying hard, built 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 Asmat Ullah Khan

Acting Rector

Namal Institute Mianwali

Message from Imran Khan – The Founder

The Quaid-e-Azam 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.

Mr. Imran Khan

Founder & Chairperson

Board of Governors, Namal Institute Mianwal.

A project of Namal Education Foundation

1. Namal Institute at a Glance

1.1. Back Ground

The Namal Institute, 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 Institute 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 B.Sc 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 B.Sc Electrical & Electronic Engineering and the students have completed their respective degrees in 2014, 2015, 2016, 2017 & 2018.

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 2016-2020, 2017-21 and 2018-22 will be awarded by the UET, Lahore.

Since 2019, the College has been awarded the status of the Institute and hence students registered in 2019-23 session on-wards are registered in the Namal Institute and will be awarded the degree from the Institute itself.

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

1.2. 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 Institute.

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 Institute. A Board of Governors oversees all the affairs of the Namal Institute and the Namal Knowledge City.

1.3. 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 (Chairman)
2. Mr. Sikandar Mustafa Khan (Vice-Chairman)
3. Mr. Abdul Razak Dawood
4. Dr. Arif Nazir Butt
5. Mrs. Aleema Khanum
6. Mr. Shahzad Hussain
7. Dr. Rashid Amjad
8. Mr. Ashar Aziz
9. Mr. Shahryar Nawabi
10. One Punjab Assembly Member nominated by the Speaker of the Assembly
11. Chairperson Punjab Higher Education Commission or his nominee
12. Chairperson Higher Education Commission or his nominee
13. Secretary to the Govt, Higher Education Department or his nominee
14. Vice Chancellor of a Public Sector University of Punjab nominated by the Governor
15. Rector Namal Institute Mianwali (Secretary)

1.4. Vision and Mission of the Namal Institute: Not Just Statements

To become a centre of academic excellence for rural uplift and development by:

- Educating talented students who have Namal values and will contribute to organizations and community.
- Finding innovative solutions to rural challenges by highly trained academics.

Namal Institute 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.

1.5. Namal Core Values

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

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

It is part of the Institute's mission to produce technically proficient individuals who are true demonstrators of these values.

1.6. Academic Conduct expected from the Namalites

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

1.7. Academic Calendar 2020-21

| Fall Semester 2020 | |
|---|--|
| First Year (1st Semester) and Second Year (3rd Semester)* | |
| Description | Tentative Dates |
| Pre-Semester Activities | |
| Registration / Enrolment on LMS 1st Semester | September 23-25, 2020 (Wednesday-Friday) |
| Registration / Enrolment on LMS 3rd Semester | September 28-30, 2020 (Monday-Wednesday) |
| Orientation for Freshmen | October 01, 2020 (Thursday) |
| Semester Activities | |
| Commencement of Classes | October 05, 2020 (Monday) |
| Enrolment Deadline for Electives | October 16, 2020 (Friday) |
| Course Drop Deadline | |
| 12th Rabi-ul-Awal | October 30, 2020 (Friday) |
| Course Withdrawal Deadline | November 13, 2020 (Friday) |
| Midterm Exam Week | November 30- December 05, 2020 (Mon-Sat) |
| Quaid-e-Azam Day | December 25, 2020 (Friday) |
| Last day of Classes | January 29, 2021 (Friday) |
| Final Exams | February 01- 06, 2021 (Monday-Saturday) |
| Semester Break | February 07, 2021 (Sunday) – onwards |
| Announcement of the Result | February 08-19, 2021 (Friday) |
| Spring Semester 2021 | |
| First Year (2nd Semester) and Second Year (4th Semester)** | |
| Description | Tentative Dates |
| Pre-Semester Activities | |
| Registration / Enrolment on LMS 2nd Semester | February 17-19, 2021 (Wednesday-Friday) |
| Registration / Enrolment on LMS 4th Semester | |
| Semester Activities | |
| Commencement of Classes | February 22, 2021 (Monday) |
| Enrolment Deadline for Electives | March 05, 2021 (Friday) |
| Course Drop Deadline | |
| Pakistan Day | March 23, 2021 (Tuesday) |
| Course Withdrawal Deadline | April 02, 2021 (Friday) |
| Start of Ramadan | April 13, 2021 (Tuesday) |
| Midterm Exam Week | April 19 - 24, 2021 (Monday-Saturday) |
| Labour Day Holiday | May 01, 2021 (Saturday) |
| Eid-ul-Fitar Holiday | May 12 - 14, 2021 (Wednesday-Friday) |
| Last day of classes | June 18, 2021 (Friday) |
| Final Exam | June 21 - 26, 2021 (Monday-Saturday) |
| Semester Break | June 27, 2021 (Sunday) onwards |
| Final Result Announcement | June 28 - July 09, 2021 (Monday-Friday) |
| * The Academic calendar for Third Year (5th Semester) and Fourth Year (7th Semester) will be aligned with the Fall 20 Semester of UET, Lahore. | |
| ** The Academic Calendar for Third Year (6th Semester) and Fourth Year (8th Semester) will be aligned with the Spring 21 Semester of UET, Lahore. | |

Academic Departments

There are Four Academic Departments in the Institute; 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

2. Department of Computer Science

Vision

Our vision is to become a centre of excellence in Computer Science education and research.

Mission

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

- To provide high quality Computer Science education to its students.
- To develop the ability to its students to use Computer Science knowledge for the solution of local/global problems.
- To impart the capacity to its students to become lifelong learner, critical thinker, problem-solver and excellent communicator.

2.1. Programme Offered:

B.S. Computer Science

Program Objectives:

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

Technically Sound: Graduates possess excellent knowledge of CS fundamentals and are well aware of state of the art

Excellent Communicator: Graduates can communicate properly written as well as oral and possess excellent listening skills

Lifelong learners: Graduates have acquired the love of learning above anything else

Well Rounded Personality: Graduates are thorough professionals with a thinking mind, breadth of knowledge besides the domain of expertise, respectful to others and trustworthy by the community at large.

2.2. Scheme of Studies

Since 2019, after the Charter of Namal Institute has been passed through the act of Punjab Assembly, the authorities of the Institute have approved the following Scheme of Studies:

Total Credit Hours = 134**Semester: 1**

| Code | Course | Theory | Lab | Pre-req |
|---------------------------|--|-----------|----------|---------|
| ENG-111 | Technical Writing and Communication | 3 | 0 | - |
| CS-100 | Quantitative and Computational reasoning | 3 | 1 | - |
| MTH-121 | Calculus | 3 | 0 | - |
| PH-120 | Physics | 3 | 1 | - |
| CS-130 | Introduction to Computer Science | 3 | 1 | - |
| Total Credit Hours | | 15 | 3 | |

Semester: 2

| | | | | |
|---------------------------|-------------------------------------|-----------|----------|--------|
| SS-101 | Introduction to Philosophy | 3 | 0 | - |
| SS-102 | Islamic Studies & Ethics | 3 | 0 | - |
| SS-104a | Great Books - Our's and the World's | 1 | 0 | - |
| MTH-122 | Differential Equations | 3 | 0 | |
| CS-131 | Digital Logic Design | 3 | 1 | - |
| CS-132 | Object Oriented Programming | 3 | 1 | CS-100 |
| Total Credit Hours | | 16 | 2 | |

Semester: 3

| | | | | |
|---------------------------|------------------------------------|-----------|----------|---------|
| SS-103 | Pakistan Studies | 3 | 0 | - |
| GS-100 | Principles of Science | 3 | 0 | - |
| SS-104b | Great Books - Ours and the World's | 1 | 0 | - |
| MTH-123 | Linear Algebra | 3 | 0 | MTH-121 |
| CS-230 | Discrete Mathematics | 3 | 0 | - |
| CS-231 | Data Structures | 3 | 1 | CS-132 |
| Total Credit Hours | | 16 | 1 | |

Semester: 4

| | | | | |
|---------------------------|-------------------------------|-----------|----------|--------|
| ENG-112 | Creative Rhetoric and Writing | 3 | 0 | - |
| CS-134 | Probability and Statistics | 3 | 0 | - |
| CS-232 | Analysis of Algorithms | 3 | 0 | CS-231 |
| CS-250 | Database Systems | 3 | 1 | CS-132 |
| CS-233 | Computer Architecture | 3 | 1 | CS-131 |
| Total Credit Hours | | 15 | 2 | |

Semester: 5

| | | | | |
|---------------------------|-------------------------|-----------|----------|--------|
| CS-270 | Computer Networks | 3 | 1 | - |
| CS-330 | Operating Systems | 3 | 1 | CS-231 |
| CS-340 | Artificial Intelligence | 3 | 1 | CS-232 |
| CS-331 | Theory of Automata | 3 | 0 | CS-230 |
| CS-260 | Software Engineering | 3 | 1 | CS-231 |
| Total Credit Hours | | 15 | 4 | |

Semester: 6

| | | | | |
|---------------------------|---------------------------------|-----------|----------|--------|
| CS-352 | Data Analysis and Visualization | 3 | 1 | |
| | CS-Elective 1 | 3 | 0 | |
| | CS-Elective 2 | 3 | 0 | |
| | CS-Elective 3 | 3 | 0 | |
| CS-261 | Human Computer Interaction | 3 | 1 | CS-260 |
| Total Credit Hours | | 15 | 2 | |

Semester: 7

| | | | | |
|---------------------------|-----------------|-----------|----------|--|
| | CS-Elective 4 | 3 | 0 | |
| | CS-Elective 5 | 3 | 0 | |
| | Free Elective 1 | 3 | 0 | |
| SS-106 | Iqbaliat | 2 | 0 | |
| CS-400 | FYP-1 | 4 | 0 | |
| Total Credit Hours | | 15 | 0 | |

Semester: 8

| | | | | |
|---------------------------|----------------------------------|-----------|----------|--------|
| CS-420 | Parallel and Distributed Systems | 3 | 0 | CS-231 |
| | Free Elective 2 | 3 | 0 | |
| | Free Elective 3 | 3 | 0 | |
| | | | | |
| CS-400 | FYP-2 | 4 | 0 | |
| Total Credit Hours | | 13 | 0 | |

List of Electives:

| Subject Code | Subject Name | Th | Lab | Prerequisites |
|---------------------|--------------------------------|-----------|------------|-----------------------------|
| CSE-223 | Circuit Analysis II | 3 | 0 | CSE-121 |
| CSE-422 & 422L | Digital design | 2 | 1 | CSE-222 |
| CSE-302 | Control Systems | 3 | 0 | CSE-371, MA-219 |
| CSE-323 | Electronics II | 3 | 0 | CSE-321 |
| CSE-371 | Signals and Systems | 3 | 0 | CSE-121, MA 225, MA 219 |
| CSE-423 & 423L | Industrial Automation | 2 | 1 | CSE-221 |
| CS-462 | Data Mining | 3 | 0 | CS 363& 363L |
| CS-401 | Computer Graphics | 3 | 0 | CS 212 & 212L |
| CS-445 | Programming Languages | 3 | 0 | CS312, CS 212 & 212L |
| CS-463 | Bioinformatics | 3 | 0 | CS 363& 363L |
| CS-464 | Machine Learning | 3 | 0 | CS-361 & 361L |
| CS-461 | Management Information Systems | 3 | 0 | CS 363& 363L |
| CS-441 | Mobile Application Development | 3 | 0 | CS-241 & 241L, CS 212& 212L |

| | | | | |
|---------|---------------------------------------|---|---|----------------------------------|
| CS-442 | Parallel Programming | 3 | 0 | CS 362 & CS362L |
| CSE-473 | Digital Image Processing | 3 | 0 | CSE-371 |
| CS-465 | Data Warehousing | 3 | 0 | CS 362 & CS362L, CS 331& 331L |
| CSE-424 | Robotics and CNC Machines | 2 | 1 | CSE-322 & CSE-322L |
| CS-481 | Design Patterns | 3 | 0 | CS-381 & CS-381L |
| CSE-466 | Computer Vision | 3 | 0 | CS-361 & CS-361L |
| CS-467 | Ubiquitous Computing | 3 | 0 | CS 331& CS 331L |
| CSE-472 | Communication Systems and Wireless | 3 | 0 | CS 331& CS 331L, CSE 371 |
| CSE-432 | Internetworking with UNIX TCP/IP | 3 | 0 | CS 331& 331L |
| CSE-431 | Wireless Networks | 3 | 0 | CS 331& 331L |
| CSE-471 | Digital Signal Processing | 2 | 1 | CSE 371 |

2.3. Faculty profile

Dr. Adnan Iqbal

(Associate Professor/HOD)
adnan.iqbal@namal.edu.pk



Education:

- Ph.D. (I.T), National University of Sciences & Technology, Islamabad, Pakistan
- MS. (Computer Science), International Islamic University, Islamabad, Pakistan
- BCS.(Computer Science), International Islamic University, Islamabad, Pakistan

Research Interest:

- Cloud Gaming
- Internet of Things
- Software Defined Networks

Dr. Naeem Ayyaz

(Professor)
mna@namal.edu.pk



Education:

- Ph.D (Computer Engineering) Syracuse University, NY, USA
- M.S (Computer Engineering) Syracuse University, NY, USA

Research Interest:

- Bio-Image Informatics
- Bioinformatics Algorithms
- Knowledge and Data Management
- Computer Networking

Dr. Tanvir Afzal

(Professor/Director QEC)
tanvir.afzal@namal.edu.pk



Education:

- Ph.D. (Computer Science), Graz University of Technology, Austria
- M.Sc. (Computer Science), Quaid-i-Azam University, Islamabad

Research Interest:

- Data Science
- Scientometrics
- Information Retrieval
- Recommender Systems
- Information Visualization

Dr. Malik Jahan Khan
(Associate Professor)
malik.jahan@namal.edu.pk



Education:

- PhD (CS), Lahore University of Management Sciences (LUMS) Lahore, Pakistan.
- MS (CS), Lahore University of Management Sciences (LUMS) Lahore, Pakistan.
- MCS, COMSATS Institute of Information Technology, Lahore, Pakistan

Research Interest:

- Autonomic Computing
- Machine learning
- Agriculture Informatics
- Big Data
- ICT Applications for Rural Dev

Dr. Junaid Akhtar
(Assistant Professor)
junaid.akhtar@namal.edu.pk



Education:

- PhD (CS), Lahore University of Management Sciences (LUMS), Lahore, Pakistan
- MS (AI), Lahore University of Management Sciences (LUMS), Lahore, Pakistan
- BS (CS), FAST National University, Lahore, Pakistan

Research Interest:

- Evolutionary Computing

Dr. Saad Ali Malik
(Assistant Professor/ Assistant HOD)
saad.ali@namal.edu.pk



Education:

- Ph.D. (EE), University of Leicester UK
- MSc(hons) Surrey University UK
- BE (Telecom), National University of Science & Technology (NUST), Pakistan

Research Interest:

- Satellite Communication
- Wireless sensor networks (layer 1 & 2)
- Cyber Security
- Embedded systems

Dr. Bacha Rehman
(Assistant Professor)
bacha.rehman@namal.edu.pk



Education:

- Ph.D. (CS), Universiti Brunei Darussalam, Brunei Darussalam
- MS (CSS), Ghulam Ishaq Khan Institute of Engineering Sciences and Technology, Swabi, Pakistan
- M.Sc. (CS), Federal Urdu University of Science & Technology, Islamabad, Pakistan

Research Interest:

- Affective Computing
- Multimodal Systems
- Machine learning & Computer vision
- Hybrid Deep Learning Algorithms

Dr. Sadaqat ur Rehman
(Assistant Professor)
sadaqat.rehman@namal.edu.pk



Education:

- Ph.D. (CS), Tsinghua University, China
- MS (EE), Sarhad University, Peshawar, Pakistan
- BS (CSE), University of Engineering & Technology, Peshawar, Pakistan

Research Interest:

- Deep learning
- Image/Video Processing
- Machine learning
- Computer Vision

Mr. Sadiqullah
(Lecturer)
sadiq.ullah@namal.edu.pk



Education:

- MS (CS) Ghulam Ishaq Khan Institute of Engineering Sciences and Technology (GIKI), Swabi, Pakistan
- BS (CS) Ghulam Ishaq Khan Institute of Engineering Sciences and Technology (GIKI), Swabi, Pakistan

Research Interest:

- Machine Learning
- Compiler Construction

3. Department of Electrical Engineering

Vision

In line with the vision of Namal Institute Mianwali, the Electrical Engineering Department aims to become a center of excellence in teaching and application-oriented research. The department will be going to acquire level-II (Outcome Based Education) accreditation and offer a graduate studies program.

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.

3.1. Programme Offered:

B.S. Electrical Engineering

Program Objectives

PEO-1: Achieve high standards of excellence in both academia and industry.

PEO-2: Be actively involved in driving social change and addressing issues of critical importance to the public.

PEO-3: Assume leading roles in organizations of national and international repute.

3.2. Scheme of Studies

Since 2019, after the Charter of Namal Institute has been passed through the act of Punjab Assembly, the authorities of the Institute have approved to offer the Degree of BS (EE); It is a four-year program that comprises of eight semesters. During each semester a number of core and elective courses are offered from different knowledge areas ranging from management sciences, mathematics and humanities apart from the core electrical engineering courses.

Total Credit Hours = 136

Semester: 1

| Code | Course | Theory | Lab | Pre-req |
|---------|--|-----------|----------|---------|
| MTH-121 | Calculus | 3 | 0 | - |
| CS-100 | Quantitative & Computational Reasoning | 3 | 1 | - |
| ENG-111 | Technical Writing & Communication | 3 | 0 | - |
| EE-131 | Basic Circuit Analysis & Design | 3 | 1 | - |
| SS-104a | Great Books – Ours & the World's | 1 | 0 | - |
| | | 13 | 2 | |

Semester: 2

| | | | | |
|---------|--------------------------------------|-----------|----------|--------|
| PH-133 | Applied Physics | 3 | 1 | |
| CS-15X | Computer Programming | 3 | 1 | CS-100 |
| ENG-12X | Functional English | 2 | 0 | |
| EE-132 | Electrical Network Analysis & Design | 3 | 1 | EE-131 |
| MTH-122 | Differential Equations | 3 | 0 | |
| EE-133 | Engineering Workshop | 0 | 1 | |
| | | 14 | 4 | |

Semester: 3

| | | | | |
|---------|--------------------------------|-----------|----------|--------|
| EE-251 | Digital Logic Design | 3 | 1 | |
| EE-233 | Electronic Devices & Circuits | 3 | 1 | EE-132 |
| MTH-223 | Complex Variables & Transforms | 3 | 0 | |
| SS-106 | Iqbaliat | 2 | 0 | |
| EE-241 | Signals & Systems | 2 | 1 | |
| | | 13 | 3 | |

Semester: 4

| | | | | |
|---------|----------------------------------|-----------|----------|--------|
| EE-252 | Introduction to Embedded Systems | 3 | 1 | EE-251 |
| MTH-224 | Linear Algebra | 3 | 0 | |
| ENG-112 | Creative Rhetoric & Writing | 3 | 0 | |
| EE-271 | Electric Machines | 3 | 1 | |
| EE-253 | Data Structures & Algorithms | 2 | 1 | CS-15X |
| EE-254 | Engineering Drawing | 0 | 1 | |
| | | 14 | 4 | |

Semester: 5

| | | | | |
|--------|---------------------------------|-----------|----------|--------|
| SS-3XX | Entrepreneurship | 3 | 0 | |
| EE-334 | Electromagnetic Theory | 3 | 0 | PH-131 |
| EE-342 | Computer Communication Networks | 3 | 1 | |
| EE-335 | Power Electronics | 3 | 1 | EE-231 |
| EE-361 | Control Systems | 3 | 1 | EE-241 |
| | | 15 | 3 | |

Semester: 6

| | | | | |
|--------|------------------------------------|-----------|----------|--------|
| EE-343 | Communication Systems | 3 | 1 | EE-241 |
| EE-344 | Probability Methods in Engineering | 3 | 0 | |
| EE-345 | Digital Signal Processing | 2 | 1 | EE-241 |
| EE-372 | Introduction to Power Engineering | 3 | 1 | |
| PH-131 | Electricity and Magnetism | 3 | 0 | |
| | | 14 | 3 | |

Semester: 7

| | | | | |
|---------|----------------------------|-----------|----------|--|
| SS-102 | Islamic Studies & Ethics | 3 | 0 | |
| SS-417 | Introduction to Management | 3 | 0 | |
| EE-4XX | Elective – I | 3 | 1 | |
| EE-4XX | Elective – II | 3 | 1 | |
| EE-499a | Final Year Project – I | 0 | 3 | |
| | | 12 | 5 | |

Semester: 8

| | | | | |
|---------|-------------------------|-----------|----------|--|
| SS-103 | Pakistan Studies | 3 | 0 | |
| EE-4XX | Elective – III | 3 | 1 | |
| EE-4XX | Elective – IV | 3 | 1 | |
| EE-4XX | Elective – V | 3 | 0 | |
| EE-499b | Final Year Project – II | 0 | 3 | |
| | | 12 | 5 | |

List of Electives

| S. No | Code | Elective Courses |
|-------|--------|---|
| 1. | EE-455 | Internet of Things (IOT) |
| 2. | EE-446 | Network Security |
| 3. | EE-456 | Artificial Intelligence (AI) |
| 4. | EE-457 | Data Communication |
| 5. | EE-458 | Database Engineering |
| 6. | EE-436 | Digital System Design |
| 7. | EE-459 | Computer Architecture |
| 8. | EE-462 | Digital Control Systems |
| 9. | EE-447 | Wireless Communication |
| 10. | EE-448 | Emerging Technologies in Wireless Communication |
| 11. | EE-473 | Power System Protection |
| 12. | EE-474 | Renewable Energy Systems |
| 13. | EE-463 | Introduction to Mechatronics |
| 14. | EE-449 | Digital Image Processing (DIP) |
| 15. | EE-475 | Introduction to Machine Learning |

3.3. Faculty profile

Dr. Sajjad ur Rehman

(Associate Professor/HoD)

sajjad.rehman@namal.edu.pk



Education:

- Ph.D. (Electrical Engineering), King Saud University, KSA
- M.Sc (Electrical Engineering), King Saud University, KSA
- B.E. (Electronic Engineering) Iqra University Karachi, Pakistan

Research Interest: Research Interest:

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

Dr. Anwar Khursheed

(Professor/Academic Director)

Anwar.khurshid@namal.edu.pk



Education:

- M.B.A., The Ohio State University, Columbus, Ohio, USA
- Ph.D. (EE), Michigan State University, East Lansing, Michigan, USA
- M.S. (EE), State University of New York at Buffalo, Buffalo, New York, USA
- B.Sc. (EE), University of Engineering and Technology (UET), Lahore, Pakistan

Research Interest:

- Systems Architecture
- Multiprocessors
- Computer Networks
- Fiber Optics

Dr. Asmat Ullah Khan
(Professor/Acting Rector)
Asmat.khan@namal.edu.pk



Education:

- PhD (EE), School of Electrical and Computer Engineering, Georgia Institute of Technology, Atlanta USA
- MS (EE), *School of Electrical and Computer Engineering*, Centre for Signal and Image Processing (CSIP), Georgia Institute of Technology
- MS (Digital Communication Systems), University of Technology, Loughborough UK
- BE (Electrical Engineering), University of Engineering and Technology, Peshawar.

Research Interest:

- Digital Signal Processing
- Computer Vision
- Pattern Recognition
- Digital Communication
- Control
- Power and Instrumentation

Dr. Wahab Ali Shah
(Assistant Professor)
wahab@namal.edu.pk



Education:

- PhD (High Voltage & Insulation Tech) Huazhong University of Science & Technology (HUST), Wuhan, China
- MS (Electrical Engineering; Power Systems) Near East University, Mersin-10, Turkey
- B.Sc. Electrical Engineering CECOS University of IT & Emerging Sciences (CEIT) Peshawar, Pakistan

Research Interest:

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

Dr. Majid Ali
(Assistant Professor)
Majid.ali@namal.edu.pk



Education:

- Ph.D. (Power Electronics), The Hong Kong Polytechnic University, Hong Kong
- B.Sc. Electrical Engineering, Islamic Uni. of Technology, Dhaka, Bangladesh

Research Interest:

- Advance Modulation and Control Techniques for Power Converters
- Power Converters for Grid Integration of Renewable Energy Sources

Dr. Sami ud Din
(Assistant Professor)
Sami.uddin@namal.edu.pk



Education:

- PhD (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
- Robotics
- Electro-mechanical Systems
- Nonlinear Chaotic Systems
- Wireless Communication

Dr. Hamza Zad Gul
(Assistant Professor)
hamza.zad@namal.edu.pk



Education:

- PhD (Energy Science), Sungkyunkwan University, Suwon, South Korea
- B.Sc. (Electrical Engineering), CECOS University of IT & Emerging Sciences, Peshawar, Pakistan

Research Interest:

- Two-Dimensional Based Electrical & Optical Sensors
- Two-Dimensional Based Energy Systems
- Renewable Energy Systems

Ms. Zulaikha Kiran
(Senior Lecturer)
zulaikha.kiran@namal.edu.pk



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. Muhammad Usman
(Lecturer)
m.usman@namal.edu.pk



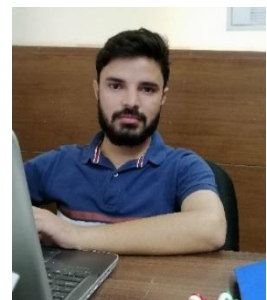
Education:

- M.Sc. in Electrical Engineering (Specialization in Electronics), University of Engineering & Technology, Taxila Pakistan.
- B.Sc. in Electronics Engineering, University of Engineering & Technology, Taxila, Pakistan.

Research Interest:

- Digital Signal Processing
- Self-Mixing Interferometry
- Analog Electronics

Engr. Muhammad Usama
(Senior Lecturer)
muhhammad.usama@namal.edu.pk



Education:

- M.Sc. in Electrical Engineering (Energy and Power Systems), Lahore University of Management Sciences, Lahore Pakistan.
- B.Sc. in Electrical Engineering, National University of Computer & Emerging Sciences, Islamabad, Pakistan.

Research Interest:

- Power Electronics
- Motor Control & Electrical Drives
- Renewable Energy Systems
- Electrical Vehicle
- Smart Grid
- Internet of Things

4. Department of Business Studies

Vision:

We aspire to be a leading business school that is recognized for its commitment to community service and sustainable development through impactful teaching and research.

Mission:

To develop business graduates who can bring about meaningful change and sustainable growth in their communities and organizations.

4.1. Programme Offered:

Bachelor of Business Administration (BBA)

Program Objectives

The Namal BBA program develops its graduates in the domains Finance, Marketing, Human Resource Management, Data Science and Agribusiness. The key focus of program is on community development and rural uplift. We aspire to develop graduates who are innovative, socially responsible and can contribute in development of their communities specifically and Pakistan generally.

4.2. Scheme of Studies

Total Credit Hours = 125-128

Semester: 1

| Code | Course | Theory | Lab | Pre-Requisite |
|---------------------------|--|-----------|----------|---------------|
| CS-100 | Quantitative and Computational reasoning | 3 | 1 | Nil |
| MTH-121 | Calculus | 3 | 0 | - |
| SS-110 | Introduction to Psychology | 3 | 0 | - |
| ENG-111 | Technical Writing and Communication | 3 | 0 | - |
| MGT-100 | Introduction to Business Management | 3 | 0 | - |
| SS-104A | Great books | 1 | 0 | - |
| Total Credit Hours | | 16 | 1 | |

Semester: 2

| | | | | |
|---------------------------|------------------------------|-----------|----------|---|
| SS-102 | Islamic studies and ethics | 3 | 0 | - |
| ECO-110 | Principles of Microeconomics | 3 | 0 | - |
| SS-101 | Introduction to Philosophy | 3 | 0 | - |
| SS-104B | Great Books | 1 | 0 | - |
| MTH-124 | Probability and statistics | 3 | 0 | - |
| MKT-110 | Principles of Marketing | 3 | 0 | - |
| Total Credit Hours | | 16 | 0 | |

Semester: 3

| | | | | |
|---------------------------|------------------------------|-----------|----------|---|
| SS-103 | Pakistan Studies | 3 | 0 | - |
| ENG-110 | Oral Communication | 3 | 0 | - |
| GS-100 | Principles of Science | 3 | 0 | - |
| ECO-111 | Principles of Macroeconomics | 3 | 0 | - |
| ACC-210 | Financial Accounting | 3 | 0 | - |
| AGR-210 | Introduction to Agribusiness | 3 | 0 | - |
| Total Credit Hours | | 18 | 0 | |

Semester: 4

| | | | | |
|---------------------------|--------------------------------------|-----------|----------|---|
| MGT0211 | Organizational Behaviour | 3 | 0 | - |
| FIN-210 | Principles of Finance | 3 | 0 | - |
| DAN-110 | Introduction to Data Analytics | 3 | 0 | - |
| ENG-112 | Creative rhetoric and writing | 3 | 0 | - |
| MGT-112 | Personal Effectiveness and Wellbeing | 3 | 0 | - |
| Total Credit Hours | | 15 | 0 | |

Semester: 5

| | | | | |
|---------------------------|---------------------------|-----------|----------|---|
| ENG-210 | Business Communication | 3 | 0 | - |
| MKT-321 | Consumer Behaviour | 3 | 0 | - |
| ACC-310 | Managerial Accounting | 3 | 0 | - |
| SS-106 | Iqbaliat | 2 | 0 | - |
| MGT-311 | Technology and innovation | 3 | 0 | - |
| Total Credit Hours | | 14 | 0 | |

Semester: 6

| | | | | |
|---------------------------|------------------------------------|-----------|----------|---|
| MGT-312 | Fundamental of Operations | 3 | 0 | - |
| AGR-401 | Global food system and agriculture | 3 | 0 | - |
| SS-111 | Introduction to Sociology | 3 | 0 | - |
| SS-107 | Urdu Literature | 3 | 0 | - |
| FIN-310 | Financial Institution and Markets | 3 | 0 | - |
| MGT-500 | Practicum | 3 | | - |
| Total Credit Hours | | 15 | 0 | |

Semester: 7

| | | | | |
|---------------------------|---------------------------------------|-----------|----------|---|
| | Specialization 1 | 3 | 0 | - |
| MGT-313 | Logistics and Supply Chain management | 3 | 0 | - |
| ECO-310 | Economics of Strategic Management | 3 | 0 | - |
| MGT-310 | Introduction to Legal Systems | 3 | 0 | - |
| MGT-500 | Practicum (Entrepreneurial project) | 3 | 0 | - |
| Total Credit Hours | | 15 | 0 | |

Semester: 8

| | | | | |
|---------------------------|-------------------------------------|-----------|----------|---|
| MGT-500 | Practicum (Entrepreneurial project) | 3 | 0 | - |
| | Specialization 2 | 3 | 0 | - |
| | Specialization 3 | 3 | 0 | - |
| | Specialization 4 | 3 | 0 | - |
| Total Credit Hours | | 12 | 0 | |

List of Possible Specializations

| | | |
|---------|---|---|
| AGR-401 | Global Food Systems and Agriculture | 3 |
| AGR-404 | Technology and Precision Agriculture | 3 |
| AGR-402 | Introduction to Crop and Soil Sciences | 3 |
| AGR-403 | Crop Production and Protection | 3 |
| AGR-405 | Livestock and Dairy Management | 3 |
| FIN-420 | Financial Statement Analysis | 3 |
| FIN-421 | Investment Management | 3 |
| MKT-420 | New Media Marketing | 3 |
| MKT-421 | Data Driven Marketing & Social Media Analysis | 3 |
| FIN-423 | Financial Modelling & Analytics | 3 |
| DAN-440 | Linear Algebra | 3 |
| DAN-441 | Introduction to Programming | 3 |
| DAN-442 | Statistical Analysis for Big Data | 3 |
| DAN-443 | Optimization for Business Decisions | 3 |
| DAN-445 | Data Mining & Machine Learning | 3 |

4.3. Faculty Profiles

Dr. Sajid Bashir

(Professor/HoD)

sajid.bashir@namal.edu.pk



Education

- PhD (HRM/OB), Muhammad Ali Jinnah University (MAJU), Islamabad, Pakistan
- MS (HRM/OB), Muhammad Ali Jinnah University (MAJU), Islamabad, Pakistan
- MBA (Finance), International Islamic University (IIUI), Islamabad, Pakistan

Area of Research

- Micro organizational behavior,
- Leadership, Employee attitudes,
- Creativity, Curiosity,
- Stigma at workplace,
- Interdisciplinary application of human resource management

Dr. Muhammad Ashraf

(Professor)

muhammad.ashraf@namal.edu.pk



Education

- PhD (Agronomy), Kansas State University (KSU), USA
- MSc (Agronomy), Colorado State University (CSU), USA
- BSc (Hons.), University of Agriculture, Faisalabad (UAF), Pakistan

Area of Research

- Agronomy
- Food security
- Nutrient use efficiency
- Soil and plant water relationship
- Plant biotechnology

Dr. Asif Mahmood
(Associate Professor/Head ORIQ)
asif.mahmood@namal.edu.pk



Education

- PhD (Operations Management), Polytechnique University of Turin, Italy
- MS (Operations Management), Polytechnique University of Turin, Italy
- B.Sc. (Engg.), University of Engineering & Technology, Lahore, Pakistan

Area of Research

- Project Management
- Total Quality Management
- Supply Chain Management
- Operations Management

Dr. Yasir Riaz
(Assistant Professor)
yasir.riaz@namal.edu.pk



Education

- Ph.D., Lahore University of Management Sciences (LUMS), Lahore, Pakistan
- M.Phil., National University of Sciences and Technology (NUST), Islamabad, Pakistan
- MBA, Quaid-i-Azam University (QAU), Islamabad, Pakistan

Area of Research

- Credit Ratings
- Asset Pricing
- Financial Markets
- Yield Curve Modelling
- Macroeconomy
- Crowdfunding

Dr. Basharat Javed
(Assistant Professor)
basharat@namal.edu.pk



Education

- PhD (HRM), Capitol University of S&T (CUST), Islamabad, Pakistan
- MS (HRM), Muhammad Ali Jinnah University (MAJU), Islamabad, Pakistan
- MBA (Hons), UAJK, Kotli, AJK

Area of Research

- Islamic Work Ethic, Creativity
- Innovative Work Behavior
- Abusive Supervision
- Ethical Leadership and Inclusive Leadership

Dr. Muhammad Amjad-ur-Rehman
(Assistant Professor / Assistant HoD)
amjad.rehman@namal.edu.pk



Education

- PhD (Marketing), Riphah International University, Islamabad, Pakistan
- MS (Marketing), University Institute of Mgt Sc., Rawalpindi, Pakistan
- MBA (Marketing), University Institute of Mgt Sc., Rawalpindi, Pakistan
- BS (Computer Science), Sarhad University, Peshawar Pakistan.

Area of Research

- Consumer behavior
- e-commerce and online shopping

Dr. Iqra Abdullah
(Assistant Professor/Head CPC)
iqra.abdullah@namal.edu.pk



Education

- PhD (Management), Universiti Teknologi, Malaysia (UTM)
- MS (management), CIIT, Lahore, Pakistan
- B. Com (Hons.), Hailey College of Commerce, PU, Lahore, Pakistan

Area of Research

- Farmers Psychology
- Psychological well-being of Employees
- Innovative behavior

Dr. Muhammad Umar Farooq
(Assistant Professor)
m.umar@namal.edu.pk



Education

- PhD (Finance), Jiangsu University, PR China
- MSc (Economic Management & Policy), University of Strathclyde, UK
- MBA (Finance), Wah Campus CIIT, Pakistan

Area of Research

- Impact of terrorism and political instability on equity premium
- Macroeconomic determinants of equity market
- Stock markets
- International Finance,
- Pricing models

Dr. Shahid Bashir
(Assistant Professor)
shahid.bashir@namal.edu.pk



Education

- PhD (Marketing), Infrastructure Uni. of Kuala Lumpur, Malaysia
- MSc (Marketing), University of Wales, UK
- MBA (Marketing), Federal Urdu University, Islamabad, Pakistan

Area of Research

- Digital Marketing
- Tourism & Hospitality Marketing
- Consumer Behaviour and Branding

Haroon Karim
(Senior Lecturer)
haroon.karim@namal.edu.pk



Education

- PhD (E-Business) "ABD status", Chonnam National University (CNU) Gwangju, S. Korea
- MS (Telecommunication and Networks), IQRA University, Islamabad, Pakistan
- BS Electrical (Telecommunication) Engineering, CIIT, Islamabad, Pakistan

Area of Research

- E-commerce
- Management Information Systems
- Business Intelligence
- Entrepreneurship and Business management

Muhammad Zameer Nawaz
Senior Lecturer in English
zameer.nawaz@namal.edu.pk



Education

- PhD (Literature & Psychoanalysis), In progress in IIUI, Islamabad, Pakistan
- M. Phil (CEFR), Air University (AU), Islamabad, Pakistan
- MA (English Literature), Gomal University, D.I. Khan, Pakistan

Area of Research

- Jacques Lacan in relation to cross-cultural diasporic fiction
- Psychoanalysis and Literature

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



Education

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

5. 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 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.

5.1. Programme Offered:

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.

5.2. Scheme of Studies

Total Credit Hours = 135

Semester: 1

| Code | Course | Theory | Lab | Pre-req. |
|---------------------------|--|-----------|----------|----------|
| MA-121 | Calculus I (Differential Calculus) | 3 | 0 | - |
| MA-222 | Probability and Statistics | 3 | 0 | - |
| ENG-110 | Functional English | 3 | 0 | - |
| CS-100 | Quantitative and Computational Reasoning | 3 | 1 | - |
| GS-100 | Principles of Science | 3 | 0 | - |
| Total Credit Hours | | 15 | 1 | |

Semester: 2

| | | | | |
|---------------------------|-------------------------------------|-----------|----------|--------|
| MA-122 | Calculus II (Integral Calculus) | 3 | 0 | MA-121 |
| MA-123 | Linear Algebra I | 3 | 0 | - |
| SS-106 | Iqbalayat | 2 | 0 | - |
| ENG-111 | Technical Writing and Communication | 3 | 0 | |
| CS-129 | Introduction to Programming | 3 | 1 | - |
| SS-102 | Islamic Studies / Ethics | 3 | 0 | |
| Total Credit Hours | | 17 | 1 | |

Semester: 3

| | | | | |
|---------------------------|--------------------------------------|-----------|----------|-------------|
| MA-223 | Calculus III (Multivariate Calculus) | 3 | 0 | MA-121, 122 |
| MA-124 | Introduction to Formal Mathematics | 3 | 0 | - |
| MA-221 | Ordinary Differential Equations | 3 | 0 | MA-121, 122 |
| SS-103 | Pakistan Studies | 3 | 0 | |
| PH-120 | Physics I (Electricity & Magnetism) | 3 | 0 | - |
| SS-104 | Great Books | 2 | 0 | |
| Total Credit Hours | | 17 | 0 | |

Semester: 4

| | | | | |
|---------------------------|-------------------------------------|-----------|----------|--------|
| MA-231 | Introduction to Real Analysis 1 | 3 | 0 | - |
| MA-224 | Algebra-I (Group Theory) | 3 | 0 | - |
| MA-421 | Discrete Mathematics | 3 | 0 | |
| MA-232 | Numerical Methods | 3 | 0 | MA-121 |
| PH-121 | (Physics II) Waves and Oscillations | 3 | 0 | |
| ENG-112 | Creative Rhetoric and Writing | 3 | 0 | |
| Total Credit Hours | | 18 | 0 | |

Semester: 5

| | | | | |
|---------------------------|----------------------------------|-----------|----------|--------|
| MA-331 | Introduction to Real analysis II | 3 | 0 | MA-231 |
| MA-432 | Linear Algebra II | 3 | 0 | MA-123 |
| MA-321 | Algebra II (Ring Theory) | 3 | 0 | MA-224 |
| MA-401 | Elective 1 | 3 | 0 | |
| MA-311 | Mathematical Economics | 3 | 0 | - |
| SS-101 | Introduction to Philosophy | 3 | 0 | |
| Total Credit Hours | | 18 | 0 | |

Semester: 6

| | | | | |
|---------------------------|----------------------------|-----------|----------|--------|
| MA-321 | Complex Variables | 3 | 0 | MA-121 |
| MA-211 | History of Mathematics | 3 | 0 | - |
| MA-334 | Functional Analysis | 3 | 0 | |
| MA-402 | Elective 2 | 3 | 0 | |
| SS-112 | Introduction to Psychology | 3 | 0 | |
| MA-117 | Introduction to Management | 3 | 0 | |
| Total Credit Hours | | 18 | 0 | |

Semester: 7

| | | | | |
|---------------------------|--------------------------------|-----------|----------|--------|
| MA-431 | Mathematical Statistics | 3 | 0 | MA-222 |
| MA-333 | Differential Geometry | 3 | 0 | - |
| MA-332 | Partial Differential Equations | 3 | 0 | MA-221 |
| MA-403 | Elective 3 | 3 | 0 | |
| MA-500 | Project 1 | 3 | 0 | - |
| Total Credit Hours | | 15 | 0 | |

Semester: 8

| | | | | |
|---------------------------|--------------------------------|-----------|----------|---|
| MA-433 | Number Theory and Applications | 3 | 0 | - |
| MA-434 | Operations Research | 3 | 0 | - |
| MA-435 | Mathematical Methods | 3 | 0 | |
| MA-404 | Elective 4 | 3 | 0 | |
| MA-501 | Project 2 | 3 | 0 | |
| Total Credit Hours | | 15 | 0 | |

List of Possible Electives:**Data Science**

- Data Analysis with R
- Applied Probability
- Data Mining
- Machine Learning
- Time Series Analysis
- Linear Statistical Models

Computational Mathematics

- Exact Solutions of Dynamical System
- Lie analysis and Conserved Quantities
- Numerical Linear Algebra
- Matrix Analysis
- Optimization Theory
- Graph Theory
- Cryptography
- Mathematical Modeling and Simulation

Mathematics Education

- Curriculum Development and Teaching Methodology
- Design and Methods in Mathematics Education Research
- Psychology and Pedagogy of Mathematics
- Usage of Digital Technology in Mathematics Education

Mathematical Physics

- Quantum Mechanics
- Electrodynamics
- Special Relativity
- Astro Physics
- Fluid Mechanics
- Classical Theory of Fields

Financial Mathematics

- Business Mathematics
- Computational Methods in Finance
- The Foundations of Interest Rate and Credit Risk Theory
- Quantitative Methods for Finance and Risk Analysis
- Stochastic Processes

5.3. Faculty Profile:

Dr. Adil Jahangir

(Associate Professor / HOD)

adil.jhangeer@namal.edu.pk



Education:

- PhD (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
- Chaos
- Bifurcation theory

Dr. Ehsan Ullah Khan, T.I

(Professor of Physics/Controller of Examinations)

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Education:

- PhD (Dr.rer.nat.), Philipps University, Marburg, Germany
- M. Phil (SS Physics), Centre for Solid State Physics, PU., Lahore.
- M. Sc (Physics), Peshawar University, Peshawar

Research Interest

- Heavy Ion Interaction Studies
- Environmental Radiation Dosimetry
- Micro Filters & their applications
- Nanoscience & Technology

Dr. Muhammad Ashfaq Bokhari

(Professor)

mbokhari@namal.edu.pk

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Education

- PhD (Approximation Theory), University of Alberta, Canada
- M.A. (Analysis), University of Western Ontario, Canada
- M.Sc (Pure Math), Quaid e-Azam University, Islamabad



Research Interest

- Numerical Quadrature
- Mathematics Education
- Numerical solutions of differential equations
- Numerical solutions of Optimal Control Theory

Dr Israr Ali Khan
(Assistant Professor)
Israr.khan@namal.edu.pk



Education:

- Ph.D. (Mathematics), Shanghai University, P.R. China.
- M. Phil. (Mathematics), Quaid-I-Azam University, Islamabad, Pakistan.
- M.Sc. (Mathematics), University of the Punjab, Lahore, Pakistan.

Research Interests:

- Linear algebra
- Mathematical modelling
- Mathematics education
- Fixed point theory with applications in matrix equations

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



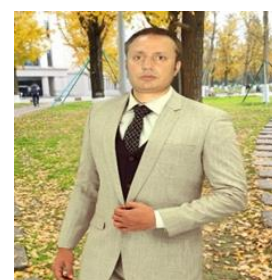
Education:

- Ph.D. (Science), Universiti Teknologi Petronas, Malaysia.
- M. Phil. (Applied Physics), Federal Urdu University, Islamabad, Pakistan.
- M.Sc. (Physics), University of the Punjab, Lahore, Pakistan.

Research Interests:

- Nanotechnology
- Energy

Dr Samad Wali
(Assistant Professor)
Samad.wali@namal.edu.pk



Education:

- Ph.D. in Computational Mathematics, Nankai University, Tianjin, China
- MSc. in Applied Mathematics, The Islamia University of Bahawalpur, Pakistan

Research Interest:

- Mathematical Image Processing
- Variational Methods
- Fast Numerical Methods and Optimization

Ms Faiqa Ali

(Senior Lecturer)

Faiqa@namal.edu.pk



Education:

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

Research Interest:

- Partial differential equations
- Solitons
- Chaos
- Bifurcation theory
- Financial Mathematics

Mr Asad Zubair

(Senior Lecturer)

asad.zubair@namal.edu.pk



Education:

- Ph.D. (continued), University of the Punjab, Lahore, Pakistan.
- M. Phil. (Mathematics), University of the Punjab, Lahore, Pakistan.
- M.Sc. (Mathematics), University of the Punjab, Lahore, Pakistan.

Research Interests:

- Partial Differential equation
- Soliton Theory
- Biomathematics
- Chaos

Administrative Offices

6. Office of the Registrar

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

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

6.1. Student Support Office

SSO was established from the start of the Namal College 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 data of all students and share with respective departments.
- Make sure the synchronization and safety of all students record.

Functions and Duties of the SSO

- To execute/implement admission process according to the approved admission policy of the Institute.
- To enrol newly admitted students and issue them registration numbers
- To prepare and deliver student cards
- To enrol and register courses of all students on LMS according to the courses offered by the respective departments.
- To maintain the directory of the students with their contact numbers and addresses.
- To provide counselling to the students regarding merit scholarships and need based financial assistance and arrange interviews as per institution policy
- Maintain student files.
- To correspond with the students through emails, letters and phone calls

Student Support Office Team:

Mr. Saad Feroz

Assistant Manager

Tel: +92 0459 236995 Ext: 107

saad.feroz@namal.edu.pk

Mr. Ahsan Ullah

Admission Executive

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ahsanullah@namal.edu.pk

Mr. Akbar Rehman

Admission Officer

Tel: +92 0459 236995 Ext: 131

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7. 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 Institute 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 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. The main objectives of the office include:

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

7.1. Functions and Duties of the Exam Office

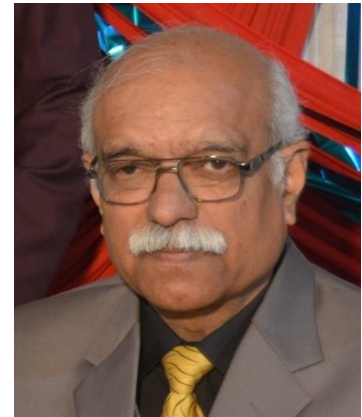
- To plan and conduct all Examinations according to the approved Academic Regulations.
- To coordinate with Instructors and the Departments for getting the Exam conducted.
- To maintain secrecy in handling the question papers, answer sheets and tabulation of the examination results.
- To issue the Detailed Marks Certificates, provisional certificates, transcripts and degrees to the candidates through Student Support Office as per Institute's approved Regulations.
- To frame the Regulations relating to examinations which are to be presented and approved by the concerned authorities as per Namal Institute Act 2019.
- 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
Manager
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asma.awan@namal.edu.pk

Mr. Zafar Iqbal
Examination Officer
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Mr. Muhammad Farhan
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Dr. Ehsan Ullah Khan, T.I
Controller of Examinations
coe@namal.edu.pk

8. 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 Institute, the office was re-named in-line with the Charter of the Namal Institute with Treasurer as its head.



Muhammad Zahid Hanif
Treasurer
zahid.hanif@namal.edu.pk

8.1. Functions and Duties

- To manage the assets, liabilities, receipts, expenditures, funds and investments of the Institute
- To prepare the annual and revised budget estimates of the Institute and present the estimate to the Board
- To ensure that the accounts of the Institute 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
Deputy Manager Finance
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Mr. Zeeshan Amir
Assistant Manager
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Mr. Nasir Mehmood
Finance Executive
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nasir.mahmood@namal.edu.pk

9. Undergraduate Academic Regulations

The undergraduate academic programs at Namal Institute are subject to the updated Academic Regulations – September 2020; outlined in this document and will be effective from the Fall 2020 session and onwards.

9.1. Academic Year

The Academic year at Namal Institute comprises of two regular semesters, the Fall and Spring semesters. Each semester is of 18 weeks, comprising 16 compulsory teaching weeks, one week each for mid-term and final exams.

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

9.2. 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 Institute. An extension up to one year can be granted with the approval of the rector.

9.3. Course Requirement

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

- i) University Core: Compulsory for all programs and applicable to all undergraduate students of Namal Institute.
- 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 concerned academic department will enforce a minimum number of credit hours to be taken from each category listed above, as per the approved degree requirements. The program core and electives may further be sub-categorized as per the need of that program by the respective department.

9.4. Credit Hours

- i) A credit hour means teaching a theory course for one hour each week throughout the semester.
- ii) One credit hour in 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 total being shown prior to 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.

9.5. Course Load

The maximum load that a student can register for 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 maximum load in any semester. However, in case the student repeats a course or takes any extra courses, it is the responsibility of that student to develop an effective plan, if he/she desires to complete the graduation requirements within 4 years.

If a student wishes to enroll in any extra credit hours beyond the maximum limit of 18 credit hours, he/she may do so only after due approval from the Registrar on the recommendation of concerned Head of Department (HoD). Such approval can only be sought for a maximum of one extra course and may only be granted if

- i) The student has a CGPA of at least 3.50, and
- 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 8 credit hours spread over a maximum of two courses.

9.6. Course Registration

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.

Students will self-enroll in the Elective courses in accordance with the procedure described in the following sections:

Registration Process for Elective Courses

Before the end of the enrolment deadline, i.e., two weeks after the start of semester, the students must decide which electives they wish to enroll in. The department will publish the course outlines for all courses being offered in a semester, before that 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 then communicate the selected electives to the department, in accordance with the procedure specified by the Registrar on Form E.

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 dictate the alternative elective course(s) that may be taken in lieu of the failed course, in order to complete the credit hour requirements.

Registration of Courses lying outside of Prescribed Curriculum Schedule

This process concerns students enrolling in a course outside of the regular schedule of their program curriculum. 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 scenario, the student must request the concerned authority 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.

Course Drop Deadline

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

Grade Letter for Withdrawal Courses

A student may withdraw from a course voluntarily. If the withdrawal is made before the withdraw deadline i.e., 6 weeks from the start of 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 withdraw deadline then the student is automatically awarded an F grade, which will stay on the transcript and will also be counted in the GPA calculation.

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. The student may avail this provision for a maximum limit of 5 courses. Beyond this limit, if a student repeats a course both the previous grade and the new grade will be included in the calculation of CGPA. Note that if the same course is repeated more than once, then all counts of repetition will count towards this limit. Moreover, a course that is being repeated due to an F grade does not count towards the limit.

Failing a Course

A student cannot be awarded a degree without 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 clear it as a graduation requirement. The following rules apply:

- i) In the event that 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 it is offered in the next summer semester, provided that it has not been offered in any regular semester after the award of the “F” grade.

9.7. Prerequisite Courses

Prior to the enrolment in a course, the program curriculum may require the student to have passed a prerequisite course. This condition is checked at the time of registration for the subsequent course. If the prerequisite and subsequent courses are taken in consecutive semesters, then it is possible that the result of the prerequisite 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 prerequisite course. If the prerequisite course is not passed, then the student will automatically be dropped from the subsequent course.

Note: A prerequisite and subsequent course cannot be registered in the same semester.

Enrolment in Courses Offered in Summer Semester

A student who has either failed or has been stopped to take the examination due to shortage of attendance or due to any genuine reasons or wishes to improve his/her grade is allowed to register in summer semester provided the same courses are being offered in summer by the concerned department. A student will only be allowed to register in 1-2 courses of 3-8 credit hours. Due to the short duration of the summer semester, the deadlines for the enrolment process are adjusted accordingly. If a student wishes to enroll in any course offered in the summer semester, he/she must communicate the request at least one week prior to the start of the semester. If subsequently, the student wishes to drop a course, the deadline to do so will be one week after the start of semester. All procedures will be in accordance with the directives of the Registrar.

10. Class Attendance Policy

Students are expected to attend all classes to take full advantage of the learning opportunities and also to avoid missing any surprise assessments, which will affect their grade in that course.

The **80%** attendance of the lectures/laboratory work delivered to his/her class in each course is mandatory. However, the Director may, on the recommendations of the department concerned, condone the deficiency in attendance up to **10%** (70% to 80%) in special circumstances (e.g. students representing institute in sports, debates etc. at national level or any extra ordinary situation a student might have faced). However, student shall have to fulfill the special requirements given by the teacher concerned in form of extra assignments/quizzes etc. The head of institute (Rector) may further condone the attendance deficiency up to **20%** (50% to 70%) on the recommendations of the Director of the campus in case of extraordinary special case.

Attendance policy and various stages for issuing warnings to students for absence is elaborated in the flow chart given below.

The student falling short of the required percentage of attendance shall not be allowed to appear in the end term examination.

Some instructors may have additional attendance requirements and can associate grade reduction with absences as specified in the course outline.

Warning Due to Absence

Student may be issued periodic warnings if he/she is absent from the class as given below:

First Warning

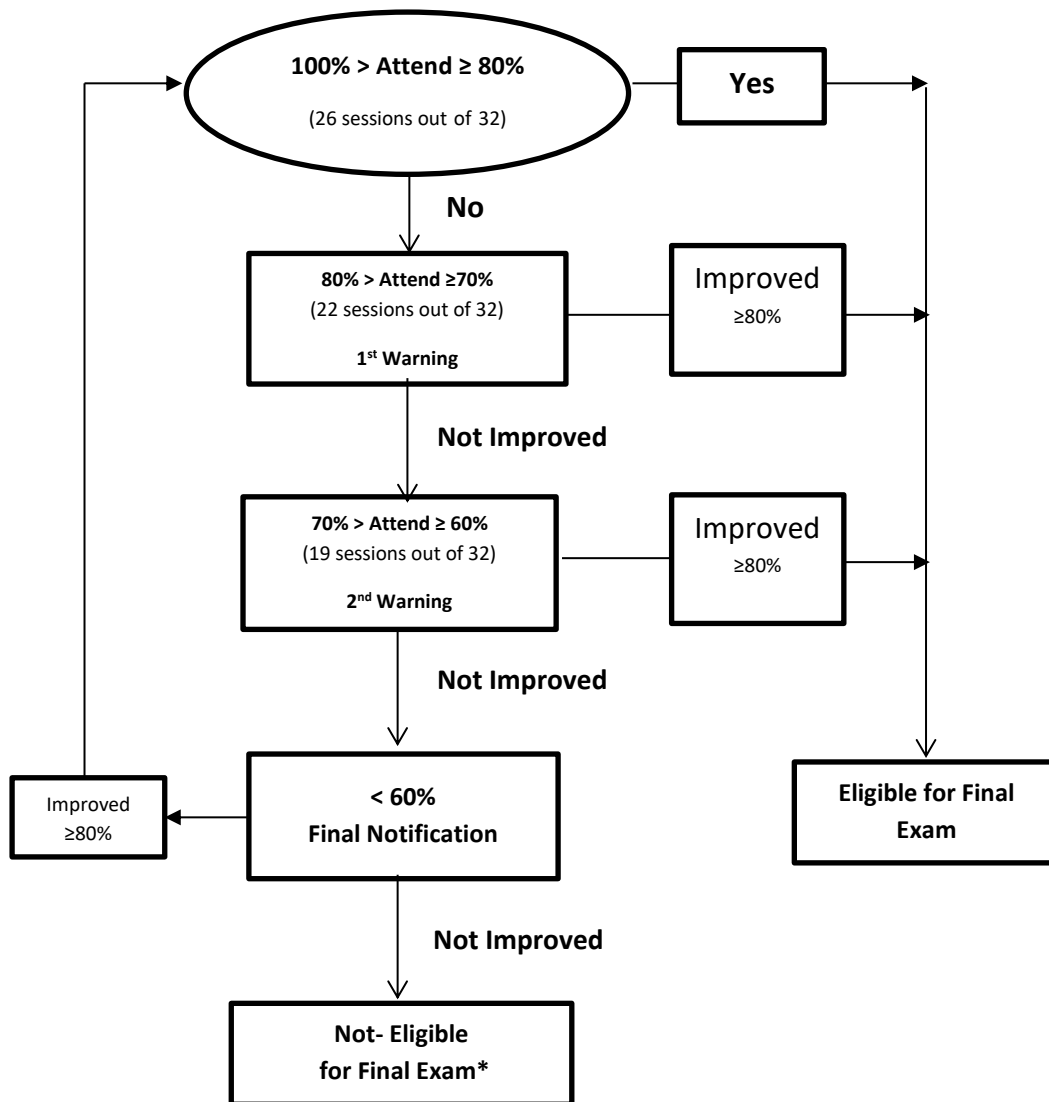
First warning may issue by the teacher concerned, through LMS when the attendance of student falls below 80%.

Second Warning

If the student continues to be absent from the class and does not improve the attendance, he/she shall be issued second/final warning, by the teacher concerned, through LMS when the attendance of student falls below 70%.

Final Notification

When the student attendance in a course falls below 50%, he/she will be detained from the final examination of the said course. However, for the special and genuine cases student would have a chance to get their absence condoned as per procedure mentioned above.



***Appeal to Condon the Absentees:** The Director may, on the recommendations of the department concerned, condone the deficiency in attendance up to **10%** (70% to 80% i.e. 22 sessions out of 32) in special circumstances (e.g. students representing institute in sports, debates etc. at national level or any extra ordinary situation a student may have faced). However, student shall have to fulfill the special requirements given by the teacher concerned in form of extra assignments/quizzes etc.

The head of institute (Rector) may further condone the deficiency in attendance up to **20%** (50% to 70% i.e. 16 sessions out of 32) on the recommendations of the Director of the campus.

Figure: Process Flow Diagram for Attendance Policy

10.1. 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 contact information provided by the student at the time of admission. However, the student may appeal against the decision within 10 working days to the Rector of the Institute 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 Institute. The authority to warrant such a leave lies only with the Rector of the Institute:

10.2. Freezing of Semester

A student may take a semester off by applying to the Institute as per the procedure specified by the Registrar (Form F). The request to freeze a semester must be made before (or within) two weeks after the commencement of that semester. The following rules apply:

- i) Summer semester is optional. The request to freeze a semester is only applicable to regular semesters.
- ii) Freezing a semester is not allowed during the first year after admission to the undergraduate program.
- 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) The academic/probationary status of a student remains unchanged on re-joining the Institute after taking the semester off.
- vi) The student must inform the Institute through the prescribed procedure in order 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 being applied.

11. Examination Regulations

11.1. Mid Term Exams

Mid-term Exams are scheduled to be held in the eighth Week of each regular semester and these will be conducted by the teacher concerned.

11.2. Semester Final Exams

Examination Schedule/ Date Sheet

The Final examination will be held at the end of each semester on the dates to be fixed by the Controller of Examination in consultation with the Head of the departments at least two weeks before start of the examinations in accordance with the University academic calendar. Allocation of proper space for smooth conduct of examinations is done by the office of Controller of Examination.

Invigilating Staff

The Controller of Examination shall depute teachers or staff as Superintendent and Invigilators for the conduct of examinations.

Question Papers

All question papers are set by the concerned teacher shall be handed over to the Examination Office in a sealed and signed envelope at least four working days before the examination date.

Eligibility for End Term Examinations

A student shall be eligible to appear in the end term examinations provided with:

- i) He/she has been on the rolls of the institute during that semester.
- ii) Has registered himself/herself for the courses of study.
- iii) Has required class attendance as per clause 4. The student falling short of the required percentage of attendance shall be treated as having failed in that course.
- 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 handicapped/disabled (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.

11.3. 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 rules of Examination from obeying the instructions of the invigilating staff to the attempting of Q papers with honesty, confidentiality and uprightly.

11.3.1. Breach of Exam Code of Conduct

The term Breach of Exam Code of Conduct basically 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 – claiming ignorance about what academic misconduct is will not be accepted by the Institute as an excuse.

In the following the example of the kinds of misconduct are narrated:

Formal Examinations:

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 Examiners or invigilators.
- Gaining access to any unauthorized material, either prior to or during the examination in order to gain an unfair advantage over others.
- Gaining access to a copy of an examination paper, either written or in electronic form, prior to its authorized release date in order to gain an unfair advantage over others.
- Communicating with another student during an examination.
- Copying from another student during an examination, with or without their permission or knowledge. This includes taking data from data sticks, taking another student's printout.
- Introducing into the examination room, or being in possession of, any written or printed materials, unless specified in the rubric for the examination.
- Leaving the examination room, for instance during a comfort break, and whilst away from the room consulting any written, printed or electronic materials in order 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.

11.3.2. 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 which has been 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 the use of quotation marks and/or specific acknowledgement 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 acknowledgement 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 acknowledgement.
- 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.

11.3.3. Other Forms of Academic Misconduct:

- Allowing another student to copy an assignment, or sections of an assignment, in order that they may submit this material as their own.
- Any other deliberate attempt to deceive or to gain unfair advantage over other students.

11.4. 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 following:

- i) The course teacher is responsible for the evaluation of work/performance of the students of his class and for the award of grades on the basis of Table: 1 given below.
- ii) The number and nature of tests and assignments depends on the nature of course. To pass a course, a student must obtain minimum 'D' grade cumulative.
- iii) The scripts of each activity, i.e., Mid Semester Examination, assignment, quiz etc. will be shown to the students concerned by the teacher within a couple of weeks.
- iv) On the day of Final examination, teacher has to notify the date, inviting students to see their evaluated final examination answer sheets.

11.5. Grading Instruments

The students' learning in a specific course will be evaluated through various instruments prescribed and set by the course instructor in line with the Institution's approved policy. In each semester, students may be required to appear in quizzes, midterm, final examinations, group discussions, presentations (individual/group) and submit projects/assignments/lab reports. These assessment marks (to be determined by the teacher concerned) will have different weightage contributing towards the overall assessment. This weightage can be determined on the basis of following guidelines:

Table 1: Grading Instrument Guidelines

| Evaluation Instruments* | Weightage (Min/Max) |
|---------------------------------------|----------------------------|
| Sessional Assessments | |
| ➤ Class Participation (0%-10%) | 20% - 40% |
| ➤ Quizzes (10%-15%) | |
| ➤ Assignments/Presentations (10%-15%) | |
| Mid Semester Examination(s) | 20% - 30% |
| Final Examination/ Projects | 40% - 60% |

- * A teacher may decide his/her own instruments by selecting the weightages from the above-mentioned ranges with the approval of concerned department before the start of the classes. For any special course, different instruments than above may also be adopted with the consent of the HoD.

- i) Above mentioned guidelines are for theory courses. For Labs, however, department may chalk out the grading instruments as per the nature of Lab.
- ii) Final assessment criterion should be chalked out by the instructor and communicated to the students and exam section through the HoD, well before the final exam; if not done already through “Course Outline Presentations” of the department.
- iii) In the beginning of a semester, the Instructor of each course should hand out the information of 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.
- iv) There will be no Supplementary/Special Examination; if a student fails in a course, she/he is required to repeat it as per Course Repeat Policy.

11.6. 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 performance of the student 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 |
| I* ³ | - | In Complete |
| IP* ⁴ | - | In Progress |
| W* ⁵ | - | Withdrawn |
| WF* ⁶ | - | 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 I (Incomplete): A student, who because of illness or any other acceptable fails to complete the required instruments in any subject, may be awarded an "I" (Incomplete) grade as an interim grade. Students having less than 50% attendance will not be eligible for award of this grade. This grade shall appear in the transcript temporarily until it is replaced by the actual grade and will not be treated as "F" grade. The student receiving such a grade shall make up the unfinished portion of his subject to the satisfaction of the faculty member who awarded this grade, and is given a letter grade as per regulation 10 at the discretion of the faculty member without prejudice to the previous grade "I". In case, the student fails to complete the unfinished portion within the following semester his "I" grade would be converted to "F" grade by the Controller of Examinations. The responsibility for completing the unfinished portion and satisfying the faculty member lies with the affected student
- *⁴ 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.
- *⁵ W (Withdrawn): grade indicates that the student has voluntarily withdrawn the course after the Drop deadline. This grade does not contribute towards the GPA or credit hour requirements of the student.
- *⁶ WF (Withdrawn forcefully): grade indicates that the student was withdrawn forcefully from the course either due to short attendance or any other disciplinary action. This grade does not contribute towards the GPA or credit hour requirements of the student.

11.7. Award of Letter Grades (Recommended procedure)

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

- i) Final marks (out of 100 and in whole numbers) of each student of the class should be used to calculate 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 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 (-1.0 to -0.5) of SD, C⁺ between (-1.33 to -0.1) of SD, C between (-1.34 to -1.67) of SD, C⁻ between (-1.66 to -2.0) of SD.
- vi) In a bell-shaped distribution of the grades for a typical class of students, the number of students with B grades is about 68% of the total pass students. The number of students in B⁺, A⁻ and A grades are between 13 to 14% of the class and number of students in C⁻, C, C⁺ and B⁻ are also about 13 to 14% of the class. Also, the number of students in D & D⁺ are about 2 to 3 % of students and number of students having A⁺ are also about 2 to 3% of the class; ensuring the shape of the graph as a bell-shaped. These numbers may fluctuate depending upon the quality of the students of the class.
- vii) A teacher may, in consultation with HoD, assign B⁺ or B⁻ (instead of B grade) to the mean/peak (depending upon the result data and course difficulty level) and/or may change the obtained value of S.D by 10% to ensure the appropriate distribution of the grades as close as possible to the numbers in (vi) above.

Result Submission

Following steps shall be followed in result submission:

- i) The teacher concerned shall upload the final grades on Namal LMS within a week of examination conduct. After the review process of grades in the concerned departments, the signed hard copy of final award sheet will be submitted along with answer sheets to the office of Controller of Examinations, within 10 days of after the day of the Examinations.
- ii) The Examination Office shall declare the result of each course, within 07 working days after the receipt of final award list.

11.8. 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:

$$\text{GPA} = \frac{\sum (\text{grade point} \times \text{course credits})}{\sum \text{gradable credits}}$$

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

11.9. 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 over all completed semesters. The formula for 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.

11.10. Grade Review Policy

Once the semester GPA is announced by the Exam Office, the student has an opportunity to contest the grades in case of any discrepancy. This opportunity must be availed within one week of the announcement of semester GPA. A grade can only be reviewed by the course instructor. If the course instructor does not agree, then the student may appeal to the Head of Department. The student may also approach the Head of Department in case the instructor is not available. Note that the Head may only be approached for appeal or review, if there is a computational error in the grade.

Grade Change Policy

If the grade change request is approved, the instructor will submit the Grade Revision form (Form G) to the Exam Office no later than two weeks after the semester result has been officially announced. The Grade Revision form cannot be submitted by anyone other than the instructor. In case the instructor is not available, the form may be submitted by the Head of Department on the instructor's behalf.

11.11. Rechecking of Paper

There shall be no re-evaluation of answer book. A student may get the answer book re-checked for totaling and for verification that all questions or parts thereof have been fully marked, in the presence of the concerned teacher, the Head of the department and the Controller of Examinations, within one month from the date of declaration of the results. Errors or omissions, if any shall be rectified.

GPA Calculation for Repeated Courses

In case a student repeats a course, the grade of both attempts will appear on the transcript. Depending on the situation, either the grade of both attempts is counted towards the CGPA calculation, or only the highest grade from both attempts is counted.

Note that for a student securing a "C" or less (including "F") in a course, if the course is subsequently eliminated from the curriculum (or not offered by the department for any reason), the HoD with the approval of the Registrar, will approve an alternate course to be repeated instead. This alternate course must be significantly similar to the first one.

11.12. Student Grievances against Course Instructor

A student must submit the grievance, if any, against course instructor in writing to the Head of the Institution within 5 days of the receipt of the grade. The Head of the Institution or the respective Head of Department shall forward the grievance application to a Committee comprising of three senior faculty members. It will be mandatory for the Committee to hear both sides (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.

11.13. Make-Up Policy for Graded Instruments

In the event that a student is unable to attempt a graded instrument due to absence under unavoidable circumstances, the student has the right to apply for a make-up of the missed assessment. If the absence is communicated by the student to the instructor before the assessment takes place, an understanding may occur between them on the nature of the remedial action. There exists a range of possible remedies which include (but are not limited to):

- i) Allocating an average grade based on the performance of the student in the other graded instruments of the course.
- ii) Allowing a retake of the assessment.
- iii) Allocating a grade such that the standing of the student in the class remains the same both before and after that instrument was graded.
- iv) Rejecting the request by awarding zero marks in that assessment.

In case that the absence was not communicated beforehand to the instructor, the student can still request the instructor for a remedial assessment if that instrument does not constitute more than 10% of the aggregate grade for that course.

In case the missed assessment constitutes more than 10% of the aggregate grade, the student must file a Make-up Petition (Form M) within 3 working days after the assessment has taken place. This must be done in accordance to the procedure specified by the Registrar. In case the petition is accepted, the decision will be communicated to all the concerned faculty members so that the appropriate remedial action may be taken.

11.14. Academic Deficiency

In order to remain in a respectable academic standing, the students are required to maintain a minimum standard for their GPA 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 in order to avoid losing his/her satisfactory academic standing. A warning is issued if any of the following holds true:

- 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 and a warning letter will be dispatched to the address of that student.

Academic Probation

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 applicable without the student previously being issued an academic warning. The probationary status remains in effect for the duration of the next semester and may either be cleared or continued based on the academic performance in that semester.

During the probation period, the progress of the student is closely monitored and certain restrictions are made in order to ensure that the student is able to devote more time towards studies. More specifically, the student may not register more than 12 credit hours for a semester during this period. An exception to this may be approved by the Registrar on recommendation of the concerned HoD, if this condition is causing the student from graduating within the maximum duration for an undergraduate program.

During academic probation, 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 being initiated against the student.

A student is put on academic probation under any of the following circumstances

- i) The student secures a GPA of 1.70 or less in any semester.
- ii) The CGPA of the student falls below 2.00 regardless of the semester GPA.

After the student is placed on probation, the probationary status will be cleared only if the student secures a CGPA of 2.00 or greater at the end of the probationary semester and a GPA of at least 1.70 in the probationary semester. Note that this condition implies that the student may remain on probation even after obtaining a GPA greater than 2.00 in the probationary semester if the CGPA is still less than 2.00.

In case that a student is placed on academic probation, the student will be notified about the status via email and a probation letter will be dispatched at the address of that student.

Academic Separation

Academic separation means that the student is not allowed to continue studying in the undergraduate program at the Institute. Academic separation follows from academic probation and is applicable in the following cases

- i) During the first year of studies, if a student is on probation after the first semester and fails to clear the probationary status at the end of the next (second) semester.

- ii) During the subsequent years of study, if the student fails to clear a probationary status within the next two consecutive semesters.

After the student is separated from an academic program, the student will be notified about the separation via email and a separation letter will be dispatched at the address of that student.

Applying for Re-admission

In the event that a student is separated from the program on academic grounds, he/she may apply for admission to the program as a fresh candidate only once. Students separated from the program on disciplinary grounds however, are not eligible to apply for admission as a fresh candidate.

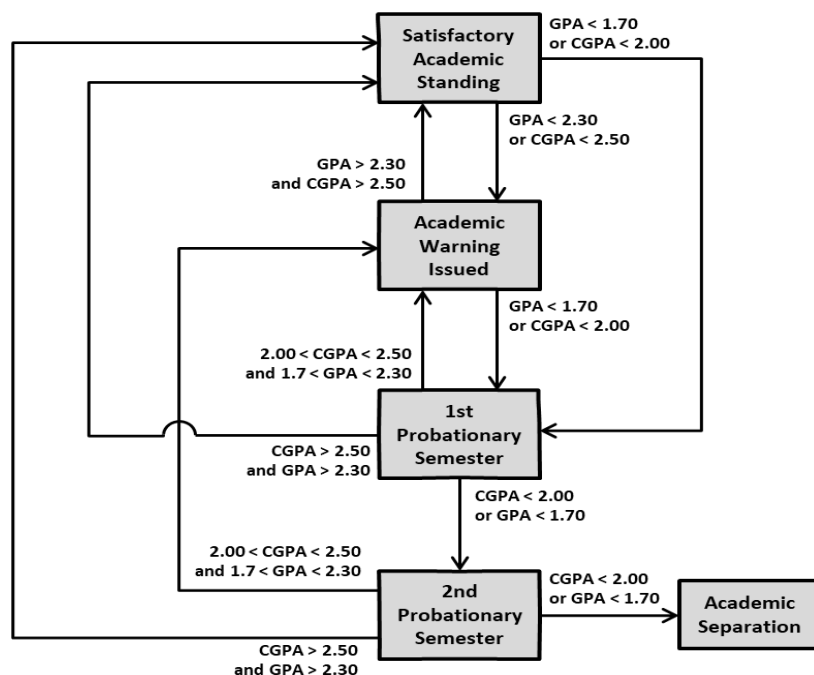


Figure: Process Flow Diagram for Academic Deficiency (Note that for first year students a CGPA < 2.00 after the 1st probationary semester leads directly to separation)

11.15. 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.

11.16. Issue of Academic Transcript / Detailed Mark Sheet

A student desirous obtaining Academic Transcript / Detailed Mark Sheet may apply to the Controller of Examination, as per policy issued on the subject.

11.17. Graduation

In order to fulfill the graduation requirements, students must be in good academic standing after completing the credit hour requirements of the respective degree.

11.18. Student Discipline Committee

Namal Students Discipline Committee (SDC), headed by a senior faculty, is responsible for dealing with the reported cases of breach of Namal discipline (including the breach of Code of conduct of Examination). The SDC enjoys the authority to recommend their decision to the competent authority that is subsequently implemented after the approval.

12. 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 Institute 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 Institute, 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.

12.1. Details of Fee

Structure of Tuition and other Fee of Namal Institute, Mianwali is given below for Academic Year 2020-21.

| Fee * | Amount (Rs.) |
|------------------------------|--|
| Application Processing Fee | 500 one-time charge |
| Tuition Fee | 3,82,000 per Year |
| Lab and Exam Fee | 5,000 per year |
| Hostel Fee | 18,000 per year (2 beds), 9,000 per year (3-6 beds) |
| Admission Fee | 10,000 one-time charge |
| Security Fee (Refundable) | 10,000 one-time charge |
| Hostel Security (Refundable) | 5,000 one-time charge |
| Hostel Fee | 36,000 per year (2 Beds) 18,000 per year (3-6 Beds) |

* Special Incentives

1. 100% hostel fee waiver for all students having 90% and above marks in intermediate exam.
2. 100% hostel fee waiver to female candidates admitted on merit.
3. 100% Admission fee and Admission Security fee waiver for candidates belonging to Baluchistan and areas that previously constituted FATA who have secured admission in Namal on merit

Tentative deadlines:

| Instalment | Amount | Tentative Deadlines for Payments | Month of payment |
|-----------------|-----------------------------------|---|------------------|
| 1 st | 25% of total tuition fee per year | Before start of Fall Semester | September |
| 2 nd | 25% of total tuition fee per year | Before Mid-Term exam of Fall Semester | December |
| 3 rd | 25% of total tuition fee per year | Before start of Spring Semester | March |
| 4 th | 25% of total tuition fee per year | Before Mid-Term exam of Spring Semester | June |

12.2. 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)

13. Financial Support

Namal Institute believes that education is the right of everyone irrespective of anyone's financial background. Admissions to Namal Institute 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 Institute offers generous need and merit-based Financial Support.

13.1. Merit Based Scholarship

- A merit-based scholarship is a financial award that a student may receive on demonstrating exceptional academic merit.
- The merit scholarship covers up-to full tuition fee waiver. The remaining charges (hostel fee, exam, lab charge etc.) will be paid by the students themselves (Male Students).
- 100% tuition fee and hostel fee waiver for students having 85% & above marks in intermediate exam.
- 70% tuition fee waiver for candidates having 70% and above marks in intermediate exam.
- 100% tuition fee and hostel fee waiver for Students having 90% and above marks and 100% waiver for Female Students. (Exam and Lab Charges will be paid by the female students themselves).

Eligibility

These scholarships are offered subject to qualifying for admission per Namal Aggregate Merit Criterion and are announced at the time of new Admissions.

Duration

If any student is awarded with merit scholarship, his/her merit scholarship shall continue till end of four years of degree program provided that the prescribed conditions are met.

Termination

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

- If the scholarship awardee fails to achieve CGPA 3.00 in an academic year.
- The scholarship awardee fails to clear all courses in the first attempt;
- If the scholarship awardee's overall attendance in classes and labs for the current academic year falls below 85%;
- The scholarship awardee is found/discovered to be involved in any kind of academic and non-academic misconduct failing to respect the Institute'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.

13.2. Need Based Scholarship

- A need-based scholarship is a financial award that a student may receive based on his need.
- 'Need' pertains to either a student or his/her family's inability to provide for the cost of his/her studies.

Eligibility

Every student of the Institute is eligible to apply for the need-based financial support except the following:

- A student securing less than 2.20 CGPA in an academic year;
- A student whose attendance for academic year falls below 85%; and
- A student who is facing disciplinary proceedings or any disciplinary action is taken against him/her.

Announcement

The new applicants can apply for need-based financial support as soon as they confirm their admission by depositing required dues. Furthermore, students may apply for need based financial support at any stage of the degree program.

Duration

Financial support will continue for the four years of the degree program, provided that the conditions are met.

Termination

The need-based financial support will be terminated by the Institute if any of the following conditions hold true:

- If the student's overall attendance in classes and labs for the current academic year falls below 85%;
- If the student's CGPA falls below 2.20 in the current academic year;

- During physical verification or through any other source, if it is discovered that the information provided by the student in the Financial Support Form is wrong;
- Students receiving financial support should maintain a fulltime status in a regular semester. Failure to do so will lead to the cancellation of financial aid award;
- If the student is found/discovered to be involved in any kind of academic and non-academic misconduct, failing to respect the Institute's code of conduct; and
- If a student fails to report any external source of financial assistance that he/she is receiving.

Revision

The need-based financial support may be revised by the Institute:

- If the financial conditions of the family has changed as compared to the previously stated conditions.
- If the student receives financial assistance from external source. No student can take financial support from more than one sources. In case external financial support is available, the student shall report it instantly to the Student Support Office and the money received shall be deposited into the Institute account.

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 the call 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 Financial Support Committee for their decision.
- The Financial Support 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 Institute will be communicated to the students, their parents/guardians & Finance Office by the Students Support Office.

13.3. Financial Support Committee

The Financial Support Committee of the Institute comprises of the following members:

- Registrar of the Namal Institute
- Treasurer of the Namal Institute
- Marketing Director of Namal Education Foundation
- Chief Financial Officer of Namal Education Foundation

13.4. Change in Policy

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

14. Main Library

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

Namal Institute 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 Institute.

Library Collection

Library has collection of more than 12000 books covering multi disciplines including Computer Science, Electrical Engineering, Mathematics, Social Sciences, Management Sciences, Religions, Literature and History etc. Library also has subscription of more than 40 international Journals to fulfil the research needs of community.

Online Resources

Through HEC Digital Library Program, Namal Institute has campus wide access of 7 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.

14.1. 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.

14.2. 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 Institute.
- 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.

14.3. 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 overdue 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.

14.4. Clearance

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

- 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.

Ms. Saira Asghar

MLIS (PU)

Librarian

Tel: 0459 236995 Ext 138

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Muhammad Saleem

MLIS (AIOU)

Assistant Librarian

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muhammad.saleem@namal.edu.pk

15. Information Technology Support Centre (ITSC)

Namal Institute 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.

15.1. Services Provided by ITCS

ITSC provide services for support and management of Computational Labs, Telephone Exchange, Printing services, Photocopying services, Email services, Web Hosting, IT equipment in Lecture Halls, Surveillance Cameras, Domain controllers, FTP servers, Data-Base servers – all integrated and supported via NamalNet.

In addition, software solutions such as; Learning Management System, Campus Management System (evaluation in process), Complaint Management System, Web Server Management, Intercom, Web Conferencing, Teleconferencing, Microsoft DreamSpark 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 support 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, ext 166.

15.2. 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-authorized 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.

15.3. General Policies for Namal Network Account

- i. Users are the sole custodian of network 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.

15.4. 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.

15.5. Email Usage Guidelines

Email is the official means of communications in addition to paper notifications, in Namal Institute.

The email account is linked with the LDAP account; therefore, the same password is used to access Email, LMS, and Print services. Please keep a note of this password.

Broadcasting mail or Mass emails of inappropriate or irrelevant email is discouraged, and is deemed unethical. The following types of emails are considered inappropriate:

- 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 advised to make an appropriate email signature to be displayed at the end of your email; ITSC can assist in an acceptable signature.

15.6. 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.

15.7. Interaction with Other Network Users

Namal Institute 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.

15.8. 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 Institute 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).

15.9. Accessing External Network commonly known as Internet

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 Institute does not and cannot assist in case of litigation arises afterwards; therefore, it is advised to consult ITSC staff in this regard.

15.10. Enforcement of IT Rules

To ensure smooth operations of network managed services, if a NamalNet 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/HoDs 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.

15.11. 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/>

15.12. ITSC Contact information

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16. Software Development Cell (SDC)

Software Development Cell (SDC) is an in-house software company of Namal Institute. 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 of the day to day domain specific problems. The nature of the job is such that we cannot restrict ourselves to one favourite programming language: so, we generally program in PHP, Python, Java, JavaScript, Shell and Perl Scripts etc.

- Namal Learning Management System | NULMS |
- Namal Admission Portal
- Namal Website
- Namal Library Catalogue
- Namal Help Desk NamHal |
- Lab Inventory Management System
- Namal Emailing System

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.

16.1. Learning Management System (LMS)

The Namal Learning Management System is a comprehensive and effective system developed by its ITSC team. It has the following features:

- Complete registration system
- Attendance list on line
- 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 Examination Branch for all activities performed at the branch
- Complete support to HoDs or their nominee with availability of all information and reports.

16.2. Namal Help Desk (NamHal)

Namal Help Desk (NamHal) is a flexible issue tracking system that allows to report and track day-to-day issues at Namal. It is a web-based application and its main features are:

- Flexible role-based access control
- Gantt chart and calendar
- News, documents & files management
- Feeds & email notifications
- Time tracking

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Mr. Saleem Khan

Software Developer

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17. Health facilities at the Campus

Health care providers at institute provide free of cost, Primary health care for students and families. Resident medical officer is available for the health care needs of the students and families round the clock. In addition to meeting the basic needs of the students, health services at campus, acts as a referral body to connect the students with medical providers, if needed, in the local community.

Common emphasize is to provide emergency managements to the students within the campus and treating uncomplicated routine cases within the campus. Medical inspection rooms are present both at institute and hostels with availability of Medical officer, paramedics staff and routine used drugs-based pharmacy Ambulance service is available in case of any complicated medical case.

Dr. Khurram Jalil

(MBBS)

Medical officer

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18. Career and Placement Cell (CPC)

The aim of the career placement cell is to assist graduating students by highlighting the relevant job opportunities in the industry. Placement Cell also reaches out to the companies for the internship placement of the students. Furthermore, placement cell plays a major role to bridge the gap between industry and academia by signing MOUs with the different companies for students' placement, training, and seminars. Placement cell also hosts a job fair or open house event annually. Placement cell conducts different workshops on developing professional skills, interviewing skills, CV writing, etc.

Dr Iqra Abdullah

Head CPC

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19. Namal Student Hostels

Introduction

Students pursuing their studies at Namal Institute Mianwali may reside in a hostel, owned or maintained by the Institute, 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.

19.1. 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.

19.2. Admission to Hostel

1. Namal provides separate hostel accommodation for male and female students; all students on the Institute'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. 1 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 Institute will automatically cease to be a member of the hostel.

19.3. 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 Institute 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.

19.4. 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.

19.5. 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.

19.6. 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.

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

19.8. 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*.

19.9. Suspension from hostel

In case of any wilful disobedience or defiance of any hostel/Institute 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.

19.10. Hostel timings

1. Namal Institute 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 Institute.
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.

19.11. 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 Institute'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.

19.12. 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.

19.13. 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.

20. Mess and Dining Facility

20.1. Mess

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.

20.2. 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.

20.3. Guests

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

20.4. Mess Timing

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

21. Strictly Prohibited Activities

21.1. Disruptive Behaviour

A quiet 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.

21.2. Harassment

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

21.3. 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.

21.4. 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.

21.5. 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.

21.6. 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)

21.7. 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 Institute.

21.8. Pets

No pets are allowed inside the hostels.

22. Violation of Hostel Rules and Regulations

22.1. Disciplinary Action

In addition to penalties and fines mentioned earlier, disciplinary action shall also be taken against other violations as per Institute'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.

22.2. 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.

22.3. Offences and Penalties

| S. 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 | |
| 11 | Organizing social activities without approval | 1. Warning letter 2. Fine Rs. 500/- | Warden will forward such cases to the Disciplinary Committee |
| 12 | Stealing | Expulsion from hostel and the Institute | |
| 13 | Possession/drinking alcohol/liquor in hostel | Expulsion from hostel and the Institute | |

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.

22.4. Complaints

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

22.5. Revision of Rules and Regulations

The Institute 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.

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Mrs Humaira Riaz
Warden Female Hostel
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23. General Administration

To harness the potential of the students and to facilitate them in achieving their academic goals, the Institute 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 Institute 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 Institute 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 services and 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 Green Namal 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.

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Manager Administration

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24. Co-curricular Activities

Students in Namal are strongly encouraged to participate in at least one extra co-curricular activity of his/her interest. Below you can find the details of various societies, their activities and the procedures to become their member.

24.1. General Body

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

24.2. 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 Institute 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.

After fulfilling these conditions, the members will be selected on the basis of following formula:

Total Score/Points: 40

- i. Previous experience of working in the societies (Feedback from Patrons): Score: 15
[(Average - 5), (Above average - 10), (Outstanding - 15)]
- ii. Vision about Society Score: 15
[(Average – 5), (Above average – 10), (Outstanding – 15)]
- iii. Academic Record Score: 10
[(60% to 70% - 5), (71% to 80% - 7), (Above 80% - 10)]

24.3. 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 through a Selection Committee.

24.4. Composition and Functions of the Selection Committee

The Selection Committee shall consist of

1. Chief Patron of Namal Societies and Clubs (Convener Student Affairs)
2. Patron and Co-patron of the concerned society

Process for Shortlisting the Candidates

In order to shortlist the applicants, who have applied in more than one society, the process of short listing will be done in the presence of all Patrons of the societies. In such a case, the candidate will be considered for a position of only that society for which he/she has previous relevant work experience.

24.5. Role of the Executive Body

1. Propose the events and the budget for the next academic year, with the approval of Patron of the Society.
2. Execute the planned events on time, as mentioned in the calendar.
3. Ensure the smooth execution of the events and abide by the Namal Institute values and rules.
4. Accept all the proposals and ideas on merit from any student of Namal Institute (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.
6. Propose the future executive body members to the Patron of the Society before the end of academic year (before the end of March).
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.

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).

24.6. Role of Patrons of Societies

Patrons of the societies are responsible for the following:

1. Approving the list of events and the budget, proposed by the student society.
2. Proposing budget of the related society jointly with the society members. Patron should justify the budget to the co-curricular committee.
3. For communicating between the student body and the co-curricular committee.
4. For ensuring that the events conducted abide by the Namal Institute values.
5. In case of violation of Namal Institute values and rules, Patron will report to Disciplinary Committee.

Mr. Irfan Nadeem

Chief Patron

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25. 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 Institute designed 11 active student societies that directly contribute to the further development of their recreational and vocational skills.

25.1. Centre of Excellence and Skills Development (CESD)

Patron: Dr. Tanveer Afzal

Co-Patron: Dr. Shahid Bashir

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
- English language proficiency courses

25.2. Namal Literary and Debating Society (LDS)/Namal Bazm-e-Adab

Patron: Dr. Adnan Iqbal

Co-Patron: Dr. Israr Ali Khan

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
- Open Mic
- Bait Bazi

25.3. Namal Sports and Adventure Society (NSAS)

Patron: Dr. Shahid Bashir **Co-Patron:** Dr. Iqra Abdullah, Mr. Osama, Mr. Saqib,
Mr. Bilal and Mr. Rizwan Shabbir

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

25.4. Namal Environmental Society (NES)

Patron: Dr. Junaid

Co-Patron: Ms Faiqa Ali

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

25.5. Namal Idea Club (NIC)

Patron: Dr. Umar Farooq **Co-Patron:** Mr. Haroon Karim

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

25.6. Namal Club of Arts and Media (NCAM)

Patron: Mr. Irfan Nadeem **Co-Patron:** Mr. Muhammad Imran, Miss Asma Batool and Miss Zoya Khan

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
- Annual play
- Cultural day

25.7. Namal Society for Social Impact (NSSI)

Patron: Dr. Basharat Javed **Co-Patron:** Dr Asad Zubair and Dr Samad Wali

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.

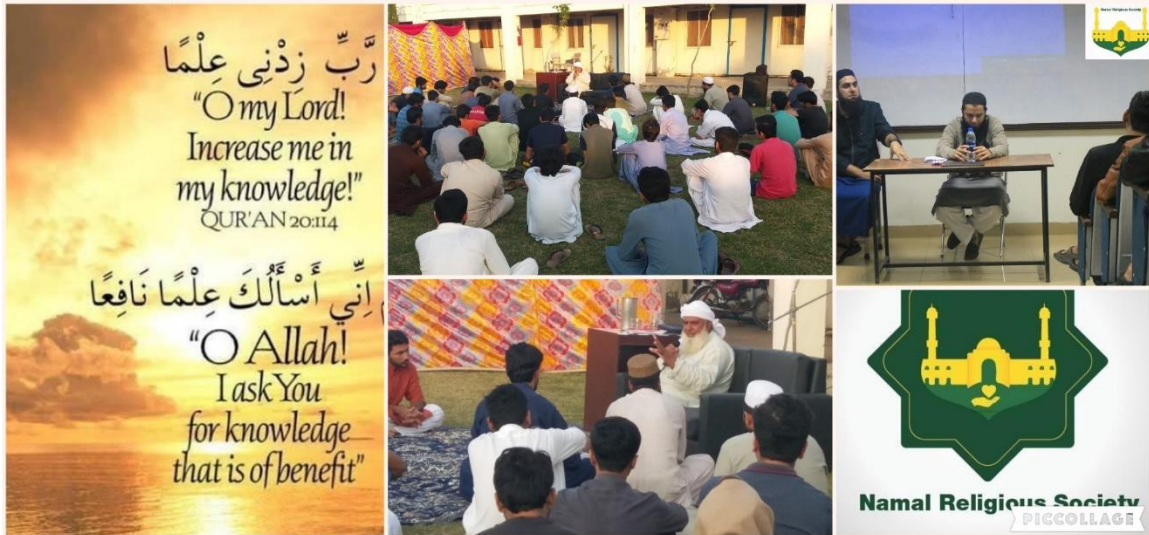
Main events:

- Cultural day

25.8. Namal Religious Society (NRS)

Patron: Mr. Zameer Nawaz **Co-Patron:** Dr. Zia ur Rehman

Namal Religious society provides a forum to students who want to connect their lives with the teachings of Quran and Sunnah. It allows them to strengthen their connection spiritually with the Creator. It works to promote the teachings of Quran and Sunnah by organizing seminars and lectures by reaching out to acclaimed scholars and preachers.



Aims and objectives

- To enhance students' knowledge about Islam.
- Help them implement teachings of Quran and Sunnah in their campus life.
- Solving any religious dilemmas that exploit the young minds of students.

Main events:

- Mehfil-e-milad
- Mehaafils & Lectures by the religious scholars

25.9. Voice of Namal

Patron: Mr. Muhammad Shahbaz Khan

Co-Patron: Mr. Aqib Javed

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 institutes. 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

25.10. Institute of Electrical and Electronic Engineers (IEEE)

Namal Student Branch (NSB)

Patron: Dr. Bacha Rehman **Co-Patron:** Dr Majid Ali, Mr Muhammad Akmal and Mr Usman

IEEE Namal Institute Mianwali Branch is operating under that banner of IEEE with the vision of Advancement in Technology, with aim to conduct technical and non-technical events at Namal to get to know what is going on in the whole world. Mainly, they have contributed to two major parts of technological world, one is Programming and another one is the E-Gaming and focuses on the trending technical fields to take it to the next level for the betterment of humanity.



Aims and Objectives:

- To contribute the developing technological world.
- To make sure students are well aware of the new technological advancements taking place.

Main events:

- E-gaming competition
- Python learning workshop
- Mobile application and development competition
- Circuit theory workshop
- Programming competition

26. Student Work Experience Program (SWEP)

Introduction

Today, many of the educational institutes have been working on the idea of Student Work Experience Program to give students a beforehand work-life experience. Recent surveys indicate that more and more public and private organizations are recognizing the long-term advantages of supporting work experiences for college students. Organizations find that such programs offer an excellent opportunity to evaluate candidates for potential full-time positions while these candidates accomplish valuable tasks that might otherwise go undone. Additionally, organizations have found that these programs enhance their corporate image on the college campus and decrease recruiting expenses while yielding more productive and dedicated employees. Educational institutions find that students with career-related work experiences perform better academically have higher retention rates and compete in better way for jobs after graduation.

26.1. Main Purpose of The Program

Goals of the program were to have students:

- Identify, develop, and articulate their workplace competencies (knowledge, skills and abilities)
- Reflect on how their work experience relates to future employment opportunities
- Use their Co-Curricular Record (CCR) to be officially recognized for the transferrable skills they developed.
- Identify the skills they've developed through their work experience
- Strengthen their ability to communicate those skills through your resume, networking and interviews
- Articulate how their work experience relates to future career goals

26.2. SWEP at Namal

Student Work Experience Program (SWEP) was a project put forward by the Management Committee of Namal last year, which was executed according to the procedure designed by Dr. Adnan Zahid (Director of Namal Institute Mianwali). This was proposed to give students an exposure to real work experience beforehand. The primary mission of SWEP was to seek, capture, and categorize student work experience opportunities, and to monitor the work experience progress of students. Under this idea the six centres were built:

- Research Centre
- Writing Centre
- Marketing Centre
- Career Placement Cell
- Problem Solving Centre
- Entrepreneurship Centre

Students were allowed to choose their respective centres according to their interests. Then students had to perform given work tasks under the supervision of their Centres' heads. Each assigned head of the centre was to report the accomplishments of their team. In short, this program was devised to aid students to be independent, active, socially responsible team

players and leaders. It was made compulsory for them to join the respective centres of their choice while they were kept unaware of the fundamental functions of the cells.

26.3. Reimplementation of SWEP in year 2019-20

Therefore, to get the idea rolling, this year, Dr. Adil Jehangir took the responsibility to make certain that SWEP attains the desired results, while making some changes in the implementation procedure.

The main changes made in the SWEP were:

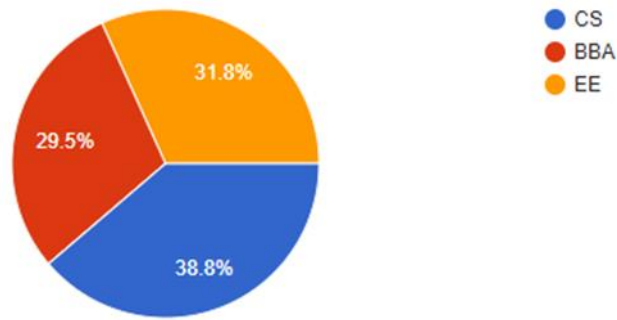
- The participation of students in different societies was made mandatory.
- The participation of the students in the societies was counted as payback to Namal and community (As some of the societies are working for the betterment of the community like: CESD, NES, and NSSI, the rest of the societies are working for Namal and promoting on-campus activities).
- The Students were supposed to work 200 hours annually and those working hours were counted as points.
- Successful students will be given a detailed transcript from the SWEP while graduating.
- Students were self-responsible to earn those points while working with students' societies either by working on a project with a staff member, bring his/her own project (approved from SWEP) or work at any office at campus (as volunteers).

Students who failed to complete the recommended work will be not eligible for:

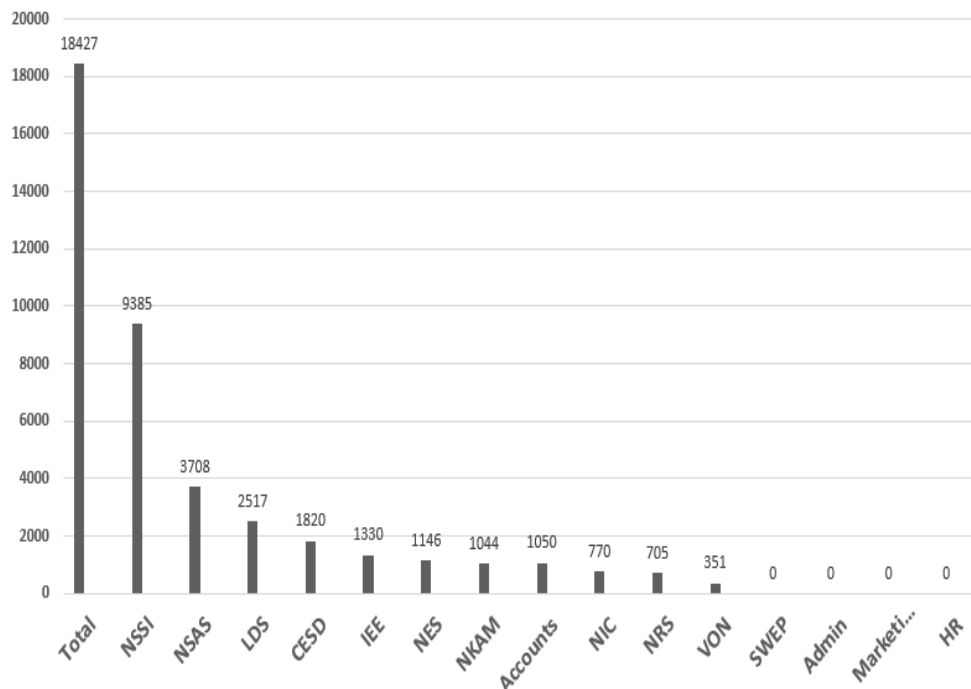
1. Applying for an executive post of a society
2. Applying for a work-study program

26.4. Achievements of SWEP 2019-20

- The participation of students in different on-campus and off-campus activities was made certain
- The students were motivated to work as the platform available for them.
- They were not only made fond of working but also evoke to practice work ethics.
- Being responsible for a particular job, they became more punctual while recommending them to move both curriculum and co-curriculum activities
- Following are the statistics that show the summary of our achievements



Department wise participation of students in co-curriculum activities during 2019-20



Statistical review of points earned by the students under different houses and bodies

27. Policy on Protection against Sexual Harassment in Higher Education Institutions

HEC has framed a policy named as “Policy on Protection against Sexual Harassment in Higher Education Institutions” and it is mandatory for all the Institutions of Higher Education in Pakistan to implement it in letter and spirit. The Policy is attached in Annexure.

28. Annexures - Students Code of Conducts and Guidelines

28.1. Namal Student Code of Conduct

This code of conduct is for all members of the Namal community: Students, Staff and Faculty.

Namal is committed to providing each student with an environment that is conducive to learning and free inquiry. This requires that there ought to be appropriate conditions and opportunities in the classrooms and on campus. The members of the Namal Community, the students, the faculty and the staff are expected to conduct themselves with proper respect for one another. The Institute fosters the attitude that every person brings unique qualities, talents and dignity to the Institute, and that every individual deserves to be treated with respect and decency.

The primary purpose of regulations and discipline in a Institute is to protect the wellbeing of the community and to advance its educational mission by defining and establishing certain norms of behaviour.

Actions which make the atmosphere intimidating, threatening or hostile to individuals are therefore regarded as serious offences. Abusive language, harassment - verbal or physical, which demeans, intimidates or injures another because of his or her personal characteristics or beliefs, is subject to university disciplinary sanctions and can range from imposition of penalties to the dismissal from the program. Code of Conduct concerns a wide range of activities from interpersonal behaviour to maintaining and enhancing the academic and professional values of the Institute.

Maintaining Decorum

All members of the Namal community share the responsibility to keep a comfortable and congenial environment at Namal. All members of the community are, therefore, expected to maintain proper decorum and etiquette, and adhere to accepted social norms while interacting with one another.

Personal Safety

Actions that threaten or endanger in any way the personal safety or security of others will be regarded as serious offenses. The following offenses will be regarded as extremely serious:

1. Any physical assault committed on the premises of the Institute;
2. Unlawful damage to property;
3. Intimidation by violence, by a threat of violence, or by property damage;
4. The possession, storage, use or threat of use on campus of firearms, ammunition or other weapons; and
5. Any other act that endangers human life, or threatens serious physical or psychological injury.

For avoiding any physical or other injury arising from the use of the premises of the Institute and its infra-structure, students, members of the staff and visitors shall:

1. Pay attention to the warning signs placed anywhere for any reason in the premises of the Institute; and
2. Take reasonable care and precautions to avoid any injury due to the physical conditions and infrastructure in the premises of the Institute.

The Institute will not be responsible for any injury resulting from any default/failure to comply with the aforesaid.

Keeping the Campus Clean

All members of Namal community have a shared responsibility to keep the campus clean. This means no littering on campus, inside or outside classrooms. Trash-cans are placed on campus at convenient locations. All members are urged to use these trashcans and refrain from littering on campus. Fines will be imposed for this offence.

Non-Smoking Environment

Smoking is a well-known health hazard, and is strictly prohibited in the entire Administration Building including the main entrance area, the Mess and the Library. Offenders will be fined and repeated violations can lead to strict disciplinary action.

Eating and Drinking

Activities, such as eating and drinking, can only be carried out in designated areas in the Mess and in open areas. Food and drinks, with the exception of water, are not allowed in classrooms, discussion rooms, computer labs and the library.

Visiting Guests

It is the responsibility of the members to ensure that the security rules, regulations and behavioural norms of the Institute are not violated by their guests.

Decent Dress

Dress should reflect decency and be according to cultural and social norms of our society. There is no prescribed uniform in the Institute. However, norms of basic decency must be observed in their dresses and outfits by all members of the Namal community. Clothing carrying indecent or vulgar comments or implying obscenities, and dress that is excessively revealing as compared to the norms of our society will be unacceptable. Shorts are not allowed in the Main Building, Library Building and Mess during working hours.

While on campus, all Namal members are expected to be neatly and appropriately dressed for interviews, class presentations, seminars by guest speakers, and other academic events.

Institute Property

The protection of the Institute property is the shared responsibility of all members of the Namal community. Theft of, conversion of, misappropriation of, or damage to or destruction

of, any property of the Institute or property of others while on Institute premises or at official Institute functions is a punishable offence.

Disruptive Behaviour

Every Namal community member has the right to a reasonably quiet environment in the classrooms and on campus in general. The Institute expects all members to respect this right and to be aware of the impact of their activities on their fellow members.

In public places like the Library, Auditoriums, Computer Labs, and the Mess, disruptive behaviour is considered unprofessional and irresponsible. Members should refrain from being noisy in the corridors as this disturbs the classes.

Racial or Ethnic Bias and Sexual Harassment

Expressions of racial, religious or ethnic bias directed at individuals or groups, and sexual harassment jeopardize the sense of community and civility in the environment. Racial, religious, ethnic or sexual harassment will not be tolerated and will lead to serious disciplinary action.

The Institute is committed to maintaining safe and healthy educational and work environment in which no member of the Institute community is, on the basis of sex, excluded from the participation in any Institute program or activity. Gender based discriminations and sexual harassment, including sexual violence, are forms of sex discrimination in that they deny or limit the individual's ability to participate in or benefit from Institute program or activities, are never tolerated or promoted.

It is the policy of the Institute to provide educational preventive and training programs regarding sexual or gender based harassment to encourage reporting of incidents to prevent incidents of sexual and gender based harassment from denying or limiting an individual's ability to participate in or benefit from the Institute's programs, to make available timely services for those who have been affected by discrimination and to provide prompt and equitable methods of investigation and solution to stop discrimination, remedy any harm and prevent its recurrence. Violation of this policy may result in the imposition of sanctions up to and including termination, dismissal or expulsion, as determined by the appropriate authority of the Institute.

Retaliation against an individual for raising an allegation of sexual or gender-based harassment for cooperating in an investigation of such a complaint, or for opposing discriminatory practices is prohibited. Submitting a complaint that is not in good faith or providing false or misleading information in any investigation of complaint is also prohibited.

Hazing (Ragging)

A new member of an organization shall have the right to be free of all activities which may constitute hazing while attempting to become a member of an athletic team, student

organization, or other campus organization. Organizations and their members are prohibited from engaging in or encouraging others to engage in activities that are defined as hazing. Any new member initiation process should be conducted in a manner that respects the dignity of new members and protects their mental and physical well-being. Examples of acceptable behaviour include an awareness of organizational norms, development of a sense of solidarity with other organization members, or activities that otherwise promote the mission of the organization or of the Institute.

Stalking

Stalking behaviour in which a student repeatedly engages in a course of conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her family is unacceptable behaviour which could result in serious disciplinary action. This includes situations where the threat is reasonably determined by the Institute to seriously alarm, torment, or terrorize the person.

Distribution of Written Materials and Posting of Notices

Free inquiry, free expression and civility within the academic community are indispensable to the Institute's objectives. Inclusion of the name, telephone number and/or e-mail address of the Institute sponsoring organization or individual member of the Institute community on material resembling petitions, posters, or leaflets distributed on campus is required. Anonymous public postings without sponsorship of a registered Institute organization shall be removed or deleted if a complaint by a member of the Institute is lodged with the SSO. Posters and notices of any kind may be affixed only to bulletin boards and not on Institute walls.

Illegal Drugs and Alcoholic Beverages

Heroin, Cocaine, Marijuana, Hashish, Alcoholic Beverages and other substances referred to as "controlled dangerous substances" are strictly prohibited anywhere on campus. Any violator will be reported to the Disciplinary Committee which will lead to serious disciplinary action.

Forgery

Forgery, alteration, or misuse of any Institute document, record, key, electronic device, or identification is not permitted, and is subject to disciplinary action.

Off-campus Conduct

The interaction of Namal community with the people, institutions, professional societies and corporations outside of Namal, is an important aspect of Namal vision and mission.

In all such interactions, where Namal students, faculty and staff are representing Namal, their conduct on and off campus is a reflection of Namal core values, and influences the development of the Namal image. The members of the Namal community are expected to

behave professionally and in keeping with Namal core values and quality standards, while representing Namal at professional conferences, seminars and meetings, as well as in social delegations and excursion trips sponsored by Namal.

28.2. 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.

28.3. Examination Guide Lines for Students

The following guide lines should be strictly followed by the students for the Examination, may it be Quiz, Mid Term or Final Examination at the end of a Semester.

Exam Timings

- Students are not allowed to enter the examination room if they are late by more than 15 minutes. No extra time is granted.
- Students may not leave the examination room till at least half of the exam duration has elapsed.

What students should bring to the examination

- All students are required to bring their Namal student card for the examination. The invigilator and instructor reserve the right to check the ID of the students at any time during the exam.
- Students must ensure they have the appropriate stationery for each examination. The Institute is not responsible for the provision of pens, pencils, rulers etc. Stationery must be in a clear pencil case or bag.
- The Institute does not supply calculators for examinations. Students must bring their own calculator to the examination, where its use is permitted. Calculators that incorporate an alphabetic input are not permitted. You may not use your mobile phone as a calculator. Calculators must not be preprogrammed and the memory must be clear. Sharing of calculators is not permitted.

What students should NOT bring to the examination

- Food is not permitted, unless students have a specific medical condition which has been outlined on an Action Plan issued by Student Support.
- Students must switch off their mobile phones and place face up underneath their examination desk. Smart watches or any other electronic devices should not be on their person either in the examination room or during any respite break from an examination room.
- Students are strongly advised not to bring bags, books and other personal belongings into the examination. If they are brought to the examination they must be left in the area designated by the Invigilator.
- The use of dictionaries is prohibited in examinations. Bilingual dictionaries may only be allowed in modern language examinations where the question paper specifies it.

During the examination

- Students must carefully read the instructions outlined on the paperwork provided for the examination.
- All rough work must be completed in the answer book and crossed out. Pages must not be torn from answer books to use for rough notes.

- Students that have a question must attract the attention of the Invigilator by raising a hand.
- During an examination, a student may not leave the examination room without the permission of the invigilator. If allowed, only one person can go out of the room at a time.
- No question papers and answer books are to be taken out of the examination room during the examination.
- Duration of an exam is determined by the instructor and no extension in the time will be given unless allowed by him/her.
- In case of medical emergencies, students may be allowed to leave the examination room and if possible, will be accompanied by an invigilator.
- Students are not allowed to communicate with each other during the examination.
- Students must ensure that they have written their roll number and completed the examination details required on all the used answer sheets before they are told to stop writing.
- If you wish to leave the examination before the specified finish time, you must raise your hand and wait until the Invigilator has collected your completed script.

At the end of the examination

- Students must ensure that any loose sheets are securely fixed to the answer book using the tags provided. Drawings may be folded as neatly as possible to secure within the answer book. It is the responsibility of the student to ensure the front cover of the answer book is fully completed.
- All students must remain in their seats until their scripts have been collected and they are formally dismissed by the Invigilator
- Students must take any belongings away with them when they evacuate the examination room and remember to leave quietly as there may be other examinations in progress in the nearby premises.

Any exception to the above rules may be sought by the course instructor from the Controller of Examinations prior to commencement of the exam.

28.4. HEC Policy on Protection against Sexual Harassment in Higher Education Institutions



THE HIGHER EDUCATION COMMISSION

**POLICY ON PROTECTION AGAINST SEXUAL HARASSMENT IN
HIGHER EDUCATION INSTITUTIONS**

[Effective July 1, 2020]

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HIGHER EDUCATION COMMISSION
POLICY ON PROTECTION AGAINST SEXUAL HARASSMENT IN
HIGHER EDUCATION INSTITUTIONS

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.

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.

- 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 HEI's 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.

- 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;

- 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 no 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 years (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.

- 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.

- 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.

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.

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

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 prohibit 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

- 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.

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.

- 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.

29. IMPORTANT TELEPHONE NUMBERS

| Department | Phone No / Ext |
|--|---------------------------|
| Namal Institute Exchange | 0459-236995 |
| Namal Institute Security | Ext: 111, 103 |
| Chagda Hostel | 0301-3959215 |
| Exam Office | Ext: 105 |
| Student Support Office (SSO) | |
| Fauji Foundation Hospital (Danda Shah Bilawal) | 0543-482220 |
| DHQ Hospital Mianwali | 0459-920128 |
| Ambulance | 0306-206 3948, Ext: 1122 |
| Daewoo Terminal Mianwali | 0459-236239 |
| Niazi Bus Terminal | 0321-6090321, 0459-236555 |
| New Khan Bus Terminal | 0459-235516, 0459-232955 |

Disclaimer

The information given in this Handbook is based on the approved statutes, regulations and policies of the Namal Institute (errors and omissions excepted). However, the Institute 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 Institute. 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 designed by the following Team with the help of Department and section Heads of Namal Institute:

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