



NAMAL UNIVERSITY MIANWALI

Ref. No. NUM/REG/AC/2025-82

November 10, 2025

Item No. 6.8

Notification

The Academic Council (AC), Namal University, Mianwali in its 6th meeting held on September 4, 2025, approved the Student Academic Counselling Policy 2025 (enclosed), in accordance with Sub-section (b)(2) of Section 23 of the Namal University, Mianwali Act 2021.

This issues with approval of the competent authority.



Asif Ali
Registrar

Encl: Total 07 pages including this.

Copy to:

1. All Chairpersons/Heads of Academic Departments, Namal University, Mianwali
2. All Directors, Namal University, Mianwali
3. Controller of Examinations, Namal University, Mianwali
4. Head, Nisar Aziz AgriTech Center, Namal University, Mianwali
5. ES to Rector, Namal University, Mianwali
6. Record File

Student Academic Counselling Policy 2025

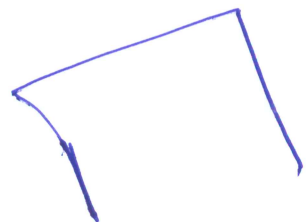


Namal University Mianwali



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Preamble

The purpose of the student academic counseling policy is to establish a structured and inclusive framework to support students in achieving their academic, personal, and professional goals. Keeping in view the significance of academic achievement and personal development, Namal University, Mianwali is committed to provide comprehensive academic counselling framework. This framework delivers targeted academic guidance designed to enhance learning outcomes, optimize program planning, and support students in overcoming academic challenges.

1. Scope

The academic counselling framework applies to all enrolled students and covers academic guidance and support. It includes guidance on course selection, academic planning, study techniques, time management, and aligning academic efforts with career and personal goals.

2. Definitions

2.1. Academic Counseling: Guidance provided to students for planning educational pathways, improving academic performance, and aligning their studies with career goals.

2.2. Weak Student: Student who faces significant challenges in academic performances that may hinder his/her success. A student will be classified as weak if:

- i. He/She has been placed on **academic warning** (i.e., GPA is less than 2.30 and/or CGPA less than 2.50) or **probation** (i.e., CGPA is less than 2.00 irrespective of the semester GPA) as per the clause 14.2 given in Academic Regulations of Namal University, Mainwali. OR
- ii. He/She is unable to attain learning outcomes as per departmental requirements.

2.3. Academic Counselor: A faculty member having experience of educational advising and student development. He/She may be the batch advisor (faculty member), the relevant course instructor or notified by the HoD for such student(s).

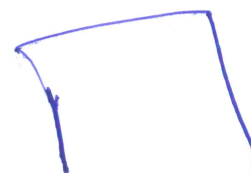
Note: Academic Counselors must be notified by the HoD before the start of the semester.

2.4. Inclusive Framework: A structured system ensuring that counseling services are accessible and equitable, addressing the needs of all students, regardless of background, abilities, or challenges.

3. Procedure for Accessing Academic Counseling Services

3.1 Referrals

- I. **Self-referral:** A student may self-refer for the following academic counseling services.
 - Pre-Semester Counselling
 - General Counselling
 - Course Specific Counselling



- II. **Faculty member:** A faculty member may identify and recommend a student for academic counseling by informing relevant batch advisor via email anytime during the semester. The same must be discussed in the departmental meeting as and when required.
- III. **Examination Department:** List of students on academic warning and probation at the end of every semester is shared with respective HoDs by the examination department. HoDs are responsible for referring these students to the relevant academic counselors.

3.2 Appointment Scheduling

Self-referral students will take an appointment during the academic counselor's designated counselling hours. Academic counselors are required to display their counselling hours clearly on their office doors.

3.3 Initial Assessment

During the first meeting, the academic counselor will conduct an initial assessment using a form (placed at the end) to understand the student's issues, challenges, and goals. This assessment will include gathering relevant background information, discussing immediate concerns, and setting initial goals for counseling.

3.4 Counseling Plan and Interventions

Based on the initial assessment, the academic counselor will collaboratively develop a personalized counseling plan:

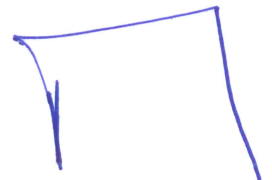
- a. That should include:
 - i. guidance on academic planning,
 - ii. involvement of senior students or classmates to support academically struggling students and/or
 - iii. extra tutoring by the academic counselor or relevant faculty.
- b. The academic counselor may also recommend sessions, seminars, or workshops (either on-campus or online) that weak students are required to attend.

3.5 Referrals to Wellness Center

If additional support is needed beyond academic counseling, the academic counselor will make referrals to wellness center after getting consent from the respective HoD.

3.6 Closure of Counseling Services

When the counseling goals are met, or it is determined that further sessions are not necessary, the counselor will discuss the closure of the counseling process with the student. The counselor will draft a closure summary and archive the file. A final session may be held to review progress, celebrate achievements, and discuss any necessary follow-up.



3.7 Confidentiality & Record

All counseling sessions are confidential, and student information will be handled in accordance with professional and ethical standards. Similarly, the record of counselling sessions must be maintained by the respective academic counselors.

3.8 Role and Responsibilities

3.8.1 Academic Counselor

- a. Foster a supportive environment where students feel comfortable seeking guidance and stay current with program regulations.
- b. Provide personalized advice on course selection, academic planning, and study techniques while documenting each session meticulously.
- c. Assist students in aligning their academic efforts with long-term career and personal goals.
- d. Ensure the confidentiality of student information in accordance with legal and ethical standards.
- e. Keep record of the counselling sessions.

3.8.2 Student

- a. Take responsibility for his/her own learning and well-being and be proactive in addressing issues that may affect their success.
- b. Engage actively in the Counseling process, including attending scheduled sessions and following through with any agreed-upon tasks.
- c. Communicate openly and honestly with the academic counselor about concerns, challenges, and goals.
- d. Follow the counselor's recommendations and interventions to the best of his/her ability.
- e. Seek additional help or resources if needed

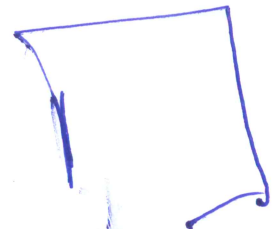
4. Policy Monitoring Mechanism

4.1 Feedback System

QEC will conduct annual survey to identify areas for improvement in the policy.

4.2 Policy Assessment

Conduct review of the policy's objectives, outcomes, and overall impact on student performance as and when required.





Academic Counselling Form

Student Name		Student Contact	
Reg. #		Date	
Semester		Time Slot	
Sr. No	Points of Discussion	Recommendations	
1			
2			
3			
4			

*Rows may be added if required

Student Signature _____

Counselor Name _____ Counselor Signature _____

