STUDENT HANDBOOK

—

2018 - 19

NAMAL COLLEGE

SHAPING THOSE WHO
SHAPE THE FUTURE

CONTENTS

Student Handbook

2018-19

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 College. In addition, this handbook contains information about the history of the college, 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 college 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 College reserves the right to amend the policies at any time.

Best wishes for your studies.

Dr. Rauf A. Sheikh

Registrar,

Namal College

Disclaimer

The information in the Handbook is correct at the time of printing; however, Namal College reserves the right to make amendments any time to:

1. The contents of the Handbook and in particular to the timetable, location and methods of delivery or the contents, syllabus and assessment of any of its programs as set out in the programs and course specifications in this Handbook and/or on the website

2. Its rules, regulations, policies, procedure and fee structure, etc.

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.

Imran Khan

Founder

Namal College

A Project of Namal Knowledge City

Dear Students,

Congratulations!

On behalf of Namal's Board of Governors, faculty, staff, students and alumni, I am pleased to welcome you to the Namal family. You have now become one of the "Namal Lights". As namalites, we are also excited that you have become a part of our Namal Knowledge City (NKC) dream. NKC is a visionary project, which will help bring transformation to the rural landscape in Pakistan by providing world-class education and training to its students. NKC is envisioned to become a major knowledge base in Pakistan supporting socio economic development of the country.

Over the ten years of its existence, Namal has been striving to achieve academic excellence and to instil the values of integrity, merit, excellence, commitment, tolerance and social responsibility among its students. Education without a proper value system is incomplete. We believe Namal values will go a long way in defining our students as responsible members of our society.

We encourage you to take full advantage of the excellent teaching quality, scholarship, support, flexibility and the extra-curricular offerings at Namal. All these elements come together to create a transformational student experience. Our current programs in Electric Engineering, Computer Science and Business Administration are geared towards developing leaders of tomorrow who will be able to shape the future.

Thank you for entrusting us with your future learning, career enrichment and personal enlightenment. We will be here to support you at every step of your educational journey.

Shahbaz H. Syed

Director

Namal College

1. NAMAL AT A GLANCE
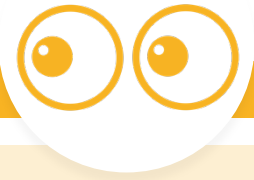
1.1. NAMAL KNOWLEDGE CITY: AN INSPIRATION, A DREAM

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 been actualized by its visionary members 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.

1.2. VISION AND MISSION: NOT JUST STATEMENTS

To become a center 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 Knowledge City 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.

1.3. CORE VALUES

Namal College 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 college's mission to produce technically proficient individuals who are true demonstrators of these values.

1.4. AN AFFILIATE COLLEGE OF THE UNIVERSITY OF ENGINEERING AND TECHNOLOGY, LAHORE

Namal College is an Affiliate College of the University of Engineering and Technology (UET), Lahore. It currently offers three degree programs of B.Sc. Computer Science, B.Sc. Electrical Engineering and Bachelor of Business Administration (BBA).

1.5. FACTS

Founded: In 2008 by Mr. Imran Khan

Student Population: The student population is around 300 coming from more than 50 different districts of Pakistan.

Faculty: 30 full time faculty members

Student to Faculty Ratio: 10:1

Library: More than 10,000 books

Job placement / Further Study: More than 90% of our graduates are working in industry and academia or undertaking further study.

Programs Offered: B.Sc. Computer Science, B.Sc. Electrical Engineering and Bachelor of Business Administration (BBA).

Duration of Programs: All programs at Namal are four year undergraduate programs. The degree will be awarded after the successful completion of the program, which means that the students will complete their 16 years of education in Namal.

Location: Namal College is located at a short distance from the city of Mianwali, at 30 km Talagang Road, which connects to Islamabad & Lahore via the Motorway and onwards to Waziristan, tribal areas, and eventually Karachi through Indus Highway. The college is set on a beautiful countryside at the edge of Namal Lake which came into being in 1913. The two-storey building, covering an area of 62,500 sq. ft., houses the college administration, Computer Science, Electrical Engineering and Business departments, as well as a library, cafeteria and laboratories.

1.6. BASIC TERMINOLOGIES

Programs

Three programs are being offered at Namal College. All of these programs are four-year undergraduate programs.

Semesters

There are eight semesters in each of these programs.

Credit Hours Requirement for Graduation

From a minimum of 130 to a maximum of 136 credit hours are required for a four years program.

Lab Engineer

Role of the Lab Engineer is to conduct labs, tutorials and problem solving sessions. They must be respected like teachers.

Teaching Assistant (TA)

A teacher may assign a senior student with excellent academic records as a Teaching Assistant. TA is responsible for planning the tutorials and problem-solving sessions for the corresponding subject. TA must be respected like a teacher.

Course Outline

The document describes the course aims, learning outcomes, contents and the assessments. The subject-teacher shares the course outline with the students during the first session of the semester.

1.7 ACADEMIC CONDUCT

The College 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 College 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.

1.8 ACADEMIC CALENDAR 2018-19

(Tentative)

Week Starting From	Activities
03-Sep-18	Start of UET Semester 3 & Semester 5 #3
20-Sep-18	Ashura Holiday
21-Sep-18	Ashura Holiday
24-Sep-18	First week of Classes (Bradford)
22-Oct-18	Mid-term week UET Semester 3 & Semester 5
19-Nov-18	Start of UET Semester 1
19-Nov-18	Graduate Night Dinner, Convocation
17-Dec-18	Last week of Classes UET Semester 3 & Semester 5
24-Dec-18	Exam Week UET Semester 3 & Semester 5, Quaid Day
31-Dec-18	Mid-term week UET Semester 1
07-Jan-19	Exam Week (Bradford) Start of UET Semester 4 & Semester 6
	Start of UET Semester 4 & Semester 6
14-Jan-19	Exam Week (Bradford)
21-Jan-19	First Week of Spring Semester (Bradford)
05-Feb-19	Kashmir Day
28-Feb-19	Last Week of Classes UET Semester 1
	Mid-term UET Semester 4 & Semester 6
04-11-Mar-19	Exam Week UET Semester 1
18-Mar-19	Start of UET Semester 2
22-Apr-19	Last Week of Classes UET Semester 4 & Semester 6

29-Apr-19	Exam Week UET Semester #4
01-May-19	Labour Day
06-May-19	Exam Week (Bradford), Mid-term week UET Semester 2
13-May-19	Exam Week (Bradford)
20-May-19	Bradford Semester Ends (May 24)
05-Jun-19	Eid ul-Fitr Holiday
06-Jun-19	Eid ul-Fitr Holiday
07-Jun-19	Eid ul-Fitr Holiday
28-Jun-19	End of UET Semester 2
01-05-Jun-19	Exam Week UET Semester 2
22-Jul-19	Bradford Supplementary Assessment period

2. ACADEMIC PROGRAMS

2.1. B.SC. ELECTRICAL ENGINEERING

2.1.1. PROGRAM OBJECTIVES

The aim of the program is to provide you with a sound grounding in the fundamentals of electrical engineering. The objective of the program is to groom students in such a way that they can:

- Excel in a career utilizing their education in Electrical Engineering;
- Continue to enhance their knowledge;
- Be effective in multidisciplinary and diverse professional environments;
- Provide leadership and demonstrate professional integrity.

2.1.2. PROGRAM LEARNING OUTCOMES

To be eligible for the award of the undergraduate degree, students will be able to demonstrate following skills:

- An ability to apply knowledge of mathematics, science and engineering to the solution of complex electrical engineering problems
- An ability to design a system, component, or process and synthesize solutions to meet the desired needs
- An ability to design and conduct experiments, as well as to analyze , interpret data and synthesize valid conclusions
- An ability to use the techniques, skills, and modern engineering tools necessary for engineering practice with appropriate considerations for public health and safety, cultural, societal, and environmental constraints
- An understanding of professional, ethical and moral responsibility
- An ability to function effectively as an individual and or in multi-disciplinary teams
- An ability to communicate effectively
- A knowledge of contemporary engineering issues and understand the fundamental principles of effective project management
- An ability to engage in life-long learning
- An understanding of necessary knowledge and skills required for entrepreneurship

2.1.3. PROGRAM STRUCTURE

The B.Sc. Electrical Engineering is offered by Namal College in line with the Department of Electrical Engineering, University of Engineering and Technology, Lahore. 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.

Course Code	Course Title	Cr. Hrs		Knowledge Area	Pre-requisites
		Th	**Lab**		
Semester 1					
EE 100	Electric Circuits	3	1	Electrical Engineering Fundamentals	None
CH 100	Applied Chemistry	2	1	Natural Sciences	None
ME 100L	Workshop Practice	0	1	Mechanical Engineering	None
PHY 111	Applied Physics	2	1	Natural Sciences	None
MA 123	Calculus	3	0	Natural Sciences	None
HU 151	Arabic Language	1	0	Humanities	None
	English	0	0	Humanities	None
	Sub Total	**11**	**4**		
Semester 2					
EE 101	Electrical and Electronics Workshop	0	1	Electrical Engineering Practice	None
EE 110	Circuit Analysis & Design	3	1	Electrical Engineering Fundamentals	EE 100
ME 122L	Engineering Drawing	0	1	Civil Engineering	None
CS 141	Introduction to Computing	3	1	Computer Science	None
ME 110	Applied Thermodynamics	3	0	Natural Sciences	None
HU 111	Communication Skills	0	1	Humanities	English
MA 228	Differential Equations	3	0	Natural Sciences	MA 123
	Sub Total	**12**	**5**		

Semester 3					
EE 212	Semiconductor Devices	3	1	Microelectronics	None
EE 230	Programming Fundamentals	3	1	Computer Science	None
EE 272	Digital Systems	3	1	Digital Electronics	None
HU 221	Technical Writing & Presentation Skills	3	0	Humanities	None
MA 234	Linear Algebra	3	0	Natural Sciences	None
	Sub Total	**15**	**3**		
Semester 4					
EE 213	Analog & Digital Electronic Circuits	3	1	Electrical Engineering Fundamentals	EE 212
EE 220	Signals & Systems	3	0	Electrical Engineering Fundamentals	None
EE 232	Data Structures & Algorithms	3	1	Computer Science	EE 230
EE 273	Microprocessor Systems	3	1	Computer Engineering	None
MA 346	Numerical Methods	3	0	Natural Sciences	None
	Sub Total	**15**	**3**		
Semester 5					
EE 320	Applied Probability & Statistics	3	0	Natural Sciences	EE 220, MA 234
EE 340	Control Systems	3	1	Controls	None
EE 350	Electric Machinery Fundamentals	3	1	Electrical Machines	None
EE 356	Power Transmission, Distribution and Utilization	3	1	Electrical Power	None
EE 380	Electromagnetic Theory	3	0	Electromagnetism	None
	Sub Total	**15**	**3**		

Semester 6					
EE 322	Analog & Digital Communications	3	1	Communications	None
EE 384	Digital Signal Processing	3	1	Signal Processing	EE 220
EE XXX	Restricted Elective	3	1	Misc.	None
MCT 351	Introduction to Robotics	3	1	Robotics	None
IS 101	Islamic & Pakistan Studies / Ethics	3	0	Humanities	None
	Sub Total	**15**	**4**		
Semester 7					
EE XXX	Elective	3	1	Misc.	None
EE XXX	Elective	3	1	Misc.	None
MGT 460	Engineering Economics	3	0	Management	None
IS 201	Islamic & Pakistan Studies II / Ethics	3	0	Humanities	None
EE 499a	Project (Phase-I)	0	3	Final Year Design Project	None
	Sub Total	**12**	**5**		
Semester 8					
EE XXX	Elective	3	1	Misc.	None
EE XXX	Elective	3	1	Misc.	None
MGT 414	Entrepreneurship & Business Management	3	0	Management	None
EE 499b	Project (Phase-II)	0	3	Final Year Design Project	None
	Sub Total	**9**	**5**		
Total Credit Hours: 134					

2.1.4 POSSIBLE ELECTIVES

Course Code	Course Title	Cr. Hrs		Knowledge Area	Pre-requisites
		Th	Lab		
EE 412	Integrated Electronic Circuits	3	1	Microelectronics	None
EE 413	Industrial Electronics	3	1	Industrial Electronics	None
EE 424	Satellite Engineering	3	0	Communications	None
EE 425	Wireless Communications	3	1	Communications	EE 384
EE 426	Digital Image Processing	3	1	Signal Processing	EE 384
EE 432	Computer Networks	3	1	Communications	None
EE 436	Database Engineering	3	1	Computer Science	None
EE 439	Introduction to Machine Learning	3	0	Computer Science	MA 234
EE 450	High Voltage Engineering	3	1	Electrical Power	None
EE 452	Renewable Electrical Energy Systems	3	0	Electrical Power	None
EE 461	Design of Electrical Machines	3	0	Electrical Machines	EE 350
EE 453	Power System Operation & Control	3	1	Electrical Power	EE 451
EE 454	Power System Protection	3	1	Electrical Power	EE 451
EE 456	Introduction to Smart Grids	3	0	Interdisciplinary	None
EE 475	Computer Architecture	3	1	Computer Engineering	EE 272
EE 476	Introduction to VLSI Systems	3	1	Microelectronics	None
EE 477	Software Construction	3	0	Computer Science	None
EE 481	Optical Circuits & Systems	3	0	Optics	None

EE 482	Microwave Engineering – Passive Devices	3	1	Communications	EE 380
EE 484	Microwave Engineering – Active Devices	3	1	Communications	EE 482
EE 485	Electromagnetic Compatibility	3	0	Electromagnetism	EE 380
EE 491	Electrical Instrumentation and Measurement	3	1	Electrical Machines	None

2.1.5. DISCLAIMER

The details of the program specification and information contained herein are subject to change in accordance with the policies, rules and regulations of the University of Engineering and Technology, Lahore. Such changes will be notified to the enrolled students through email. Course offerings also depend on the availability of faculty of the subject area. The information given above has been adapted from the University of Engineering and Technology, Lahore.

2.2. B.SC. COMPUTER SCIENCE

2.2.1. PROGRAM OBJECTIVES

Computer Science concentrates on the theoretical foundations of computation and computer technology. It incorporates ideas from many other disciplines, including mathematics, engineering, humanities, management sciences and graphical design and has a close affinity with electronic communications as illustrated by the Internet and World Wide Web. The aim of the program is to provide you with a sound grounding in the fundamentals of computer software development (programming) and the tools and applications that modern computer scientists use. The objective of the program is to groom students in such a way that they can:

- Excel in a career utilizing their education in Computer Science;
- Continue to enhance their knowledge;
- Be effective in multidisciplinary and diverse professional environments;
- Provide leadership and demonstrate professional integrity.

2.2.2. PROGRAM LEARNING OUTCOMES

To be eligible for the award of the undergraduate degree, students will be able to demonstrate following skills:

Engineering Knowledge: An ability to apply knowledge of mathematics, science, engineering fundamentals and an engineering specialization to the solution of complex engineering problems.

Problem Analysis: An ability to identify, formulate, research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences and engineering sciences.

Design/Development of Solutions: An ability to design solutions for complex engineering problems and design systems, components or processes that meet specified needs with appropriate consideration for public health and safety, cultural, societal, and environmental considerations.

Investigation: An ability to investigate complex engineering problems in a methodical way including literature survey, design and conduct of experiments, analysis and interpretation of experimental data, and synthesis of information to derive valid conclusions.

Modern Tool Usage: An ability to create, select and apply appropriate techniques, resources, and modern engineering and IT tools, including prediction and modeling, to complex engineering activities, with an understanding of the limitations.

The Engineer and Society: An ability to apply reasoning informed by contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to professional engineering practice and solution to complex engineering problems.

Environment and Sustainability: An ability to understand the impact of professional engineering solutions in societal and environmental contexts and demonstrate knowledge of and need for sustainable development.

Ethics: Apply ethical principles and commit to professional ethics and responsibilities and norms of engineering practice.

Individual and Team Work: An ability to work effectively, as an individual or in a team, on multifaceted and /or multidisciplinary settings.

Communication: An ability to communicate effectively, orally as well as in writing, on complex engineering activities with the engineering community and with society at large, such as being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.

Project Management: An ability to demonstrate management skills and apply engineering principles to one's own work, as a member and/or leader in a team, to manage projects in a multidisciplinary environment.

Lifelong Learning: An ability to recognize importance of, and pursue lifelong learning in the broader context of innovation and technological developments.

2.2.3. PROGRAM STRUCTURE

The B.Sc. Computer Science is offered by Namal College in line with the Department of Computer Science, part of University of Engineering and Technology, Lahore. It is a four year program 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 computer science courses.

Course Code	Course Title	Cr. Hrs		Knowledge Area	Pre-requisites
		Th	Lab		
Semester 1					
MA-123	Calculus	3	0	Natural Sciences	None
PHY-121 & 121L	Mechanics & Wave Motion	2	1	Natural Sciences	None
IS-101	Islamic/ Ethics & Pakistan Studies I	3	0	Humanities	None
CS-141 & 141L	Introduction to Computing	3	1	Computing	None
ME-100L	Workshop Practice	0	1	Interdisciplinary Engg	None
	English	0	0	Humanities	None
Sub Total		11	2		
Semester 2					
MA-224	Multivariate Calculus	3	0	Natural Science	MA-123
CS-142 & 142L	Programming Fundamentals	3	1	Computing	CS-141 & 141L
CSE-121 & 121L	Circuit Analysis I	3	1	CS Foundation	MA-123
IS-201	Islamic/ Ethics & Pakistan Studies II	3	0	Humanities	IS-101
PHY-131 &131L	Electricity and Magnetism	2	1	Natural Sciences	None
Sub Total		14	3		
Semester 3					
MA-219	Linear Algebra and Complex Analysis	3	0	Natural Sciences	None
HU-221	Technical Writing & Presentation Skills	3	0	Humanities	None
CS-241 & 241L	Object Oriented Programming	3	1	Computing	CS-142 & 142L

CS-211	Discrete Mathematical Structures	3	0	Major Based Core	MA-123
CSE-221 & 221L	Digital Logic Design	3	1	CS Foundation	CS-141
Sub Total		15	2		

Semester 4

MA-225	Differential Equations and Transforms	3	0	Natural Sciences	MA-123
CS-212 & 212L	Data Structures and Algorithms	3	1	Major Based Core	CS-211, CS-142 & 142L
CSE-222 & 222L	Computer Organization and Assembly	3	1	Major Based Core	CSE-221 &221L
CS-281 & CS-281L	Object Oriented Analysis and Design	3	1	Major Based Core	CS-142 & CS-142L
CS-201 & CS-201L	Numerical Analysis	3	1	Major Based Core	MA-123, CS-141 & 141L
Sub Total		15	4		

Semester 5

CSE-301	Probability and Random Variables	3	0	Major Based Core	MA-224
HU-111L	Communication Skills	0	1	Humanities	None
CS-312	Theory of Automata & Formal Languages	3	0	CS Foundation	CS-211
CS-381 & 381L	Software Engineering	3	1	Major Based Core	CS-241 & CS-241L, CS-212
CS-361 & 361L	Artificial Intelligence	3	1	Major Based Core	CS-211, CS-212
CS-311	Analysis of Algorithms	3	0	CS Foundation	CS-211, CS-212 & CS-212L
Sub Total		15	3		

Semester 6					
MGT-XXX	Project Management	3	0	Management Sciences	None
CS-362 & 362L	Operating Systems	3	1	CS Foundation	CSE-222, CS-212
CSE-331 & 331L	Computer Networks	3	1	CS Foundation	CS-212 & 212L
CS-382	Web Technologies	3	0	Major Based Core	CS-212 & 212L
CS-363 & 363L	Database Systems	3	1	Major Based Core	CS-212 & 212L
Sub Total		**15**	**3**		
Semester 7					
MGT-414	Entrepreneurship and Business Management	3	0	Management Sciences	None
CSE-421	Computer Architecture	3	0	Major Based Core	CSE-222 & 222L
	CS/ CSE Elective	3	0	Major Based	CSE-371
	CS/ CSE Elective	2	1	Major Based	None
CSE-491	FYP I	0	3	Final Year Design Project	None
Sub Total		**11**	**4**		
Semester 8					
XX-XXX	International language	3	0	Humanities	None
CS-411	Compiler Construction	3	0	Major Based Core	CS-312
	CS/ CSE Elective	3	0	Major Based	None
	CS/ CSE Elective	2	1	Major Based	None
CSE-492	FYP II	0	3	Final Year Design Project	None
Sub Total		**11**	**4**		

Total Credit Hours: 133

2.2.4 POSSIBLE 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

2.2.5. DISCLAIMER

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2.3. BACHELOR OF BUSINESS ADMINISTRATION (BBA)

2.3.1 PROGRAM OBJECTIVES

BBA program in Namal Business School focuses on giving an international perspective on business concepts coupled with high transfer of learning and opportunity to acquire pragmatic knowledge of various businesses including agribusiness. The aim of the program is to provide students with knowledge, skills and attitude that will help them to resolve diverse business challenges in their professional life.

The main objectives of the program are:

- To introduce and familiarize students with a broad range of Business disciplines and functions.

- To familiarize students with a wide range of problem-solving techniques used in the business decision-making process.

- To expose and require students to carry out hands-on research and practice experiential learning within the program.

- To develop communication skills facilitating perception, analysis and diagnosis of business situations and enhance the required ability in tackling them.

- To provide students with the means to understand and foresee future developments of business organizations within and outside Pakistan.

2.3.2. PROGRAM LEARNING OUTCOMES

To be eligible for the award of the undergraduate degree, students will be able to demonstrate following skills:

- ability to demonstrate the understanding of broad business concepts and principles

- ability to apply the business concepts in real world settings

- ability to understand and thru the effective and ethical decision making

- ability to demonstrate the understanding of working in diverse culture and managing issues related to diversity

- ability to identify the business challenges in the environment and provide solutions

- ability to demonstrate the communication skills required in professional life

- ability to work effectively in teams

- ability to demonstrate the problem solving skills

- ability to demonstrate ethical business professionalism

2.3.3. PROGRAM STRUCTURE

Semester 1		
Course Code	Course Title	Cr. Hrs.
HU-001	Functional English	3
MA 151	Business Mathematics	3
IS-101	Islamic/ Ethics & Pakistan Studies I	3
MGT 100	Introduction to Management	3
MA 152	Business Statistics I	3
MGT 101	Introduction to corporate Culture	1
Sub Total		16
Semester 2		
MGT 160	Principles of Microeconomics	3
MGT 140	Financial accounting I	3
MA 254	Business Statistics II	3
MGT 102	Sociology	3
CS 101	Computing Fundamentals	3
HU 111	Communication Skills	1
Sub Total		16

Semester 3			
MGT 210	Organizational Psychology	3	
IS 201	Islamic and Pak Studies II	3	
MGT 230	Principles of Marketing	3	
MGT 260	Principles of Macro Economics	3	
MGT 240	Financial Accounting II	3	
MGT 220	Human Resource Management	3	
Sub Total		**18**	
Semester 4			
MGT 211	Principles of Management	3	
MGT 221	Organizational behaviour	3	
MGT 241	Managerial Accounting	3	
HU 221	Technical Writing and Presentation Skills	3	
MGT 270	E-Commerce	3	
MGT 231	Consumer Behavior	3	
Sub Total		**18**	
Semester 5			
MGT 300	Business and Corporate Law	3	
MGT 311	Business Research Methods	3	
MGT 312	Supply Chain Management	3	
MGT 350	Business Finance	3	
MGT 301	International Language	2	
MGT 370	Management Information System	3	
Sub Total		**17**	
Semester 6			
MGT-310	Production and Operations Management	3	
MGT 330	Marketing Management	3	
MGT 313	Total Quality Management	3	
MGT 351	Financial Management	3	
MGT 314	Corporate Governance	3	
Sub Total		**15**	
Semester 7			
MGT 4	Elective Course I	3	

MGT 4	Elective Course II	3
MGT 410	Project Management	3
MGT 411	International Business	3
CSE-491	Industrial/Research Project I	3
Sub Total		**15**
Semester 8		
MGT 4	Elective Course III	3
MGT 4	Elective Course IV	3
MGT 412	Strategic Business Management	3
MGT 413	Entrepreneurship	3
MGT 401	Industrial Research Project II	3
Sub Total		**15**

DISCLAIMER

The details of the program specification and information contained therein are subject to change in accordance with the policies, rules and regulations of the University of Engineering and Technology, Lahore. Such changes will be notified to the enrolled students through email. Course offerings also depend on the availability of faculty of the subject area. The information given above has been adapted from the University of Engineering and Technology, Lahore.

2.4. SEMESTER SYSTEM REGULATIONS

2.4.1. HOD'S PERSPECTIVE

- In order to facilitate student's registration, the respective HoD will ensure that Learning Management System (LMS) has been uploaded with:
  - Subjects being offered during the semester
  - Time table
  - Teacher allocation
  - Pre-requisites and co-requisites, if any
  - Section student capacity
  - Key performance indicators (KPIs) of each subject (thresholds)

2.4.2. STUDENT ORIENTATION AND GUIDANCE

- The departments will arrange orientation for newly admitted students before commencement of first semester and guidance sessions for all students before commencement of each semester.
- The following information will be disseminated to the students during these sessions:
  - Semester policies, especially warning, probation and separation policy
  - Registration guidelines, credit hour registration limits
  - Subject registration, guidelines, pre-requisites and way forward for weak students
  - Assignment of tutors
  - Any other academic and co-curricular aspects

2.4.3. REGULAR SEMESTERS (FALL & SPRING)

- There shall be two regular semesters, namely Fall and Spring semesters.
- Fall and spring semesters will be spread over 16 to 18 weeks including examinations with at least 15 study weeks during the semester.

2.4.4. TEACHER'S ROLE

- The teacher of each subject has to upload the following on LMS:
  - Subject description
  - Course Learning Outcomes (CLOs) of the subject
  - Mapping of CLOs to Program Learning Outcomes (PLOs)
  - Subject weekly teaching plan and the relation of topics with CLOs
  - Assessments

2.4.5. REGISTRATION REGULATIONS

- The maximum and minimum permissible number of students to be allowed registration in a subject section will be decided by the Namal Administration.
- Students may consult their tutors for registration guidelines.
- Registration will only be allowed in a subject if the prerequisites, if any, of this subject have been completed successfully.
- Registration in a subject section will be closed if the maximum permitted number of students has registered in it.
- A subject section will be closed if less than the minimum numbers of students register in that section. Such students who have been denied registration due to a closure of a section may add some alternate subject(s) during add and drop period.
- Registration limits for UG students are given under:
  - First year and second year students may be allowed to register in at most 18 credit hours during fall and spring semesters such that the contact hours per week do not exceed 26.

- o Students of third year and beyond may be allowed to register in at most 20 credit hours during fall and spring semesters such that the contact hours per week do not exceed 30. Students, because of repetition of subjects or fulfillment of graduation requirements, may apply to the Dean for one credit hour relaxation in the 20 credit hours registration limit.
  - o At most 8 credit hours during summer semester such that the contact hours per week do not exceed 24.
- Regular students may register for subjects being offered during that semester within their maximum permissible credit hours registration limit.
- The student may add or drop subjects within first two weeks of the semester.
- A student, who is fulfilling requirements of an 'I' grade in a semester, is not required to register in the subject in which he has been awarded 'I' grade.
- Students deciding not to register in a semester must inform the department of their decision. Failure to register without any prior intimation may result in separation from the College.

2.4.6. CLASSIFICATION OF NAMAL STUDENTS

- Students shall be classified:
  1. On the basis of number of credit hours registered in a semester.
  2. On the basis of credit hours completed.
- The students are classified as per the following nomenclature on the basis of credit hours registered during a semester:

Students registering in at least 12 credit hours during fall and spring semesters and 6 credit hours during summer semester within the minimum duration of their respective degree program shall be called 'Regular'.

- The students are classified as per the following nomenclature on the basis of credit hours completed:
- 'First Year' students if they have successfully completed less than or up to 32 credit hours of prescribed syllabus.
- 'Second Year' students if they have successfully completed more than 32 credit hours but up to 68 credit hours of prescribed syllabus.
- 'Third Year' students if they have successfully completed more than 68 credit hours but up to 104 credit hours of prescribed syllabus.
- 'Fourth Year' students, in case of five years degree program only, if they have successfully completed more than 104 credit hours but up to 136 credit hours of prescribed syllabus.
- 'Final Year' students if they have successfully completed more than 104 credit hours, in case of a four year degree program more than 136 credit hours, in case of a five year degree program of prescribed syllabus.

2.4.7. FACILITATION BY LMS

- 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.

3. ADMINISTRATION

3.1. 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. Imran Khan (Chairman)
2. Abdul Razak Dawood (Vice-Chairman)
3. Sikandar Mustafa Khan
4. Dr. Arif Nazir Butt
5. Aleema Khanum
6. Dr. Parvez Hasan
7. Professor Dr. Atta ur Rehman
8. Dr. Rashid Amjad
9. Rashid Khan
10. Rehman Mir
11. Tahir Nawaz

3.2. ACADEMIC ADVISORY COMMITTEE

The role of the academic advisory committee is to advise the Board of Governors in academic matters. They also support faculty hiring and help in monitoring the quality of education at Namal. The members of the committee are the leading academics of the country in their respective fields.

1. Dr. Shafay Shamail
2. Dr. Tariq Mahmood Jadoon
3. Dr. Muhammad Fareed Zafar
4. Dr. Adeel Zafar
5. Dr. Adnan Zahid
6. Dr. Fazal Jawad Seyyed

3.3. OFFICE OF THE DIRECTOR

Director is the operational Chief Executive Officer of all the academic and administrative affairs of the College. All departments report to the Director Office.

Director: Mr. Shahbaz H. Syed

3.4. OFFICE OF THE REGISTRAR

Registrar: Dr. Rauf A. Sheikh

Three offices along with their functions working under the Registrar are given below:

3.4.1. STUDENT SUPPORT OFFICE

The Student Support Office is responsible for the following:

- Admissions
- Financial Assistance
- Reporting Line for all Student Affairs (Mess, Hostels etc.)

Admission Executive: Mr. Naveed Ahmad

Admission Officer: Mr. Akbar Rehman Khan

3.4.2. EXAMS & PARTNERSHIP OFFICE (EPO)

EPO manages and supervises the conduct of examinations at Namal. It records and disseminates results, coordinates with the faculty, HoDs, and the Dean on the preparation, review, and approval of assessments, exam schedules, and is responsible for liaising with the degree awarding institution (UET Lahore) on all matters pertaining to examinations and student results.

Controller of Examination: Dr. Talha Manzoor

Manager: Ms. Asma Awan

AM Exam & Accriditation: Mr. Saad Feroze

Exams Officer: Mr. Zafar Iqbal

3.4.3. CAREER AND PLACEMENT OFFICE

The job of this office is to facilitate the graduating students in finding good jobs. It also helps in placement of current students on internships. He works in close coordination with NEF. He also gives a helping hand to Lahore Office to cater for the marketing requirements of College.

Marketing Executive: Mr. Shahbaz Khan

3.5. LIBRARY

The Library provides students access to books and other resources both in hard and soft form.

Library Timings: Monday – Friday: (9:00 AM – 8:00 PM),

Saturday: (9:00 AM – 5:00 PM)

Librarian: Ms. Saira Asghar

Library Assistant: Mr. Muhammad Saleem

3.6. INFORMATION TECHNOLOGY SUPPORT CENTRE (ITSC)

The computing, multimedia, printing and network resources in the campus and residential area are managed by ITSC. The ITSC also provides guidance to students in installing software and in case of technical problems.

Assistant Network Administrators: Maqsood Haider

3.7. FINANCE OFFICE

The financial matters ranging from staff salaries to student fees and fines are handled by accounts office of the college.

Manager Finance: Mr. Muhammad Zahid Hanif

Deputy Manager: Mr. Muhammad Imran

Assistant Manager: Mr. Zeeshan Amir

Finance Officer: Nasir Mehmood

Cashier: Sultan Mubaraz

3.8. GENERAL ADMINISTRATION

Following sections come under general administration

- Hostels
- Cafeteria
- Tuck Shop
- Transport
- Maintenance
- Medical Services

Manager Administration: Mr. Saad Azmat Khan

4. ACADEMICS

To harness the potential of the students and to facilitate them in achieving their academic goals, the College 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 College by becoming familiar with them.

4.1. RESOURCES

4.1.1. FACULTY/ ACADEMICS

The most important academic resource available to students is the faculty. Namal Faculty Members are hired after a rigorous process comprising different stages. The College's Academic Advisory Committee and the Faculty of School of Science & Engineering of LUMS play a central role in hiring faculty for Namal College. Other than the lecture slots, all the faculty members announce their office hours. All the faculty members are open to questions and queries following the philosophy of the College.

Currently there are 30 faculty members including 19 PhDs from leading national and international universities. Department wise detail of faculty members is given below:

Department of Electrical Engineering

Dr. Amir Khuram (Associate Professor) Head of Electrical Engineering Department:

Faculty Members:

- Dr. Nasir-ud-Din Gohar   (Professor)
- Dr. Syed Asad Alam   (Assistant Professor)
- Dr. Israr Ali Khan   (Assistant Professor)
- Dr. Talha Manzoor   (Assistant Professor)
- Dr. Adil Jahangir   (Associate Professor)
- Dr. Ateeq-ur-Rahman   (Assistant Professor)
- Miss Faiqa Ali   (Sr. Lecturer)
- Miss Abirah Ahmed   (Sr. Lecturer)
- Miss Zulaikha Kiran   (Sr. Lecturer)
- Fayyaz Kashif (On Study Leave)   (Sr. Lecturer)
- Muhammad Osama   (Sr. Lecturer)

Department of Computer Science

Dr. Adnan Iqbal (Associate Professor) Head of Computer Science Department

Faculty Members:

- Dr. Naeem Ayaz   (Professor)
- Dr. Malik Jahan Khan   (Associate Professor)
- Dr. Noman Javed   (Assistant Professor)
- Dr. Junaid Akhtar   (Assistant Professor)
- Mr. Gul Aftab   (Sr. Lecturer)
- Sheraz Anjum (On Study Leave)   (Sr. Lecturer)
- Dr. Adil Raja (On Study Leave)   (Associate Professor)
- Mr. Sarmad Ali (On Study Leave)   (Sr. Lecturer)

Department of Business Studies

Dr. Iqra Abdullah (Assistant Professor) Acting Head of Business Studies Department

Faculty Members

- Dr. Basharat Javed   (Assistant Professor)
- Dr. Umar Farooq   (Assistant Professor)
- Mr. Amjad-ur-Rahman   (Sr. Lecturer)
- M. Irfan Nadeem   (Sr. Lecturer)
- Mr. Azeem Khan   (Lecturer)

4.1.2. SEMINARS / WORKSHOPS BY GUEST SPEAKERS

Namal regularly invites guest speakers competent in their respective domains. They come mostly from all over Pakistan and sometimes from abroad. They conduct seminars and workshops not only in the technical domains but also from other disciplines and fields, thus providing an opportunity to students to broaden their knowledge and expertise.

4.1.3. ACADEMIC ADVICE

Concerned faculty members are the best resources to pull students out of the mire of confusion regarding their courses of study. It is important that all students on our programs get the best possible opportunity for learning here. However, from time to time, students may find themselves in difficulty or wish to raise an issue or even complain about different aspects of provisions supplied by the College.

If students find themselves facing academic or personal difficulties, there are specific faculty members to be approached. Students are strongly advised to speak to them as soon as possible. Experience tells us that solutions can be found for most problems, especially if they are raised sooner rather than later. Faculty members are best approached either during their office hours (details of which should be on office doors) or by making an appointment or email. Students should take their own notes at meetings with faculty members so as to help them understand and follow their advice.

If any student wishes to raise any issue related to assessments and results, he/she should consult the following staff/office in this order:

- Examination Office
- Controller of Examination

For extenuating circumstances, students should consult:

- Student Support Office
- Registrar

For issues that are very specific to a particular subject, students should consult the staff in this order:

- Course Instructor
- Head of Department
- Director

For all **personal issues**, students should consult the following staff in this order:

- Manager Administration: Administrative matters
- Hostel Caretaker (if related to hostel logistics)
- Registrar
- Director

4.1.4. STUDENT SUPPORT OFFICE

Student Support Office (SSO) is the sole point of contact for queries regarding examinations, results or any communication with the University of Engineering and Technology, Lahore. At times students need some reference letter for internships or need their documents to get attested from the College. SSO will help them in all such matters.

Students are advised not to approach any other person or department other than afore mentioned for the academic concerns. Students are further advised not to approach the University of Engineering and Technology, Lahore directly as it may complicate the issue and can cause unnecessary delay.

All the students are advised to consult this Handbook on regular basis to remain familiar with the updated information.

5. EXAMINATION REGULATIONS

5.1. SUBJECT CLASSIFICATION

According to the regulations, there are three types of subjects:

5.1.1. THEORY-BASED SUBJECTS (TYPE-A)

In these subjects, the primary mode of teaching shall be lectures conducted in the classrooms. These subjects are also classified as *Type-A* subjects in the regulations.

5.1.2. LAB-BASED SUBJECTS (TYPE-B)

Where in the primary mode of teaching shall be experiments conducted in a laboratory setting. These may also include designs, drawings, and other practical assignments or projects executed by students as specified in the syllabus. These subjects are also classified as *Type-B* subjects in the regulations.

5.1.3. COMPREHENSIVE PROJECTS (TYPE-C):

Where in students engage in design and development of a project under direct supervision of teachers in a lab/workshop or in industry. These subjects are spread over one, or typically two, regular semesters in an academic year. For the purpose of these regulations, subjects of this type shall be referred to as Type-C subjects.

5.2. ASSESSMENT DISTRIBUTION

5.2.1. TYPE –A SUBJECTS

a) There shall be a mid-term examination of at least one hour duration. It shall carry 30% assessment weight.

b) There shall be a comprehensive final examination of at least one and a half hour duration. It shall carry 40% assessment weight.

c) The comprehensive final examination may include 20% questions from the pre-midterm syllabus.

d) The teacher shall schedule additional assessment instruments such as quizzes, assignments, presentations, seminars, group discussions, field study reports etc. as specified in the syllabus or as determined by the teacher. These assessment instruments shall carry the remaining 30% weight of the subject.

5.2.2. TYPE –B SUBJECTS

a) In Type-B subjects, each Experiment, Studio work, Presentation, Design, Drawing, Project or Assignment shall be considered as an independent assessment instrument.

b) Cumulative performance in all independent assessment instruments, as specified in the syllabus or as determined by the teacher, shall form the basis for evaluating a student

5.2.3. TYPE –C SUBJECTS

a) In Type-C subjects, each exercise, project or assignment shall be assessed for process during its life time (Continuous Assessment) while the end product shall be assessed, right after its submission, through Viva-Voce /Jury examination (Terminal Assessment).

b) Continuous Assessment and Terminal Assessment of Type-C subjects may carry 60% and 40% weight respectively.

c) External Examiners/ Jurors shall be involved in the assessment of all Type-C subjects

5.3. EVALUATION PROCESS

5.3.1. TYPE –A SUBJECTS

a) For mid-term examinations of theory-based subjects, the teacher of a subject shall set the assessments of that subject, supervise the conduct of examination, mark the answer books and prepare the award list. Any teaching resource provided to assist a teacher cannot mark the mid-term and final examinations answer books.

b) The marked quizzes, assignments, reports, etc. and the mid-term examination scripts are shown to the students for review/feedback within one week of the event. The assessment scripts, however, would be recovered from the students and deposited to EPO. Note that in case of non-submitable assessments (e.g. presentations, demo, group seminars, etc.), only the earned scores will be communicate to the students.

c) At the end of scheduled teaching period of a semester but before commencement of the final examinations, the teacher shall prepare and display the Interim Award List (during last week, before Examination).

d) Namal instructors would mark the final examination scripts at UET Lahore, and prepare the Comprehensive Award List, within one week after the examination of the subject.

5.3.2. TYPE –B SUBJECTS

a) Teachers of Type-B subjects shall keep all students informed of their performance at every stage in each category of task performed. Immediately after the end of each stage/assessment event, teachers shall prepare and communicate the earned score to the student in that stage/assessment event.

b) At the end of semester and before the end of examination period, teachers shall prepare and upload the Interim Award List on Namal LMS.

c) After following the procedures and requirements regarding Interim Award List, the teachers shall prepare and display complete Award List, excluding letter grades, within one week after the end of scheduled teaching period.

5.3.3. TYPE –C SUBJECTS

a) Teachers of Type-C subjects shall keep all students informed of their performance at every stage in each category of task performed. Immediately after the end of each stage/assessment event, teachers shall prepare and display a list of earned score of each student in that assessment instrument.

b) At the end of first of the two semesters of a Type-C subject and before the end of the examination period, teachers would prepare and display an Intermediate Award List. This list would be similar to the Comprehensive Award List of Type-A and Type -B subjects except that letter grade assignment based upon this list will be limited to "IP" Grade.

c) At the end of second of the two semesters of a Type-C subject and before the end of examination period, teachers shall prepare and display the Interim Award List.

d) Within one week of the conduct of Viva-voce/Jury examination, internal and external examiners shall prepare and display complete Award List excluding the letter grades.

5.4. CONDUCT OF EXAMINATIONS

5.4.1. QUESTION PAPERS

a) All assignments, quizzes & midterm are set by the concerned teachers at Namal College, except the final examination.

b) Question papers of final exams are set/approved by UET Lahore. Final exams will be conducted under the supervision of a representative from the University.

5.4.2. USE OF REFERENCE MATERIAL

Prior to class tests, midterm/final examination, the subject teacher announces such books, notes or other material that can be referred to by the students during the test or examinations. All other books, notes, papers, etc., are withdrawn from the examinees.

5.4.3. EXAMINATION SCHEDULE

a) The schedule of Midterm exams will be defined by Namal EPO, with the consent of the concerned teachers.

b) The schedule of Final exams will be defined by the UET Lahore. The schedule will be publicized as soon as it is formally communicated by the University.

5.4.4. CONDUCT OF MID-TERM AND FINAL EXAMINATIONS

Following rules/regulations apply on the conduct of examinations:

a) The subject teacher shall assume the role of Superintendent during the conduct of examination. He/she will ensure that the all the below mentioned policies are being complied.

b) Students must arrive in time. No student is allowed to join the examination 30 minutes after its commencement, whatever be the reasons.

c) No student is allowed to submit the answer sheet and leave the examination room within 30 minutes of the commencement of examination.

d) Visits to toilets are carefully controlled, and may not be allowed if the exam duration is less than 2 hours.

e) All answer books used in the examination will be signed/initialed by the invigilators.

f) Student should write his/her UET registration numbers, and/or class on the front cover of

the answer book, and each additional answer sheet used. It is their responsibility to get those stapled before leaving the exam hall.

g) In certain cases (e.g. in tests/midterm), the teacher may require the students to answer on the question paper itself. Space will be provided for the answers. No other answer books will be used in such cases.

h) Students must keep their Namal ID cards with them. Invigilators may identify students through college ID or a valid photo ID.

i) Bringing in the mobile phones inside the exam venue, even if switched off, is strictly prohibited. Students are advised to surrender notes, papers or other unauthorized material before the commencement of the examination.

j) Do not use pen/ball-points of red, green, or any other color except black or blue. Do not use lead pencils, and any form of correcting fluid.

k) Exchange of any material (calculator, scales, question paper, etc.) is prohibited.

l) Students are warned against the use of any unfair means. They are not allowed to talk with or copy from other students during the examination.

m) Question papers and answer books of a student detected using unfair means or assisting another candidate, are taken away and the matter is reported to the respective HoD and CoE. The superintendent records all available evidence to be used as written proof later on.

5.5. STUDENT'S GRIEVANCES

- The examination regulations of the Namal College provide sufficient transparency by mandating teachers to show result of all assessment instruments including final examination to their students. Sufficient time is provided to students, even after finalization of the award list, to point out errors and omissions and get them rectified. As such, the following aspects will neither be reviewed nor discussed while interpreting the provisions of the this regulation:
- Marks awarded by the teacher in any of the assessment instruments
- Letter grade threshold

A student has two options for redress of grievances. The first option can only be exercised during the semester and the second option after declaration of semester results:

During the Semester: A student may file a grievance petition with the HoD of the department during a semester, if sufficient opportunity is not provided to him to review the assessment instruments. The HoD will form a 3 member Departmental Committee headed by a senior faculty member to redress the grievances. It will be mandatory on the Committee to hear both sides (student and the teacher), and recommend corrective action within 5 days after filing of the grievance. The recommendations of the Committee will be binding on the teacher as well as the student.

After Declaration of Semester Result: A student may submit a Grade Change Request to the HoD's Office stating the specific reason for change in grade. Grade Change Requests must be submitted not later than one week after the first grade was posted or within the first week of the following semester, whichever is later. The request will be routed to the concerned faculty member.

Normally, the only person who can change a grade is the faculty member who gave the grade; however, in case that faculty member is no longer available or cannot be reached, the HoD has the authority to evaluate the situation and change a grade, if required. When a grade is to be changed, the HoD shall forward the case to the Dean with justification for change. The result will be modified after approval of the Dean.

5.6. TIMELINE FOR SUBMISSION OF AWARD

- At the end of scheduled teaching period of a semester but before commencement of the final examinations, the teacher shall prepare and display the Interim Award List.
- Teachers would mark the final examination scripts, and prepare and display complete Award List, excluding letter grades, within one week after the examination of the subject.
- The students may be shown the final examination marked scripts before submission of Comprehensive Award List to the Controller of Examinations, if they so desire.

5.6.1. INTERIM AWARD LIST

a) Interim Award List would show the percentage as well as weighted score of each stage/assessment instrument of that subject including the mid-term examination in case of Type-A subjects.

b) The Interim Award List will be communicated to all students via Namal LMS . The list shall remain tentative for at least two working days to permit students to point out any anomalies, errors, omissions etc. in the list.

c) The teachers shall give due consideration to any anomalies, errors, omissions etc. in the list pointed out by any student, and may correct the list.

d) Any further processing of the list shall be carried out only after it has been displayed on Namal LMS for the mandatory period and decisions regarding all matters pointed out by students have been taken.

5.6.2. COMPREHENSIVE AWARD LIST

The Comprehensive Award List shall show, for each student:

a) The weighted combination of the Interim Award and Final Examination award in percentage format and Letter Grades corresponding to the comprehensive award.

b) Comprehensive Award List will be sent to the EPO by the Examination Department of UET Lahore. It will also be available on UET LMS.

5.7. DECLARATION OF FINAL RESULTS

At the end of the examination period, results of all during-semester assessments are submitted to the University. Final examinations will be marked at UET Lahore and the comprehensive award list will be prepared and by the teachers. The students should be able to see their subject marks/grades on UET's LMS (www.lms.uet.edu.pk) as soon as those are compiled and uploaded. It is important to note that the status of these results would be "Provisional", unless finalized by the University.

The University will follow the due process of scrutiny and verification. Once the results are

finalized by the University, the status of those results would change to "Confirmed" after declaration. Only then the transcript can be requested from the University.

5.7.1. AWARD OF LETTER GRADES

a) The subject teacher, having interacted with the students, taught them and having assessed them over the semester, shall award letter grades to the students. Chairman (or the designated faculty member) of the concerned degree awarding department at UET Lahore will be consulted while finalizing the letter grades.

b) Letter grade in each Type-A subject shall be awarded on a Relative Scale whereas, letter grade in Type-B and Type-C subjects may be awarded on an absolute scale if deemed fit by the subject teacher.

c) Following steps in awarding letter grades on a relative scale may be followed:

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

   ii. Expected maximum marks threshold shall also be established. Student(s) crossing the maximum threshold, if any, will be awarded "A+" grade. The grade points of "A+" and "A" are same. As such, it is expected that only exceptional students demonstrating outstanding results are given recognition by award of this grade.

   iii. Students earning marks between the maximum and minimum thresholds are listed in descending order of merit and the average and standard deviation is computed;

   iv. Passing letter grades are awarded according to the table given below, with "A" being the highest passing grade and "D" being the lowest passing grade.

   v. The cluster of students falling within half standard deviation of average marks may be graded as "C+" or "B-";

   vi. Other passing letter grades may be awarded on the basis of clusters of students within narrow ranges for a population less than 100; Or on a normal curve basis if the population of students is more than 100;

   vii. It is not essential that every class should have all letter grades awarded, that is, it is possible that a class does not have any student below the minimum threshold; Or in another scenario in which no student, in the opinion of the instructor, is eligible for the award of "A" grade. Similarly, there may be cases where no student qualifies for some intermediate grade.

   viii. An upper limit on percentage of students in a subject who can earn a particular passing grade may be placed by the University, if required.

d) The letter grades and their corresponding Grade Points (GP) are given in the table below:

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	F	W	WF	I	IP
4.0	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0	-	-	-	-

e) Subjects repeated to improve grades, excluding "W" or "WF" grades, will be shown on the transcript with a suffix "R".

f) Student who withdraw from a subject[1] shall be awarded "W" grade in that subject, and it shall not be used in computation of GPA. Subjects repeated after withdrawal will not be suffixed with an "R".

g) A student who is not permitted to continue, due to the shortage of attendance or other disciplinary actions, shall be awarded a "WF" (Forced Withdrawal) grade. It shall appear in the transcript as such, and shall not be used in computation of GPA. Subjects repeated after forced withdrawal will not be suffixed with "R".

h) A student who does not drop a subject, nor appear in any assessment instrument, will not be eligible for "WF" grade and will be awarded a "F" grade.

i) The subject teacher may award an "F" grade to a student if he is convinced, while checking the answer script of mid-term or final examination that the student has cheated. The subject teacher will give opportunity to the student to defend himself before award of this "F" grade.

j) A student, who because of illness or any other acceptable reasons, fails to complete the required instruments in any subject may be awarded an "I" (Incomplete) grade as an interim 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.

5.7.2. RESULT COMPUTATION

Once the Grade points (GP) are awarded in each subject, semester Grade Point Average (GPA) shall be computed according to the following formula:

$$\text{GPA}_{semester} = \frac{\sum_{x=1}^{n}(GradePoint_x \times CourseCredits_x)}{\sum_{x=1}^{n} CourseCredits_x}$$

x is a subject whose credits are being counted[2], and n is the number of such subjects in a semester.

The Cumulative Grade Point Average (CGPA) is computed as:

$$\text{CGPA} = \frac{\sum_{y=1}^{m}(GradePoint_y \times CourseCredits_y)}{\sum_{y=1}^{m} CourseCredits_y}$$

y is a subject whose credits are being counted, and m is the number of total subjects covered in all semesters up to the semester for which CGPA is to be computed

5.7.3. ISSUANCE OF FINAL TRANSCRIPT

The University's Examination Branch can issue the (official) transcript after the semester results are confirmed. Transcripts can be obtained after each semester from the University on the payment of the defined fee.

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[1] Withdrawal form, citing the relevant policy, is available at:
http://www.uet.edu.pk/export/sites/UETWebPortal/studentresource/downloads/SW_Form.doc (Last accessed: March 08, 2017)

[2] Elective subjects in which the student has earned "F" grades may not be counted towards computation of CGPA if alternate elective subjects have been studied in their place. This will not be automatic. The student must apply to the university to avail this facility.

6. STUDENT LIFE

6.1. USEFUL SERVICES & FACILITIES

6.1.1. HOSTELS

Hostel facility is provided for both males and females. Hostels are currently provided at Chagda. A mess is also available at the hostels. The other facilities available at the hostels are:

1. Generator
2. Free Internet
3. Laundry Service
4. Computer Lab

6.1.2. COMPUTER LABS

Four Computer Labs are available for the students with almost 200 computers to practice and improve their IT skills throughout the day. All the computers in the labs are part of the local area network of the campus and internet and other services can be accessed from them.

6.1.3. INTERNET/WIFI

Namal College has access to the internet via PERN and PTCL. The internet is shared among the Namal community by the wifi network. The campus network is designed by ITSC team and they remain available to provide timely service both at campus and hostels.

6.1.4. LIBRARY / BOOK BANK

The College library is one of the rapidly growing resources on the campus. More than 10,000 books are available in library covering multiple subject areas including computer science, electrical engineering, literature, history, religion and social sciences. A periodical section is also available in library where more than 35 international journals and transactions are available. The library also provides access to digital resources. Book bank is a section of library where textbooks of all courses are kept and student can borrow those books for whole semester.

6.1.5. HEALTH SERVICES

Namal College has hired the services of a part time doctor. The doctor is accessible at Chagda after the College timings for 3 hours. We have full time dispenser who remains available at Campus till pack up. A small dispensary with emergency medicine is established at the College and at Chagda hostel.

College Doctor: Dr. Hassan Ghaffar

Dispenser: Muhammad Naseer

6.1.6. TRANSPORT

As the College hostels are located away from the campus, the College provides a free shuttle service to its community to and from the hostels. A weekend transport service is also available from Chagda. Transport facility is also provided to our Day-Scholars from Mianwali city.

6.1.7. INTERNSHIPS & CAREER PLACEMENT

Networking with industry is an important part of the establishment of Career Placement Office. The office, in coordination with Registrar's office, invites professionals from industry to conduct seminars & workshops on current topics. It also holds an Open House/ Job fair to facilitate the industry and the graduating class for jobs. Students can seek guidance for a range of support areas from preparing their resume to advice on where to circulate their CVs. The faculty is closely involved with the office to maximize the placement of Namal graduates.

6.1.8. TIME BANK:

Namal's Time Bank intends to achieve three pillars of change namely sustainability, student development, and social development. This is achieved through social account and work account which all students are required to maintain at the bank. All students of Namal College are require to contribute 320 hours every year towards community service. Examples of community service include collection of waste, tuition services for school going children, plantation drives in the community, etc. Students will need to deposit their hours in the social account. Students who are on scholarships are required to contribute additional hours for on-campus and off- campus jobs. The hours should be deposited in the work account. Maximum of 320 hours per year are required to be deposited in the work account which will vary depending on the scholarship granted for each student. For example students on 100% scholarship will be required to contribute 320 hours while those on 50% scholarship will be required to contribute 160 hours per year. Jobs in this category include working on projects related to renewable energy, waste recycling, management of farms (olive orchards, vegetable farms, etc.), and other projects given by partners and Founding Members of Namal. Another way of looking at Time Bank is to understand that students have a maximum of 960 hours which they need to deposit in the bank. These hours can be divided as follows; one-third to be spent on community service, one-third on on-campus and off-campus jobs, and remaining one-third (i.e.320 hours) can be deposited in the Alumni Scholarship Fund in terms of equivalent rupee value after graduation. Contribution in the Alumni Scholarship Fund is not mandatory. Through Time Bank all students are able to learn and polish themselves professionally while learning the six Namal values. The Time Bank also greatly benefits the society at large while creating an atmosphere of sustainability.

6.2. STUDENT SOCIETIES

Chief Patron: Dr. Adil Jhangir

6.2.1. COMMUNITY SERVICES & SOCIAL IMPACT

Namal's uniqueness speaks volumes through its efforts to perform commendable social services. Namal's newest innovation of Time Bank was applauded by all and sundry. This years' Time Bank of 50,000 minutes gave the students an impetus to work for the betterment of the community. From the platform of Namal Student Societies, they are doing social work on campus; out of campus; in the surroundings of Namal and in their own native towns throughout the year. Their passion and compassion in performing such services is boundless. It is also obligatory for each student to spend at least 100 hours in helping the community throughout the year. There is no upper limit. Free coaching, first aid, blood donation, awareness campaigns, sports, entertainment, science exhibition etc. are just a few from the unending list.

6.2.2. IEEE SOCIETY

Patron: Dr. Malik Jahan

Co-Patron: Dr Asad Alam

The aim and objective of IEEE is to advance the theory and practice of the latest trends in the field of electrical engineering and electronics. Related activities such as Robotic competition and coding competitions are designed to help students enhance their understanding on critical aspects of electronics and engineering. IEEE society has arranged numerous events for students such as Coding Guru (On-spot Programming Competition), e-Gaming Competition and Technical Seminars.

6.2.3. NAMAL SOCIETY FOR SOCIAL IMPACT

Patron: Ms. Faiqa (Education Wing) & Mr. Saad Feroze (Medical Wing)

Co-patron: Dr. Junaid Akhtar

NSSI is a professional and academic discipline committed to improving the quality of life of the people at Namal in particular and of the surrounding community in general. It strives for the socio-economic and cultural development of each individual and group within the campus and for the society at large. NSSI arranges regular recreation and social activities like Hour of Code, Blood donation, Emergency medical service, Education wing, Basic Computer Skills workshop, Teaching Techniques Session, and Cultural Day that mark the participation of all individuals from the Namal Family. It is successfully achieving its objective of grooming people to become socially responsible citizens of society.

6.2.4. NAMAL KLUB FOR ARTS & MEDIA

Patron: Ms. Abeerah

Co-Patron: Mr. Muhammad Imran

NAC aims to promote healthy and innovative activities amongst students. The idea is to expose them to real world challenges so that they may learn how to stand up to a difficult task and think strategically for its solution in a teamwork perspective. Namal College, with its perfect setting of a natural environment, is conscious of the ecological balance of the natural world. Activities such as photography, dramatics, films and making of documentaries help students explore their intellectual and aesthetic abilities and groom them beyond textbook knowledge. A vibrant and healthy society exudes mutual respect and tolerance built on the sound foundations of aesthetic and intellectual values of the people at large.

6.2.5. LITERARY & DEBATING SOCIETY

Patron: Mr. Irfan Nadeem

Co-Patron: Mr. Zeeshan Amir Khan

The objective of LDS is to provide students with an opportunity to develop their analytical, written and communication skills. It is a forum where students are exposed to a challenging environment where they can articulate themselves openly in academic perspective to present their arguments in a variety of contexts. Namal seeks to create an environment where students should learn how to work in groups and teams to achieve common objectives so that they are groomed to become successful professionals in practical life. Our focus is on individual grooming to achieve collective goals and targets in an organizational perspective.

6.2.6. NAMAL SPORTS SOCIETY

Patron: Dr. Muhammad Umar Farooq

Co-Patron: Irfan Nadeem

The objective of NSS is to provide students with opportunities to explore their hidden talent in various sports and to test their physical toughness and resilience in challenging situations. It also promotes an understanding of the importance of sports in pursuit of healthy and active lifestyle at the campus and beyond. Academically, sports activities nurture an appreciation of the qualities like honest and fair play; team work and self-assessment and spirit of good sportsmanship.

6.2.7. NAMAL IDEA CLUB

Patron: Dr. Noman Javed

Co-Patron: Ms. Zulaikha

It is not about ideas; it is about making ideas happen. NIC encourages students to come up with a novel idea that could be actualized in a team framework by sharing with others. The objective is to provide students with a platform where they could explore their thirst for novelty and innovation in an academic setting.

6.2.8. NAMAL ENVIRONMENT SOCIETY

Patron: Dr. Naeem Ayaz

Co-Patron: Dr. Adnan Iqbal

The mission of Namal Environmental Society is to work for the betterment of people and planet Earth by engaging the youth and taking action. NES organizes events to spread awareness about a spectrum of challenging problems of humanity and their sustainable solutions. NES wants to help shape leaders of tomorrow by exposing them to some of the most complex problems of the day and providing them with social entrepreneurship ecosystem. Goal is to enable youth to work on and to contribute in the solutions of the problems like climate change, clean water and sanitation, affordable and green energy, sustainable use of natural resources, conservation and sustainable use of oceans and forests and so on.

6.2.9. NAMAL OPEN SOURCE SOCIETY

Patron: Mr. Gul Aftab

The open source movement and its methodologies have a profound impact on society, businesses, and technology around the world. At the core of open source movement, is collaboration, open development, and learning from peers. Our aim is to leverage the ethos of open development and create an environment where students can help each other and expand on the existing classroom curriculum. Namal Open Source Society aim is to promote the use and development of open source based software projects which are useful for community inside and outside of Namal college and in the process help club members to experience teamwork and to improve their technical skills like software and hardware design, programming, Apps and web development. Namal Open Source Society has conducted exciting events for students like Linux Installation fests, Git training, Game Development Training, Android App Development training and participated in Harvard Puzzle day event.

6.2.10. EVENT MANAGEMENT COMMITTEE (EMC)

Patron: Dr. Iqra Abdullah

Co-Patron: Mr. Muhammad Shahbaz Khan

Event Management Committee is a team of enthusiastic students who believe that universities are more than Classrooms, Books, Exams and Assignments. EMC strives for arranging fun activities, interesting talks and rigorous workshops with well-known personalities in different walks of life. Such activities have helped students to establish links with the industry leaders, acquire soft skills and learn new technologies. Apart from that, EMC arranges many on-campus mega events such as "Namal's Anniversary", "Students' Farewell" etc. to make the students' lift at campus memorable. Event Management Committee has arranged seminars of adventurers, entrepreneurs, motivational speakers, educationists, high achievers and tech leaders.

6.2.11. NAMAL ADVENTURE CLUB

Patron: Mr. Saad Feroze

Co-Patron: Mr. Azeem Khan

NAC is one of the most robust student societies of Namal College that organizes unique and absorbing adventurous activities at the campus. Namal College, located in a lake amidst mountains offers the perfect setting for hiking, sailing, trekking etc. NAC organizes various events like Kayaking, Archery (with the collaboration of Shaheen Air Adventure club Islamabad), Scavenger Hunt and several off-campus hiking & northern areas trips. NAC also arranges various training programmes and workshops that are designed not just to improve one's physical abilities but also to achieve the important objective of advocating for the preservation of the ecology of the area.

6.3. ACHIEVEMENTS OF STUDENT SOCIETIES

Student Societies are not only active in arranging on-campus events but also participate in nationwide events. Since their inception, these societies have made us proud on a number of different occasions. Some of the achievements of the students and societies are listed below:

1. 3rd position in Web Development at Softec 2014
2. 1st position in Lego Race at Giki Neo 2014
3. 1st Runner up at Rob sprint 2012
4. 1st position in E-Gaming (Tekken) at LUMS Olympiad 2014
5. 2nd position in Social Entrepreneurship Challenge at LUMS Olympiad 2014
6. Semi-finalists in E-Gaming (Fifa) and Futsal at LUMS Olympiad 2014
7. 1st position in E-Gaming (Tekken) at NUST
8. 1stposition in Magazine cover design at Giki Media fest 2014
9. First position in Cricket Championship at Giki in 2016

10. Worth-mentioning performance in many other National Level Competitions at LUMS, NUST, GIKI and FAST.

Their most important contribution is to the promotion of a culture of mutual cooperation, social responsibility, respect and hard work. They are creating a bond among the students and staff that makes the Namal community a family.

6.4. 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 College fosters the attitude that every person brings unique qualities, talents and dignity to the College, and that every individual deserves to be treated with respect and decency.

The primary purpose of regulations and discipline in a college 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 college.

6.4.1. 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.

6.4.2. 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 College;
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 College 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 College; and

2. Take reasonable care and precautions to avoid any injury due to the physical conditions and infrastructure in the premises of the College.

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

6.4.3. 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.

6.4.4. 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.

6.4.5. 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.

6.4.6. VISITING GUESTS

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

6.4. 7. DECENT DRESS

Dress should reflect decency and be according to cultural and social norms of our society. There is no prescribed uniform in the College. 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.

6.4.8. COLLEGE PROPERTY

The protection of the College 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 College or property of others while on College premises or at official college functions is a punishable offence.

6.4.9. DISRUPTIVE BEHAVIOUR

Every Namal community member has the right to a reasonably quiet environment in the classrooms and on campus in general. The college 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.

6.4.10. 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 College is committed to maintaining safe and healthy educational and work environment in which no member of the College community is, on the basis of sex, excluded from the participation in any college 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 college program or activities, are never tolerated or promoted.

It is the policy of the College 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 College'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 College.

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.

6.4.11. 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 College.

6.4.12. 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 College to seriously alarm, torment, or terrorizes the person.

6.4.13. DISTRIBUTION OF WRITTEN MATERIALS AND POSTING OF NOTICES

Free inquiry, free expression and civility within the academic community are indispensable to the College's objectives. Inclusion of the name, telephone number and/or e-mail address of the College sponsoring organization or individual member of the College community on material resembling petitions, posters, or leaflets distributed on campus is required. Anonymous public postings without sponsorship of a registered College organization shall be removed or deleted if a complaint by a member of the College is lodged with the SSO. .

Posters and notices of any kind may be affixed only to bulletin boards and not on College walls.

6.4.14. 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.

6.4.15. FORGERY

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

6.4.16. 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.

7. HOSTEL

A student pursing his/her studies at Namal College, may reside in a hostel, owned or maintained by the College, during the studentship of the academic program. The rules and regulations are framed to ensure that the hostel property is protected; students staying in the hostel are accommodated reasonably and that a healthy environment is created for healthy living amongst the residents.

7.1. ADMISSION TO HOSTEL

There are separate hostels for male and female students. These hostels are open to students on the College roll. Priority is given to students who belong to other districts or live in the far flung areas of Mianwali.

7.2. ROOM ALLOTMENT / SHIFTING

1. Residents shall occupy the rooms only after allotment is made by the Student Support Office (SSO).

2. No resident is allowed to change his/her accommodation without special permission of the Registrar. In such a case, SSO will consult the concerned hostel Warden before making any change.

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

4. If a resident, who is allotted hostel accommodation, is not personally residing and administration finds the misuse of the room i.e., keeping unlawful or illegal occupants, his/her allotment will be cancelled and the case will be referred to the Hostel Committee for further necessary action.

7.3. SAFETY AND PERSONAL BELONGINGS

1. Residents are advised not to keep valuables or jewellery in their rooms.

2. It is the personal responsibility of the residents to take care of their valuables which must be kept under lock and key. The hostel authorities will not be responsible for loss of anything from the residents' room. If any loss should occur these should be immediately reported to the Care-taker, who may report it to the Warden.

3. The residents are advised to deposit larger amount of cash in their bank/post office accounts. The College will not be responsible for any kind of resident's loss.

4. While leaving for home during summer break, all the students are directed to take their valuables (cash, cameras, watches, laptops, mobiles, clothes, shoes etc.) with them, because it is improbable to get allotment in the same room again. They may leave back their fully and carefully packed quilts, blankets, pillows, bed sheets etc. only, which may be stored in a common room/storeroom.

7.4. FURNITURE & FIXTURE

1. Residents shall not bring any kind of furniture or fixture into the room. All furniture and fixture in a room shall be provided by the hostel management.

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

7.5. USE OF ELECTRIC APPLIANCES/ ITEM

1. Only light electric appliances and appropriate extension cords should be used in the hostel rooms.

2. All kind of personal electric appliances must be disconnected if not in use, particularly when leaving the room.

3. Electric appliances should not be used for any kind of cooking or boiling water in the hostel rooms.

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

7.6. ROOM CHECKING

1. 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.

2. The room of any resident can be inspected at any time without formal/informal intimation by the hostel administration or any authorized member of the college staff.

3. All residents must note that the complaints concerning electrical/ carpentry/ plumbing should be registered in the complaint log book available in the hostel. In case the problem is not settled in time, the resident may contact the Caretaker/Warden.

7.7. NOTICE PERIOD

1. Residents are expected to stay in the hostel till completion of an academic year. In exceptional cases, other than disciplinary cases, one month notice is necessary in case a resident desires to vacate the hostel.

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 room will be locked by the Warden in presence of the Warden, with no responsibility of hostel /college management for loss, if any.

7.8. SUSPENSION FROM HOSTEL

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

7.9. ATTENDANCE/HOSTEL TIMINGS/LEAVES AND VISITORS

7.9.1. ATTENDANCE REGISTER

Every resident has to personally sign an attendance register every day between 10:30 pm to 11:00 pm. After the prescribed time, residents are not allowed to go out of the hostel grounds. Going out of the hostel grounds will lead to a disciplinary action.

7.9.2. HOSTEL IDENTITY CARD

1. Residents will be issued a hostel identity card by the SSO.
2. Hostel card will be non-transferable and is to be carried at all times by residents and must be presented to the Security/Caretaker/Warden or any other authorized person upon request.

7.9.3. CHECK – IN

1. All residents are advised to follow check-in schedule already announced by the administration.
2. If a resident wants to check-in before/after the working hours, a two days written notice should be sent to the Warden concerned prior to the arrival for necessary arrangements.

7.9.4. CHECK-OUT

1. All residents are to check-out with all their personal belongings and vacate the room latest by 12:00 noon on specified check-out date.
2. If a resident fail to comply the said rule, hostel management reserves the right to vacate the room without prior consent of the resident by transferring all his/her personal belongings to the store room.
3. The hostel management will not liable for any damage and loss of items during such transfer.

7.10. MEDICAL EMERGENCY

All cases of sickness shall be reported to the Caretaker/Warden/. Necessary medical aid will be provided to the patient by the hostel doctor, if needed.

7.11. CELEBRATION OF FESTIVALS

Residents shall take prior permission from the Warden for celebrating any festival and birthdays. Birthday celebration should be done at a common place for one to two hours. No outside guest will be allowed. It is responsibility of the concerned students not to disturb the peace of other hostel residents while celebrating their birthdays or any other festival.

7.12. VISITORS

1. Rights of admission to the hostel premises are reserved.

2. No visitor shall be admitted inside the hostel premises without the permission of the Warden.

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

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

5. No male visitors are allowed to enter the female hostel. Similarly no female visitors are allowed to enter the male hostel. Only those male/female visitors can be entertained in the reception room whose names are given in the visitor's list which has been submitted to the hostel warden duly signed by the parents or guardians of residents.

6. No parent or guardian of a resident is permitted to stay in the hostel without seeking prior permission from the Warden.

7.13. MESS AND DINING FACILITY

7.13.1. MESS & HOSTEL

1. No resident is permitted to take any article/utensils etc., outside the mess premises or to his/her room.

2. All residents are required to take meals in the dining room. No resident shall cook food in his/her room or bring food to his/her room.

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

7.13.2. MESS & HOSTEL COMMITTEE

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

7.13.3. GUESTS

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

7.13.4. MESS TIMING

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

7.14. STRICTLY PROHIBITED ACTIVITIES

7.14.1. SMOKING/ALCOHOL/DRUG

Residents shall not bring, store, possess and/or drink any alcohol/intoxicating drink, drugs or substance of any kind whatsoever and/or smoke in the room and/or any part of hostel premises. An occurrence of such behaviour shall invite strict disciplinary action.

7.14.2. MISUSE OF INTERNET AND ONLINE SOCIAL MEDIA

Any act of uploading derogatory remarks or images of a fellow Namal Community Member, against the College, will be subject to disciplinary action under the College Code of Internet Use.

7.14.3. FIRE-ARMS

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

7.14.4. PETS

No pets are allowed inside the hostels.

7.15. PROHIBITED ACTIVITIES/BEHAVIOURS

7.15.1. 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, will not be allowed.

7.15.2. DIRTINESS

All residents are responsible for keeping their rooms, corridors and surrounding areas clean and tidy and shall not throw anything including trash, in such places or any premises in hostel, except in the dustbin or the place specifically provided for said purpose.

7.15.3. NON-REGISTERED PERSONAL COMPUTERS AND NON-COMPLIANCE OF INTERNET USAGE POLICY

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

7.16. VIOLATION OF HOSTEL RULES AND REGULATIONS

7.16.1. DISCIPLINARY ACTION

In addition to penalties and fine provided in these rules and regulations, disciplinary action as per the College Code of Conduct shall also be taken against a resident violating these Hostel Rules and Regulations.

7.16.2. RECOVERY OF DAMAGE/LOSSES TO PROPERTY

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

7.17. OFFENCES AND PENALTIES

S. No.	Offences	Penalties	Authority competent to impose the penalty
1.	Residents who obstruct an officer or any person authorized by the hostel/ college from entering their rooms.	1. Warning letter or 2. Fine Rs. 300/- or 3. Both	Registrar
2.	Residents who are not at their hostels between 12 midnight and 5:00 am without hostel warden information	1. Warning letter or 2. Fine Rs. 300/-	Warden
3.	Non-resident who remain inside the hostel between 12 midnight and 5:00 am		
4.	Damaging any fixture in the hostel	1. Warning letter or 2. Compensation according to the damage	i. Warden ii. Manager Administration
5.	a. Changing hostels without permission b. Changing rooms without permission	Termination of allotment	Registrar
6.	Failure to vacate the room within the stipulated period	Fine Rs. 500/-	Registrar

7.	Possession/drinking alcohol/liquor in hostel	If found guilty will be expelled from hostel and college	Registrar after approval of the VC
8.	Keeping pet(s)	1. Warning letter or 2. Fine Rs. 200/-	Warden
9.	Failure to switch off lights/fans before leaving the room/hostel	1. Warning letter or 2. Fine Rs. 50/-	Warden
10.	Stealing	If found guilty will be expelled from hostel	Registrar after approval of the VC
11.	Playing loud music or making noise	1. Warning letter or 2. Fine Rs. 50/-	Warden
12.	Organizing social activities without approval	1. Warning letter 2. Fine Rs. 500/-	Registrar
13.	Failure to keep the room neat and tidy	1. Warning letter or 2. Fine Rs. 50/-	Warden
14.	Smoking within the hostel area	1. Warning letter or 2. Fine Rs. 300/- Or Both	Warden

Note:

1. A copy of the Warning Letter will be sent to parents/guardians.
2. Payment of penalty should be paid by resident only at the College Finance Section.
3. Repeated offence/fine will cause an expulsion from hostel.

7.18. SUGGESTION BOX/REGISTER

Any suggestions, complaints or enquires are always welcome and should be put in the suggestion/complaint box. Moreover, residents can also enter their comments in the register.

7.19. REVISION OF RULES AND REGULATIONS

The College management 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.

8.1. ITSC GENERAL POLICIES

1. All computer software/hardware installations on individual PCs must be done by the IT Support Team. For installation of any special purpose applications, user must contact IT Support. Every system is the part of the **DOMAIN,** so if anyone wants to use desktop computer he will login with his user name and password given by the ITSC. As a policy, users are not given local administrative privileges on their machines.

2. IT support will maintain a list of officially designated applications for Namal College computers. These will be publicized on the ITSC web site.

3. Users are prohibited from installing any other applications or software on their computers. Peer to Peer file sharing software like Kazza, Get right, Morpheus etc. are absolutely prohibited.

4. Users must not save their data on C Drive, My documents, or Desktop. All user data must be saved on "D","E" and "F" Drives so that it remains intact in case of any disaster.

5. Users are not allowed to change or disturb network settings configured by IT Support Team.

6. Users are not allowed to move computer equipment (except laptops) from one location to the other.

7. Employing Namal equipment/ Network for commercial purposes is prohibited.

8.2. INTRANET/INTERNET/EMAIL USAGE POLICIES

1. Students are allotted a quota of 400MB for saving their important data in a centralized folder. Quota means the Z drive data which you may place on the server.

2. Users must change their email password frequently and should hide and write passwords in secure places. Users must not share passwords with anyone including colleagues and friends.

3. Voice Chat on the internet is prohibited for LAN security reasons. Net meeting and Voice Chat; however, are allowed between computers on the Namal College LAN.

4. Playing Online Videos, Songs, and Games is strictly prohibited. Violations can lead to strict disciplinary action.

5. Installing/downloading pornographic material is strictly prohibited. Violators are liable to legal and disciplinary action. His/her case may be referred to the Disciplinary Committee for further action.

6. Internet usage must be for official purposes only.

7. Peer to Peer file sharing/software like Kazza, Get right, Morphous, download accelerator, Flash get etc. must not be downloaded. N.B. Torrents are permanently blocked as they choke the entire network. To minimize its need, a separate space is allocated on the intranet for entertainment material (movies, music etc.) which can be freely accessed.

8. Users should avoid sending or receiving external emails with large attachments. If at all possible large emails should be sent/received on the internet during non-peak hours.

9. Users should avoid sending and receiving *.Zip files. If receiving Zip file is necessary then scan it with installed anti-virus before opening it.

10. Users should use MS Outlook/Mozilla Firebird for Namal College official email accounts. Incredible mail is not recommended as an email client. Users can contact IT Support for help on configuring and using MS Outlook.

11. Namal College mail can be accessed from outside Namal College premises by following the website address 'webmail.namal.edu.pk.' User must provide username and password to access emails.

12. Email should be checked and downloaded frequently. Unused accounts will be disabled after 1month.

13. Users should perform all bandwidth intensive tasks at non-peak hours for internet usage.

14. Namal College Email should be used for official purposes only. No objectionable material should be disseminated using Namal College network/email resources.

15. All Namal College computer users must respect the copyrights that are accessible through Namal College network. No copyrighted work may be copied, published, disseminated, displayed, performed, or played without permission of the copyright holder except in accordance with the fair use or licensed agreement.

8.3. SECURITY POLICIES

1. Note the presence of any unauthorized persons or strangers in your work area. Lock disks and other removable media that may contain sensitive information when you are away from your workstation.

2. No IT Equipment should be removed from the premises of Namal College without the knowledge and approval of the ITSC.

3. Any loss or theft of IT equipment must be immediately reported to ITSC.

4. A password is a unique key of an individual user to access Namal College computing resources. It is vital to choose a password that is hard for others to guess and guard it carefully. It is preferable to use a password of minimum 8 characters that include both alphabets and numbers. Users must change their computer and Email login password frequently and should hide and write passwords in secure places.

5. Minimum password length for Namal College Domain users is 6 characters that may contain alphabet, digit, symbol or some special character such as "_",   "$", " * " etc.

6. Default passwords expiry duration is 30 days so password will be expired after this duration. Expiry alert starts generating warnings 14 days before expiration. It is recommended that default passwords are changed before expiration to ensure security and confidentiality.

7. For security purposes a user is allowed only three attempts to login to the network. If an incorrect password is submitted three times a user's account is disabled. If the account is disabled the user must contact IT Support Team to enable the account.

8. If a user forgets his password the System Administrator must be contacted for a password reset. A user cannot ask System Administrator to reset password of any other user.

9. A user must use his Login Password to login on any Namal College computer.

10. Users are not allowed to Login on any other user's computer without their permission.

11. Users must not register organizational email address on internet websites unless it is for official purposes.

12. Users must protect their computers and the Namal College network from computer viruses. Viruses are devastating programmes that can reach individual computers and network servers through unlicensed software, email, internet, and through other physical and electronic means. All computer users must ensure that antivirus software is installed on their computer and that virus protection is enabled. No user should disable virus protection nor must antivirus software be prevented from scanning system files. All media, email, and internet downloads must be scanned for viruses.

13. Information Technology Support Office has configured every computer on the network to get automatic updates of antivirus software. Every user must make sure that this facility is available on their computer for the protection of their machine.

14. Be careful in opening emails if you do not recognize the sender.

15. Prefer to send and receive word, excel, power point and Acrobat Files which have *.doc, *.xls, *.pot and *.PDF file extensions. Be very suspicious of any other file types.

16. Users must report any suspicion of virus attacks immediately to IT Support.

17. In case of virus infection IT Support must be informed. All programs and data files must be disinfected on the user's computer and any other affected computers.

18. The System Administrator will stop access to objectionable internet sites. These include sites related to pornography, politics, terrorism, propaganda etc.

19. It is the responsibility of each computer user to protect all sensitive information of Namal College. Users must refrain from unnecessary sharing of files and folders as this may put sensitive data at risk.

20. Users are encouraged to backup all important official data on the server so that vital information is not lost in case of accidental deletion.

21. Users may not test or implement any products known to compromise the confidentiality, availability or integrity of Namal College resources, data and information. It is Illegal to possess, distribute, use or reproduce programs for scanning networks (such as tools used as packet sniffers, hacking, key logger etc.)

8.4. COMPUTER LAB USAGE POLICIES FOR STUDENTS

1. Food and drinks are not allowed in the lab. Any student undertaking such activity will be asked to leave the lab and restricted from the lab temporarily.

2. Internet usage for students is limited. During office hours; however students can download data after office hours.

3. Only students with lab timings can use the Labs.

4. Students damaging College property will be fined and may be not allowed to attend the lab for particular period.

5. Smoking is strictly forbidden in labs.

6. Chatting / Peer to peer data exchanging or illegal use of internet is not allowed.

7. Students cannot move any lab equipment without permission of lab attendant.

8. Student can use to copy their data through USB only. USB's should be scanned for virus first.

9. Strict actions will be taken against the student disturbing lab environment. His/her account

may be blocked for half day, ITSC can refer the case head of student affairs for further action.

10. No unauthorized persons are allowed in Lab during College hours, other than permitted by administration or staff.

11. Labs remain open in accordance with timings on the timetable; however, under certain circumstances, the timings may extend/shrink. The usual timings are:

    (i)   Monday to Friday: 9:00am to 8:00pm

    (ii)   Saturday: 9:00am to 5:00pm

    (iii)   Sunday: Closed

12. During exams, labs are also opened on Sundays.

13. Students should not shut down or reboot the computers.

14. Students are not allowed to install any software without concerning with IT support.

15. Students can access print facilities from the computer labs through the print server.

16. Students should not unplug or turn off LCD/System Unit/Switch.

17. Students with laptops should consult IT support for any query.

9. LIBRARY

9.1. 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 reshelf 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 College 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, and/or may lead to termination from the college.
- 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.

9.2. 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 database. User will receive an email of his/her online library account details, username and password for login at library website. It will help him/her to renew the dates of issued books and to reserve or place hold the book if it is checked out to any other user.

9.3. 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. Standard books are regular items which can be borrowed by any library user (patron) for a time frame mentioned in the table below.

Patron Category	Can hold a book for	Max no. of books issued
Student	14 days	3
Staff	30 days	2
Faculty	30 days	15

- 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 checked out. These must not be removed from the library.
- 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 College.
- 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.

9.4. 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.

9.5. 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.

9.6. FINE

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

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

9.7. CLEARANCE

Students must get clearance from respective departments 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.

10. POLICIES FOR CO-CURRICULAR ACTIVITIES

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

10.1. COMPOSITION OF THE EXECUTIVE BODY

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

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

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

10.1.1. ELIGIBILITY CRITERIA

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 College 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)]

10.1.2. 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.

10.1.3. COMPOSITION AND FUNCTIONS OF THE SELECTION COMMITTEE

The Selection Committee shall consist of

1. Incharge Societies (Azeem Khan)
2. Patron and Co-patron of the concerned society

10.1.4. 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.

10.1.5. 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 College values and rules.
4. Accept all the proposals and ideas on merit from any student of Namal College (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.

10.2. 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).

10.3. 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 College values.

5. In case of violation of Namal College values and rules, Patron will report to Disciplinary Committee.

11. TRANSPORT USAGE POLICY

A shuttle service is provided by the College to commute between campus and the hostels. The College has a limited number of vehicles (cars & carry vans) for the administrative services and cannot serve the students.

The College transport can only be provided in case of medical emergencies.

12. FINANCES

12.1. FINANCIAL SUPPORT POLICY

12.1.1. PURPOSE:

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

12.1.2. SCOPE

This chapter states the policies of the College related to the Financial Support to the Students.

12.1.3 TYPES OF FINANCIAL SUPPORT

Namal College offers Financial Support to the students in the following categories:

MERIT BASED SCHOLARSHIP

- A merit-based scholarship is a financial award that a student may receive on demonstrating exceptional academic merit.

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.

12.1.3.1. MERIT BASED SCHOLARSHIP

INTRODUCTION

- 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 waiver for candidates having 80% & 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 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.

TIME OF ANNOUNCEMENT

- The Merit Scholarships 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 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 GPA 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 College'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.

12.1.3.2. NEED BASED FINANCIAL SUPPORT

INTRODUCTION

- The scholarship is aimed at providing the financial support to the needy students up to 100% fee waiver.
- '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 College is eligible to apply for the need-based financial support except the following:

- A student who fails to clear his/her previous outstanding dues to the College;
- A student securing less than 2.20 GPA 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.

TIME OF 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 College 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 full time status in a regular semester. Failure to do so will lead to the cancellation of financial aid award;
- The College offers financial support for a maximum period of four years and maximum number of credit hours required for degree. No financial support shall be offered in case the degree extends beyond four years;
- No financial aid shall be offered for summer semester;
- If the student is found/discovered to be involved in any kind of academic and non-academic misconduct, failing to respect the College'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 College:

- 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 College account.

PROCEDURE

- 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 Student Support Office (SSO) will follow up the call for the completion of the application and missing supporting documents. SSO 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 College will be communicated to the students, their parents/guardians & Finance Office by the Students Support Office.
- The Registrar shall ensure 100% Physical verifications of all the cases. To ensure confidentiality, third party teams/individuals with no direct link to the students may be engaged for this purpose.

REVIEW OF DECISION OF FINANCIAL SUPPORT COMMITTEE

- An appeal against the decision of financial support will be submitted with the SSO which will be reviewed by the Financial Support Committee. The decisions will be sent to the Finance Office for implementation.

FINANCIAL SUPPORT COMMITTEE

The composition of the Financial Support Committee will be decided by the Management Committee of the College. Current Financial Support Committee comprise of the following members:

- Marketing Director of Namal Education Foundation
- Chief Financial Officer of Namal Education Foundation
- Registrar
- One Nominee of Finance Office of Namal College

- Considering the evaluated work load and time constraint, committee members may delegate powers to their representatives for conducting parallel interviews and assessment of scholarship categories.

CHANGE IN POLICY

The Management Committee of Namal College reserves the right to make appropriate amendments in the aforementioned rules and regulations as and when deemed necessary and will be communicated on Namal College website and through emails to the enrolled students.

12.2. STUDENTS FEE POLICY & LATE PAYMENT SURCHARGE POLICY

12.2.1. PURPOSE OF THE POLICY

The purpose of this policy is to outline the basis on which fee is to be charged to students of Namal College, Mianwali and late payment surcharge that would be levied on students in case of failure to make payment within defined timelines.

12.2.2. SCOPE OF THE POLICY

This policy is applicable to all students of Namal College, Mianwali.

12.2.3. STUDENTS 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 College offers a rather flexible scheme based on equal four instalments for the payment of tuition fee during the academic year.
- The Financial Support Committee has the authority to award financial support in the form of scholarships. 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 College, then it will be assumed that the student is paying full tuition fee and the instalments shall be calculated accordingly.
- The amount of fees 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.

The tentative deadlines are given below:

INSTALLMENT	AMOUNT	TENTATIVE DEADLINES FOR PAYMENTS
1st	25% of total tuition fee per year	Before start of Fall Semester
2nd	25% of total tuition fee per year	Before Mid-Term exam of Fall Semester
3rd	25% of total tuition fee per year	Before start of Spring Semester
4th	25% of total tuition fee per year	Before Mid-Term exam of Spring Semester

- Students will be allowed to attend classes, take examination and receive degrees, only if they clear all their dues to the College.

TUITION FEE (UNIVERSITY OF BRADFORD STUDENTS)

- Tuition Fee for students registered with the **University of Bradford** will be Rs. 346,500 per year for Academic Year 2018-19; revisions may apply for subsequent year.

TUITION FEE (UET LAHORE STUDENTS)

- Tuition Fee for students registered with the **University of Engineering & Technology, Lahore** for Academic Year 2018-19 will be as follows:

Fee	Amount
Tuition Fee	**Rs. 14,438 per credit hour**
Credit Hours charged for Regular Semester	**12**
Tuition Fee charge for each Semester	**Rs. 173,250 per Semester**
Tuition Fee per year	**Rs. 346,500**

- Tuition fee of the students registered with the University of Engineering & Technology, Lahore is based on the number of credit hours taken. Cost per credit hour will be Rs. 14,438 for Academic Year 2018-19.
- Students who have paid tuition fee for 12 credit hours can take up to a maximum of 20 credit hours per Semester without any additional charge (i.e. a student who has paid full tuition fee can take between 12-20 credit hours per semester without any extra charge).
- Any student who is enrolled in less than 12 credit hour in a semester, the tuition fee will be charged on the basis of actual number of credit hours. Tuition fee for the summer semester will be based on actual number of credit hours enrolled.
- Tuition fee may be revised for next years.

OTHER FEES

- Structure of Other Fees of Namal College, Mianwali is given below for Academic Year 2018-19.

Fee	Amount (Rs.)
Lab Fee	**1,500 per semester**
Exam Fee	**1,000 per semester**

Hostel Fee	18,000 per semester (2 beds) 9,000 per semester (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, Lab Fee and Exam Fee for each semester will be charged in the first and third instalment of each year.

NEW ADMISSION

- New students will not be allowed to sit in the classes unless they have paid both the admission fees and their 1st instalment. Deadline for instalments for the new admissions will be mentioned on their fee card.
- If the first instalment is not received by the specific date mentioned on the admission letter or fee card, the student will lose his/her seat and the admission fees will not be refunded.

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.

- No student will be allowed to appear in exams for current semester and to enroll in any course for upcoming semester, until all of his/her outstanding dues, including late payment surcharge, is cleared.

- Any enquiry, concern or issue related to fee levels or the ability to meet payment deadlines will be submitted with the **Student Support Office** and followed by recommendation of Dean and Vice Chancellor's approval, will be sent to Finance Office for implementation.

CHANGE IN POLICY

The Management Committee of Namal College reserves the right to make appropriate amendments in the aforementioned rules and regulations as and when deemed necessary and will be communicated on Namal College website and through emails to the enrolled students.

AFFIDAVIT

I, Mr./Ms._____ son/daughter of_____

resident of _____

department _____Class _____

do hereby solemnly declare that I will abide by the existing rules, regulations and instructions regarding discipline, academics, administration and those which will be implemented from time to time by the administration of Namal College.

I hereby also solemnly declare that during my stay in the College, I will confine myself to the academic activities and such other co-curricular activities which are allowed by the College administration and will not take part in any disruptive activity.

In case of violation of the above affidavit, the College administration shall have full authority to administer the appropriate penalty as per the rules and regulations of the College.

_____   _____

(Name & Signature of the Father/Guardian)   (Name & Signature of the Student)

Date: _____   Date: _____

Department	Phone No / Ext
Namal College Exchange	0459-236995
Namal College Security	Ext: 111, 103
Chagda Hostel	0301-3959215
Exam	Ext: 105
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

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