

Nazeer Hussain University Karachi, Pakistan



# FACULTY GUIDEBOOK

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Dear Faculty,

The Handbook for faculty members is designed for your orientation to the academia and social life at Nazeer Hussain University (NHU). It is considered as a user's manual for the campus. This is to give you information about all the available options and the resources that can assist you find guide and make a better decision. We are confident that your professional experience will be more enjoyable and fulfilling if you take complete advantage of this booklet.

The Handbook will help you to understand requirements at work. Moreover, it explains the standards we hold and that we expect of you in your performance as a student. These rules & regulation criteria are applicable to everyone in NHU community. As a member of NHU community you will discover fascinating working interests and opportunities.

Please feel free to come to office hours to discuss any issues of concern to you, or just to get familiar. We are all honored to be members of one of the city's most robust people. We want you to feel a part of the rich and varied community that is NHU.

## **VISION**

The Nazeer Hussain University assures to emerge as a world class center of excellence in education and research. It is ready to face future challenges of a competitive world of knowledge by providing opportunities especially to the underprivileged to shape their intellectual and human potential. NHU strives to make a positive societal change.

## **MISSION**

NHU is committed to educate people in their chosen fields for developing their full intellectual and human potential. The academic programs provide them freedom to discover, create, test and lead. We resolute to provide a firm ground to build self-reliance and lifelong learning rubbing shoulders with the advanced world of scientific developments.

# Chapter # 01: Overview of NHU

## Introduction of NHU

Nazeer Hussain University (NHU), is one of the leading institutions of Higher Education in Pakistan. It is a progressive university chartered by the Government of Sindh and recognized by the Higher Education Commission. Our mission is to equip the students with knowledge in the professional descriptions, which would enable them to stand on their own and compete in the local as well as international job markets.

To achieve the goal we are employing highly qualified and experienced faculty and providing environment conducive to learning through latest lab equipment and lab facilities. Not only we take pride in grooming students through our outreaching efforts, but also strive to add value to the graduate students, equip them with appropriate skills in order to ensure their employability and future prospects.

NHU is taking a step forward and providing to its students adequate exposure in practical fields. For the purpose of completion of practical assignments of the students, which is a part of their academic activities we collaborate with the corporate sector and arrange internship for our students of i) Architecture, ii) Computer Science, iii) Electrical Engineering, iv) Electronics Engineering, v) Telecommunication, vi) Mechanical Engineering, vii) Business Administration viii) Pharmacy likewise ix) Education.

This greatly help the students to improve their future prospects, as it supplements their theoretical knowledge with the on-hand field experience. Needless to add that participation of students in the internship offered by organizations of high repute, not only adds value to the qualification of our students but also promotes human resource development in the country.

## **Core Values**

The Nazeer Hussain University pledges to evolve and adapt to the challenges of providing the opportunity for under-privileged students in Karachi to develop their natural potential, and as such sets itself the following educational

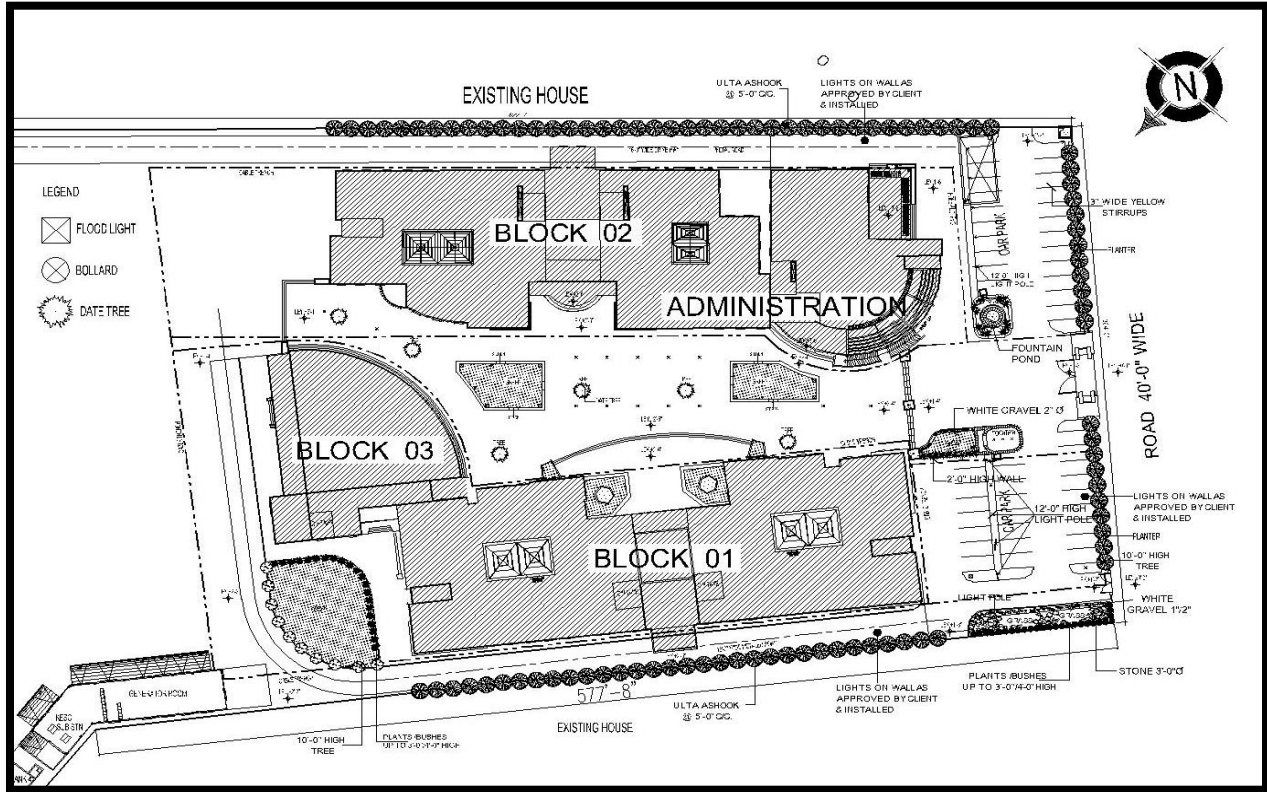
1. To attract high-caliber and dynamic academic staff members who can offer innovative teaching methodologies, ignite in the students a lifelong love of learning, promote social responsibility, and respect and celebrate cultural and other diversities amongst students.
2. To offer admission to inventive and industrious students of good intellect from all cultural backgrounds that are keen to develop their potential to the fullest, including the pursuit of knowledge for its own sake.

## **Educational Aims**

The Nazeer Hussain University pledges to evolve and adapt to the challenges of providing the opportunity for under-privileged students in Karachi to develop their natural potential, and as such sets itself the following educational aims:

- To attract high-calibre and dynamic academic staff members who can offer innovative teaching methodologies, ignite in the students a lifelong love of learning, promote social responsibility, and respect and celebrate cultural and other diversities amongst students.
- To offer admission to inventive and industrious students of good intellect from all cultural backgrounds that are keen to develop their potential to the fullest, including the pursuit of knowledge for its own sake.
- To advance the well-being of the people of Pakistan and worldwide through an active dissemination of knowledge and skills.
- To become involved in research, scientific, cultural and social activities.
- To place a major emphasis on sustainability, projects and a close involvement with industries and communities both locally and internationally.
- To place a strong focus on empowering women through education.
- To create an important center of inquiry, knowledge and professional expertise in fields which have vital implications for human needs and social opportunities in future.

# Campus Area



1.	<b>Total Plot Area</b>	-	<b>200,000 sq. ft.</b>
2.	Foot Print Area	-	65,000 sq. ft.
3.	Open Area	-	135,000 sq. ft.
4.	<b>Total Covered Area</b>		<b>195,000 sq. ft.</b>
	(a) Admin Block	-	30,000 sq. ft.
	(B+G+2)		
	(b) Academic Blocks	-	165,000 sq. ft.
	(G+2)		

## Programs offered at NHU

Nazeer Hussain University (NHU) has initially started its academic programs in multiple disciplines.

<b>Discipline</b>	<b>Programs</b>
<b>Mechanical Engineering</b>	<b>B. E.</b>
<b>Electrical Engineering</b>	<b>B.E.</b>
<b>Sciences &amp; Technology</b>	<b>B.S(Computer Science)</b> <b>B.S(Electronic Systems)</b>
<b>Business and Management Studies</b>	<b>BBA</b> <b>MBA</b>

<b>Pharmacy</b>	<b>Pharm. D.</b>
<b>Architecture</b>	<b>B – Arch</b>
<b>Education</b>	<b>B. Ed</b>

## **Chapter # 02: Faculty Recruitment**

- Eligibility criteria is as per HEC and respective councils.
- NHU is committed to attracting and retaining excellent staff capable of meeting the Institute’s strategic and operational objectives.
- Selection is made purely on the basis of job-related criteria and merit, where merit indicates the extent to which a person has the relevant abilities, aptitude, skills, qualifications, knowledge, experience and achievements (including community experience), characteristics and personal qualities; and where applicable, the manner in which the person carried out the duties or functions of any previous position or previous educational or other learning experiences; and the extent to which a person has the potential for development.
- Favorable consideration will be given to applicants previously employed with NHU, and who have reapplied, subject to their past employment history and satisfactory performance.
- For the purposes of services, employees will be divided into the following main heads, namely:

### Faculty

- a. Full-time (regular/contract)
- b. Visiting



## **Faculty**

### **a. Full-time Faculty**

The categories for full time faculty appointments are:

1. Lecturer
2. Assistant Professor
3. Associate Professor
4. Professor

The qualifications and prior experience criteria for the above are available with HR Department.

### **b. Visiting Faculty**

Visiting faculty members are appointed outside the tenure system on a year-to-year or semester-to-semester basis. Such appointments are not permanent and carry no implication of continuing connection with the Institute.

## **Rank and Discipline(s)**

Visiting faculty members are ranked with the designation same as that they held at their home institution preceding with the title of visiting e.g. Visiting Lecture.

## **General Disciplinary Regulations Applicable to both Full-time and Visiting Faculty Members**

The faculty of Nazeer Hussain University is devoted to high standards of professionalism and ethical behavior. Being a community of scholars, we are dedicated to the core values of integrity, excellence, responsibility, fairness, and respect for the dignity of everyone.

All faculty members are required to meet their professional commitments at the University on a regular basis throughout the academic year which includes (but are not limited to) the time spent on teaching, research, student counseling and other kind of academic / research services required by University.

Faculty members are expected to handle their teaching assignments with professional skills.

They should be aware with the functioning and operations of department and faculty in which they serve and are expected to familiarize themselves with the overall organization of the University.

They should strive to be good citizens of the academic community, efficient and punctual in meeting deadlines, submitting results, and returning students' work with proper remarks.

They should be active participants as committee members, student advisers, or in whatever other capacity they can serve the department at their best.

## Chapter # 03: HR Policies & Procedure

Faculty and Staff of the Nazeer Hussain University (NHU) has been prepared to provide an instant consultation to the procedures, policy statements and regulations that are of particular importance to NHU faculty and staff to serve NHU in letter and spirit. It is a comprehensive documentation of most of the essential University Rules and Regulations. With intimation to NHU staff, the information in this document is subject to change as and when required.

### Working Time

1. **Working days:** 5 days a week (Mondays to Fridays). The Teaching and Non-Teaching Staff may be asked to be also available on Saturdays and Sundays.
2. **Working hours:** From 08:30 a.m. to 04:30 p.m. Lunch and Prayer break from 01:00 p.m. to 02:00 p.m.

### Types of Leave/resumption on duty

3. **Leave:**
  - i. **Casual Leave (C/L):** 12 days' Casual Leave duly recommended by the Head of Department are allowed in a calendar year. Number of C/L not availed in a calendar year will be lapsed.
  - ii. **Sick Leave (S/L):** 12 days' Sick Leave duly recommended by the Head of Department are allowed in a calendar. Number of S/L not availed in a calendar year will be lapsed.
  - iii. **Earned Leave (E/L).** Non-teaching/Admin. Staff shall be entitled for 30 days' Earned Leave duly recommended by the Head of Department on completion of one year's service. Earned Leave must be requested 15 days in advance. Number of E/L not availed by the

employee in any calendar year will be accumulated and will be credited in his leave account.

Faculty members and the supporting staff in the teaching departments are entitled for 15 days' E/Ls in a calendar year.

iv. **Half Day Leave:**

Half Day Leave is not encouraged except for emergency and that too not exceeding two times in a month. More than 2 Half Day Leave in a month, availed by an employee will be adjusted from the Casual Leave Account of the employee.

4. Leave Forms are available in the Registrar's Office. No requests for any kind of leave will be entertained by e-mail or on plain paper. The requests must be submitted on prescribed leave forms.
5. Employees resuming their duties after availing leave for more than 5 days are required to submit the Joining Report to the Registrar Office.

**Punctuality**

6. A flexible time limit of 15 minutes is allowed for reporting on duty in the morning. Arriving after 08:45 a.m. should be considered as 'Late Arrival'.
  - i. First 3 late arrivals may be ignored for valid reasons.
  - ii. A 4<sup>th</sup> late arrival will cost a deduction of one Casual Leave.
  - iii. Subsequent late arrivals will result in the deduction of salary on the average time of late arrivals.

**Code of Conduct**

7. Displaying the Employee ID Card is mandatory for all the teaching and non-teaching staff at the University entrance and on duty.
8. Formal dress code is to be observed during working hours. Teaching and non-teaching staff of the University are expected to dress befitting of their positions as employees of a prestigious institution.

**Resignation from NHU service**

9. The staff members intending to resign from his/her position are required to forward their resignation through Head of Department. During notice period no leave (C/L, S/L, E/L etc.) can be availed.
10. The resigning employee will obtain final clearance on the prescribed Clearance Form from all the relevant departments for onward submission to the Finance Department for final settlement of dues of the employee.

# Chapter # 04: Academic Policies & Procedure

## Teaching and Research Assignments

As regards full-time faculty members, long-standing University policy limits regular teaching assignments to the usual spring and fall terms. Office of the Dean/chairperson (for each faculty) approved the guidelines to determine the Full-time teaching load.

Generally the assigned course loads are as follows:

Academic Rank	Assigned Course Load
Professor	2 course
Associate Professor	3 courses
Assistant Professor	4 courses
Lecturer	5 courses

## Course File

Maintain course file according to the guidelines set out by HEC/ respective accreditation councils. It is mandatory for teacher either regular, contractual or visiting faculty. To have a complete record of all academically related activities carried out during the semester. The course file should contain:

1. Description of Course/Course Objectives
2. Course Coding
3. Weekly Teaching Schedule
4. Dates of Mid-Semester Examination
5. Grading Policy Will Identify Each Activity. Such As Homework, Quizzes, Mid-5.Semester Examination, Final Examination and Term Papers etc.
6. Copy of Each Homework Assignment
7. Copy of Each Quiz Assigned
8. Copy of Question Papers for Mid Semester Examination
9. Copy of Question Papers for Final/Semester End Examination
- 10 Grading Sheets of the Course, Detailing Statistical Data on the Grades Obtained by Students
11. Difficulties/Problems Faced by the Teacher and Students during Classroom/Course Delivery

## Meeting Classes

The policy of the University requires all faculty members to be present for teaching duty and other activities during their assigned academic sessions. All faculty members are duty-bounded

to conduct their assigned classes at the scheduled time (unless informed to the academic office).

The length of different academic sessions and number of contact hours for each course are set according to the requirements of Higher Education Commission of Pakistan for the different programs offered by the University, and may not be amended by individual teachers without proper procedure.

The teacher should inform the departmental officer or the Chairperson in case of sickness requires his / her absence from class. The department chairperson or faculty dean will decide to provide a substitute instructor or to schedule a makeup class at later date.

### **Restriction on Outside Employment (Full-time faculty only)**

The full-time faculty members are remunerated as per full-time pay scale and are therefore expected and obligate to devote their major energies to teaching, and other associated activities at NHU. This implies a limit on any other kind of part-time / full-time employment at any academic or non-academic organization.

However, special circumstances (such as voluntary work in case of disaster or for the promotion of education) shall be referred to the Office of the Registrar / Vice Chancellor for their approval.

### **Appointment, Notification of Appointment and Promotion**

NHU adheres to the Faculty Appointment Criteria prescribed by Higher Education Commission (HEC), Pakistan. Furthermore, selection at a suitable position is made by means of following:

- Screening of resumes
- Short listing of suitable candidates
- Call for an interview
- Interview conducted by Selection Board
- Demo by the applicant
- Offer is placed to the applicant

When the candidate is finalized, a written appointment is prepared by the Registrar indicating the terms of appointment to the faculty. Copy of the same appointment shall be provided to the candidate, Dean/Chairperson of particular department and the Information Cell to incorporate in Faculty.

## **Record File**

The bilateral appointment agreement shall include the promises made by the candidate to satisfactorily perform his / her duties and the promises made by the University to pay the stated remuneration and furnish with all other mutually agreed benefits.

Extension or modification of such agreement may be carried out after written confirmation by both parties and a copy of modified or extended agreement will be supplied to both.

The agreement along with its mentioned terms and conditions are effective from the date of its issuance till the specific period as mentioned.

The faculty member will be advised the standards and procedures affecting renewal of the agreement at the time of their initial appointment, they may submit the supportive material which they believe will be helpful for consideration of renewal or up gradation of agreement.

It is pertinent to mention that faculty is promoted to next academic rank on grounds of number of teaching experience, management responsibilities and last but certainly not least; research publications in ISI indexed / HEC recognized journals. The procedure that is undertaken is as follows:

- Print / electronic Ad is placed for faculty hiring.
- Faculty has to re-apply for the post advertised on the respective medium.
- The new credentials showcased by the faculty member are analyzed by the Selection Board.
- The formality for demo sessions is not carried out.

## **Responsibilities of the Faculty Members**

The chairperson will determine the individual duties / responsibilities of each faculty member. In addition to the satisfactory fulfillment of teaching assignments, the normal duties of a full-time faculty member include (but not limited to).

## **Course preparation and classroom conduct**

- They must be aware with the current knowledge in their subject area.
- The course outline should be prepared keeping under consideration the guidelines of HEC (and/or other concerned accreditation bodies) and shall reflect appropriate course objectives and outcomes.
- Provide course material to the students in an organized manner.
- Maintain and provide course file / log to the Dean/Chairperson.
- Avoid canceling classes without a genuine cause.
- Consistently and truthfully keep the attendance records. (both on LMS and Hard)

- Be punctual to start and end classes on time.
- Conduct the class with well preparation for each lecture.
- Maintain Class decorum and treat students politely.
- Encourage feedback and opinions from all students.

### **Out of class work, projects and papers**

- Assign relevant assignments, case studies, research projects that reflect the objectives.
- Outcomes of the particular course.
- Provide timely feedback. (written and verbal)
- Use clear and appropriate criteria for evaluating assignments, projects etc.
- Evaluate and score all written assignments objectively.
- Provide tutorial after the class if deemed necessary.

### **Examination and course grades**

- Prepare exam papers which fairly match course content and objectives.
- Grade exams objectively.
- Timely check and provide results to Examination Department with Score Award Sheet.
- Explain grading system and GPA calculation specifically in the syllabus.
- Mark final scores with fairness, and with absolute honesty.
- It is the responsibility of faculty member to implement the procedures and mechanisms in order to restrict cheating and other unfair means so that students who behave honestly are not deprived.
- Faculty members should keep record of all grades / scores with applied variables at least for a period of two years.

### **Professional performance**

- Faculty members should be reachable to students during post office hours. At least three hours per week for full-time faculty and at least two hours per week for the visiting faculty should be provided.
- They should be available at campus during work-hours even after class timings (eight hour work day is expected)
- Develop teaching techniques to fulfill the needs of specific group of students.
- Continue their own professional development by learning advance methods to promote higher order thinking skills.
- Seek and plan opportunities for professional development of students (e.g. industrial or other academic visits)
- Protect confidential data. Post grades with minimal identifiers.

- Always cite the outside source or contributions in lectures and other materials.
- Actively contributes in extra-curricular activities of university (e.g. student society's events, sports)
- They should manage their time efficiently in order to be more active and productive.
- Meet all university deadlines (e.g. submission of faculty files, results)

### **Professional behavior and integrity**

- All faculty members are expected to treat students, and other faculty members / staff of University with politeness and impartiality.
- Set a model for students by performing fairly and truthfully.
- Professionally dressed.
- Avoid any kind of addiction including chewing or smoking tobacco on campus and its affiliated areas to portray healthy manners to students.
- Support University proctors and security guards in maintaining positive student behavior on campus.
- Avoid all kinds of sexual or religious harassment.
- Conduct their lives in compliance with the Vision and Mission of NHU.

### **Attendance Policy for all Degree Programs**

- The minimum attendance requirement in order to appear in the examination is 70% in all courses of Bachelor's and Master's degree program, if the candidate didn't maintain 70% attendance in one course but maintained in other courses he or she could appear in the remaining examination but not in the one in which there's an attendance shortage.
- However other departmental attendance requirement may vary by a department or in the syllabus of a particular course, that policy takes preference over this one. e.g., if any course require minimum 75% attendance in that particular course that will be minimum requirement for that course.
- It is the responsibility of student to maintain his / her class work and assignment missed due to absence or leave, failing which the instructor will issue a warning to the student and may forward the name to academic office suggesting to drop him / her from the particular course.
- If the University approved extracurricular events requiring his / her absence from the class then the student must get advance permission from the Chairperson of Department. The Academic
- Office representative will inform the teacher regarding absence of such student.



## **Policies for classroom misconduct, unfair means and plagiarism for all programs**

- All students are expected to be punctual on class timings and conduct themselves in a well manner during all academic activities including classes, labs, field visits etc. It is the responsibility of faculty member to define the rules and regulations of classroom. If any student behaves inappropriate or disruptive to the other student or instructor, the faculty member may expel them from the class, and may report the incident to the Chairpersons Office.
- NHU expects its students to meet the highest ethical standards.
- Academic standards

### **Prohibit:**

- Conceal their answer copies during examinations / quiz / other assessment activities.
- Copying the answers of other student in any circumstances either with or without the awareness of the other student.
- Plagiarism: Copying others work without giving proper citation / credit to the source is called plagiarism. i.e. showing other's work or idea as own. For example, "copy and paste" from the web / publication / article and paraphrasing new ideas without giving citation original work. Additionally self-plagiarism is also forbidden. i.e. Student portrays his / her previous work to fulfill the requirement of other assignment / task.

### **Course load policies**

- Students are required to attain the minimum credit load of twelve (12) credit hours each semester; however they are allowed to carry 15-18 credit hours.

### **Repeated Courses**

- If a student failed / dropped in the course and therefore repeats the same course, he or she will have to attend all classes and complete the relevant course work (such as projects even he or she did it in previous attempt).

# Chapter # 05: Examination Policies & Procedure

The following rules pertaining to the conduct of examinations under semester system will be followed.

- Examinations of courses or programs of study mean formal written examinations, evaluation, continuous assessment, projects or any other academic exercise subject to assessment as specified in course or program regulations.
- The assessment includes Case Studies, Assignments, Quizzes, Workshops, Evaluations, Semester Projects, Presentations, Terms Reports, Mid-term and Final Examination.
- A student shall be mainly examined on Mid-term and Final examinations and the results will be posted on the notice board of the respective programs or online on website.
- All examinations shall be conducted on the scheduled dates. No make up for quiz / test / mid-term / final examination will be arranged.

## Course Assessment Summary

### a) Credit Hours

One hour lecture per week is equal to one credit hour. One lab work session of 3 hours per week is also equal to one Credit Hour. In addition, most of the courses include tutorials, laboratory work, practice sessions, discussion sessions and seminars. Some courses also involve a case study or student project/field work.

### b) Duration of Course

Each course is of one semester duration and is executed as per course-plan, and concludes with a final examination held at the end of the semester.

### c) Course Instructor/Faculty

An instructor will be assigned to each course, who will be responsible for conducting the course and awarding the grades to the students.

### d) Attendance Requirement

Students are expected to attend the lectures and labs regularly. A student with less than 75% attendance in class lectures/labs is not allowed to appear in the end semester examination.

### e) Students' Evaluation and Weightage of Marks

Student's evaluation is an overall result of two components: sessional and end semester examination marks. These components have a weightage of 50% each or at the discretion of faculty.

### f) Sessional Marks

g) Sessional marks are based on a continuous assessment of the student throughout the semester and these are derived from Quizzes, Mid Semester Examination, Reports, Presentations, Assignments and Lab work (if applicable).

#### **h) Quizzes**

In each course, three to five quizzes of 5-10 minutes duration are given throughout the semester, without prior intimation. An instructor may give more than 5 quizzes but the average result of all quizzes will be considered. Quizzes carry a weightage of 10%.

#### **i) Mid Semester Examination**

Mid Semester Examinations will be held in 8<sup>th</sup> or 9<sup>th</sup> week during the semester with an announced schedule. The duration of Mid Term Examination will be of 1.5-2 hours. Mid Semester Examination is mandatory.

#### **j) Assignments**

In each course, two assignments are given. The course instructor may also give more than two assignments but the average result of all assignments will be considered.

#### **k) Lab Work**

For courses with labs, the lab work is assessed by the instructor, which carries a weightage of 50%. Marks distribution of this 50% is 20% for sessional lab and 30% for final lab examination or may be at the discretion of faculty.

#### **l) End Semester/Final Examination**

End semester examination will be held at the end of each semester. This examination is of 2.5-3 hours duration or at the discretion of the faculty.

Faculty of Business and Management Studies Marks Distribution:

<b>Nature of Examination</b>	<b>Weightage</b>
Quizzes	10%
Assignments	10%
Presentations	10%
Term Report	10%
Mid Term Examination	20%
Final Examination	40%
<b>Total weightage</b>	<b>100%</b>

Faculty of Engineering Practices Marks Distribution:

<b>Nature of Examination</b>	<b>Weightage</b>
Quizzes	10%
Assignments	10%
Mid Term Examination	30%
Final Examination	50%
<b>Total weightage</b>	<b>100%</b>

Faculty of Architecture and Built Environment Marks Distribution:

<b>Nature of Examination</b>	<b>Weightage</b>
Quizzes	10%
Assignments / presentation / studio	10%
Portfolio / writing skills	10%
Mid Semester Examinations	30%
Final Examination	40%
<b>Total weightage</b>	<b>100%</b>

The final examination must be conducted according to the time table/schedule of examinations, as prepared by the Controller of Examination in consultation with Chairpersons of the faculties. The time table is to be displayed two weeks prior to the commencement of the Midterm and final examinations.

**CGPA and SGPA Formula:**

Cumulative Grade Point Average (CGPA)/Semester Grade Point Average (SGPA) will be calculated by the formula:

$$\text{CGPA} = \frac{\text{Sum of (Credit Hours X GP)}}{\text{Total No. of Credit Hours}}$$

$$\text{SGPA} = \frac{\text{Sum of (Semester's Credit Hours X GP)}}{\text{Total No. of Semester's Credit Hours}}$$

### **Probation, Dismissal and Promotion**

- a) Whenever an undergraduate student's CGPA decreases from 1.5, or a graduate student's CGPA decreases from 2.00, he/she will be on 1st probation for the next semester. If the undergraduate student does not come out by increasing his/her CGPA to 1.5, or a graduate student does not come out by increasing his / her CGPA to 2.00, then again, he/she will go on "Last Probation". If the student who was earlier on 1st probation, does not come out in the last probation by achieving the minimum desired CGPA, he/she shall be dropped from the faculty and cannot be re-admitted in the same degree program.
- b) A student on probation will be allowed to take only 50% of the normal semester course load.
- c) Any student gets 0.00 GPA in the first semester will be dismissed from University.
- d) The undergraduate student who maintains a SGPA of 1.5 or more and a graduate students who maintains a SGPA of 2.00 or more, shall be promoted to the next higher class.
- e) A student registering in 5th semester or in subsequent semesters has to ensure that he/she must clear all the subjects of previous semester as shown below:
  - i. In 5th semester Cleared all subjects of 1st semester with 2.00 GPA
  - ii. In 6th semester Cleared all subjects of 2nd semester with 2.00 GPA
  - iii. In 7th semester Cleared all subjects of 3rd semester with 2.00 GPA
  - iv. In 8th semester Cleared all subjects of 4th semester with 2.00 GPA
- f) The graduate students have to clear pre-requisite for taking courses of next higher class.
- g) For FEPS student, who does not get the required passing marks in theory, he / she will be required to repeat the theory only. Similarly if a student does not get the required pass marks in Lab work separately, he/she will be required to repeat the Lab work.
- h) A student securing grade 'B' and above will not be allowed to reappear in the course for improvement.
- i) However, he/she is allowed to repeat course(s) in which he/she secured 'C' or lesser grades.
- j) If a student fails to appear in the end semester examination, he/she will be awarded 'F' grade.

### **Passing the Semester**

A student, who meets the following conditions, is considered passed in the semester and is promoted to the next semester:

- Student must not have less than 50% marks both in sessional and lab work.
- Student must pass the End Semester Exams & Lab Exam separately with a minimum of 50% marks.

- Student does not get 'F' grade in any course.

#### **Repeating/Improvement of CGPA/SGPA in Course(s):**

- a. Whenever a student fails or gets 'F' grade, he/she has to repeat the course, whenever offered.
- b. Undergraduate students may be allowed to repeat a course in which he/she has obtained Grade C or lesser grades
- c. Maximum 6 number of courses that student may be allowed to repeat in the entire duration of a undergraduate degree program
- d. Maximum 3 number of courses that may be allowed to repeat in the entire duration of a master degree program.
- e. The duration must not exceed the enrolment limit of a degree program
- f. In case a student repeats the course which has already been taken, the old grade will be substituted with the new grade, (for CGPA calculation) but in case a student takes a new course in lieu of the course in which he/she failed, both the grades will reflect on his/ her semester transcript, i.e. old course grade and new course grade.

#### **Submission of Result**

- a) All faculty members shall submit their final results/grade sheets and the answer scripts to the Examinations Department within a week of their respective subject examinations, duly signed by the Chairpersons.
- b) The results / grade registers of all courses shall be displayed by the Examinations Department on student notice board within two weeks of the last semester examination actually held.

**Grading Policy:**

Assignment of grade points is as under:

<b>Grade</b>	<b>Percentage</b>	<b>Grade Point</b>
<b>A</b>	<b>85 and above</b>	<b>4.00</b>
<b>A-</b>	<b>80 – 84</b>	<b>3.66</b>
<b>B+</b>	<b>75-79</b>	<b>3.33</b>
<b>B</b>	<b>71-74</b>	<b>3.00</b>
<b>B-</b>	<b>68-70</b>	<b>2.66</b>
<b>C+</b>	<b>64-67</b>	<b>2.33</b>
<b>C</b>	<b>61-63</b>	<b>2.00</b>
<b>C-</b>	<b>58-60</b>	<b>1.66</b>
<b>D+</b>	<b>54-57</b>	<b>1.33</b>
<b>D</b>	<b>50-53</b>	<b>1.00</b>
<b>F</b>	<b>Below 50</b>	<b>0.00</b>
<b>W</b>	<b>Withdrawal</b>	
<b>I</b>	<b>Incomplete</b>	

**Freezing of a semester**

1. If a student freezes a semester(s), s/he will resume his/her studies from the same semester where s/he left (frozen). No freezing during the semester will be allowed. The maximum duration of the degree program shall remain the same.
2. If a student is not enrolled in any course in a semester; s/he will not be considered a regular student of the University in that period. The student may then enroll in these courses in a subsequent semester; however, s/he will have to meet pre-requisites of any course taken. In addition, it is understood that the university is not required to offer all courses in each semester.

**Note:** - Freezing of Semester will only be allowed after successful completion of 1st Semester as prerequisite or the case may be for other semester's predecessor to the freezing Semester.

## **Grade Appeal Policy**

**Step 1:** A student if dissatisfied with a result will make an appeal to the Head of the Department with 15 days of result announcement.

**Step 2:** The Head of Department will take the following action:

1. If the issue is regarding the final examination, the Head of the Department will forward it to the examinations for scrutiny or rechecking of the paper.
2. If the issue is regarding the recording of marks by the teacher, the Head of the Department after discussing the matter with the teacher will either approve or disapprove the appeal.
3. The request if approved will be forwarded to the Examination Department with the reason of alteration in grades along with the proof.

## **Scrutiny and Recheck Policy for Final Examinations Only:**

The following procedure for scrutiny of answer scripts is to be followed.

1. Any student desirous of getting his/her answer script (s) scrutinized may apply on the prescribed form available with Students Information Center.
2. Scrutiny will be restricted to :
  - i. Checking of 'total marks' on the answer script & rectification of any discrepancies found as a result of such scrutiny.
  - ii. Marking of any question found unmarked & rectification of the total.
3. Scrutiny fee as prescribed from time to time has to be paid.

The following procedure for Re-checking of answer script(s) is to be followed.

- i. Any student desirous of getting his/her answer script (s) **Re-checked** can apply on the prescribed form available with Students Information Center.
- ii. Re-checking of answer script(s) shall be conducted by two instructors but other than the instructor who had taught and had marked the answer script(s).
- iii. Photocopies of answer script(s) (with no information of the student's identity, marks, etc) shall be provided to each of the two instructors for re-checking.



- iv. Average of marks shall be ascertained from the two re-checked answer script(s).
- v. The grading after re-checking shall supersede the earlier result in case of increase of marks.
- vi. Rechecking fee as prescribed from time to time has to be paid.

**Examination Rules for Students:**

1. All answers intended for the examinations must be written on both sides of the pages of the Answer Scripts and not on one side only. Supplement will be provided only when the candidate has fully written out on both sides of the pages of the Answer Script.
2. No loose paper will be provided to use for rough work and no paper is to be brought in for the purpose. All work must be done in the answer script provided and the pages used for rough work or calculation(s) must be struck out by drawing a line through each page so used from top to bottom and no page should be torn out.
3. Candidates are forbidden to write any answer or anything else on the question paper or any material or carry away any writing from the examinations hall.
4. No Candidate will be allowed to leave examination hall until 30 minutes have elapsed from the time when the question paper is given, or re-enter examination hall after leaving it, after finally giving his/her answer book.
5. To draw the attention of the invigilator the candidate may simply raise hand without making any noise or disturbance.
6. A student while in the examinations shall not help or try to help any other student nor obtain or try to get help from any other student. Communication of any sort between student and any other person, inside or outside the examinations hall is strictly prohibited. Severe punishment will be meted out to students who are found in possession of notes, books, scribbling or making any attempt to use unfair means.
7. Students are required to ensure that on the day of examination they arrive 15 minutes before the start of examinations.
8. No students shall be admitted to the examinations hall/room later than thirty (30) minutes after the start of the examinations and no extra time shall be given.
9. Personal belongings of students including books, pencil cases and bags, etc. shall be left in the place designated for this purpose at the examinations hall without any responsibility to NHU.

10. Each student is required to place his/her ID card on the desk in the examinations hall for the duration of his/her examinations. Attempts at impersonation of any student shall lead to cancellation of examinations.
11. Borrowing of stationery is strictly not allowed during the examinations.
12. No student shall be allowed to sit in a section other than the section in which he/she is originally registered.
13. Students will fill all the information on the answer scripts along with their signature.
14. Invigilator has the right to expel any student from the examinations hall on any attempt of cheating, misconduct or any other behavior they feel inappropriate without any recourse.
15. When the Invigilator announces the end of the examinations, the students shall stop writing immediately and remain seated silently until permitted to leave the examination hall by the Invigilator.
16. Any type of calculator may be used provided that the calculator is hand held, battery operated or solar-powered, noiseless and has no facility for the storage of alphabetical information other than hexadecimal numbers.
17. Calculators must be available for inspection by the Invigilators.
18. No other electronic aids are permitted such as mobile phones/digital diaries etc. in the examinations hall. Any student found possessing these electronic aids shall be liable to cancellation of that paper, removal from Examinations hall, suspension for next semester, and/or expulsion from the University.

**Degree Awarding Criterion:**

- The degree awarding criteria for the undergraduate student is CGPA 2.0 and for the graduate student is 2.50 without any failure. The additional courses, if taken shall not be considered for the said purpose. A separate certificate will be issued for the grades obtained in the additional courses.
- The core and elective courses and the project/thesis as defined in the plan of study for the respective degree program must be passed.
- The total number of credit hours requirement for the respective degree program must be fulfilled.

## **Disciplinary Requirements**

- i. All students are required to observe the University's Disciplinary Rules, Statutes, Ordinances and Regulations.
- ii. Every student shall be subject to such disciplinary regulations as may be amended from time to time by the management of the university.
- iii. All members of the University and other persons authorized for the purpose shall have authority, and it shall be their duty, to check disorderly or improper conduct or any breach of regulation by members of the University in any of the University premises or in the University grounds.
- iv. Any member of the academic staff may, if he/she deems it necessary, require any student who is guilty of disorderly or improper conduct in a Lecture Room or Laboratory to withdraw from the room, and shall bring the offence to the notice of the Head of the department concerned, Disciplinary Committee and the Registrar of the University.
- v. The Librarian shall be especially responsible for maintaining order in the Library. The Librarian may require any person who is guilty of disorderly or improper conduct or of any breach of regulations to withdraw from the Library.
- vi. Students shall be held responsible for making themselves acquainted with all Ordinances, Regulations and official notices which affect them
- vii. It shall be the duty of all students of the University in all their acts and demeanor to observe and maintain honest and peaceful behavior at all times within the precincts of the University and adjacent areas.
- viii. All premises of Nazeer Hussain University are no smoking zone.
- ix. For the safety and security measure, Vehicles with tinted glasses are not allowed in the NHU premises.
- x. Wearing sandals and slippers on campus is not permitted.

## **Disciplinary, Suspension or Dismissal:**

- i. The university reserves the right to suspend or dismiss a student for violation of its:
  - a) Policies
  - b) Regulations
  - c) Discipline Code or Unbecoming Conduct
  - d) Shortage of Attendance
  - e) Attempting to use unfair means during classes, quizzes or examinations.
- ii. Management decision in all student matters shall be final.
- iii. Fines or other penalties may be imposed by the Disciplinary Committee, or by any other person to whom the Committee has delegated powers to act on its behalf, on any student of the University for any Infraction of regulations, or for any act or behavior which is detrimental to the good order of the University.

- iv. A student of the University may be required to bear the cost of making good any damage to University property for which he/she may be responsible, which may be in addition to a fine or other penalty which he/she may have incurred in connection therewith.

### **Code of Integrity**

Integrity is expected of every student in all academic work. The guiding principle of academic integrity is that a student's submitted work must be the student's own. Students shall not violate the Code of Academic Integrity and shall avoid situations likely to compromise academic integrity.

Conduct prohibited by the Code consists of all forms of academic dishonesty, including, but not limited to: cheating, fabrication, facilitating academic dishonesty, and plagiarism as set out and defined in the Code of conduct, modifying academic work for the purpose of obtaining additional credit after such work has been submitted to the supervising faculty member unless the supervising faculty member approves such alterations; and attempting to commit any act prohibited by the Code. Any attempt to commit an act prohibited by these rules shall be subject to sanctions to the same extent as completed acts. All cases concerning prohibited conduct will be forwarded to the disciplinary committee.

### **Disciplinary Committee**

#### **1) The composition of the Disciplinary Committee is as follows:**

- a) Registrar or his/her nominee (Chairman)
- b) Assistant Registrar
- c) Head of Department of the Concerned Department
- d) One senior faculty member

#### **2) The working procedure of the Disciplinary Committee is as follows:**

- i. All complaints of breach of discipline by any NHU student(s) will be forwarded to Disciplinary Committee.
- ii. The Committee will consider the Complaint and in serious cases may decide to issue a show cause notice and require a written reply from the concerned student(s) within 3 days.
- iii. The Committee will deliberate on the reply received and if satisfied that no breach of discipline has occurred may dispose off the complaint; or
- iv. May decide to hold an inquiry by an inquiry officer or panel, in the case which may require attendance/hearing of all the students/teachers/others involved in the proceedings, however personal hearing may be given to the accused before the award of punishment.

- v. All proceedings of the Disciplinary Committee will be recorded in writing and signed by the attending members.
- vi. On the basis of inquiry the Disciplinary Committee will announce its recommendations within 3 days after completing its proceedings.
- vii. The recommended punishment if any may range from issuing of a written warning to the rustication of the student(s) involved.
- viii. The affected student(s) may appeal to the Vice Chancellor of NHU, within one week of the announced decision. In all such cases the decision of the Vice Chancellor will be final.
- ix. All employees and the students of Nazeer Hussain University will cooperate and assist the Disciplinary Committee in carrying out their duties. For this purpose the Disciplinary Committee may require any student(s)/teacher or other employee of the NHU to attend this meeting.
- x. The required quorum for holding any meeting of the Disciplinary Committee is 3.

#### **Handling of Complaints Regarding Plagiarism against Teachers or Students in the University**

The policy of Nazeer Hussain University is that it will not tolerate any plagiarism by teachers or students.

At the same time, NHU is cognizant of the fact that this is a serious complaint. Therefore, NHU want its faculty and students not to be harassed by frivolous and false complaints.

In the light of the above scenario, the University has laid down basic rules for handling such complaints:-

- i. No verbal complaints will be entertained. The complainants must be asked to fully identify themselves and to put their complaints in writing with their signatures / authentication.
- ii. There will be some anonymous and pseudonymous complaints. All such complaints must be ignored as NHU cannot go on a witch-hunt where the complainant fails to properly take the responsibility for leveling the allegations.
- iii. Complaints of plagiarism must be supported by documentary evidence.
- iv. Complaints of this nature are a University level issue. All such complaints along with the documentation must be forwarded immediately to the Registrar. This is necessary as such complaints defame the name of the University.

- v. Where well documented complaints are received from individuals or the Higher Education Commission or any other regulatory body, the University will take cognizance and proceed in the light of the procedures laid down by the Higher Education Commission.

#### **Procedure for the award of a Duplicate transcript or Degree**

The following procedure will be followed for the award of a duplicate transcript or a duplicate degree to a student who loses his/her degree or a transcript:-

- i. He/she has to file an FIR and give the University a copy of the same.
- ii. The student pays fees of Rs. 2000/- for a Duplicate transcript and Rs. 7,000/- for a duplicate degree.  
*(Rates are subject to revision from time to time by Finance and Planning Committee)*
- iii. The office verifies the academic records and prepares a duplicate transcript or a duplicate degree which are marked as "Duplicate".

#### **Maintenance of Records of Various Examinations**

Answer scripts should be retained with the Examinations Department for a period of maximum of one year and the Grade Cards will be retained permanently.

#### **Co-curricular Activities**

1. There shall be a Students' Council of the University for the Promotion of the general interests of students and to afford a recognized channel of communication between students and the outside business environment.
2. Members of the academic staff may be appointed/nominated as coordinators of different societies of the University.
3. Appointment of faculty members as coordinators shall be for a period of one academic year. A coordinator shall, on the expiry of his/her semester of appointment as coordinator, be eligible for re-appointment as coordinator of the same society.
4. Each society under the Council is required to conduct at least one activity in a semester. The purpose of activity should be enhancement of general knowledge in the student body.
5. Full details of decisions to conduct an activity must be published by the society and the notice made available to all students and to the management of the University.
6. The Hierarchy of the Council is as under:
  - i. Council Coordinator (a faculty member)
  - ii. President
  - iii. Vice President
  - iv. General Secretary
  - v. Finance Secretary

vi. 04 Executive Committee Members(In case of societies that come under the Council)

7. Office bearers of the society shall be:

All students who have passed at least 06 courses at the university.

- i. Those students who have not completed 06 courses at the time of election may be considered subject to their experience and abilities.
- ii. All students must have a cumulative GPA of 2.5 and above.
- iii. Must apply for membership on the prescribed form.
- iv. Must not be involved in any unethical activities (according to the University regulations).
- v. Must not have been fined/penalized or punished at the University for any Offence in the last two semesters.
- vi. Must be able to spare time for organizing various events and be capable of coordinating other members of the society on regular basis.
- vii. Any member of a society shall not work for another society at the same time.
- viii. Obeying other regulations as may be relevant.

The coordinator of the societies shall get approval from the administration for an activity one month before the scheduled date. Please provide us the exams date sheet, names of paper setters / invigilators and no. of students semester wise.

#### **Examination Conducting Rules for Faculty**

1. The Faculty members / paper setters are requested to come to the Examinations Department for photocopying of question papers. The Chairperson will provide the schedule to the paper setters and invigilators.
2. The question paper will be photocopied in front of the paper setter and will be sealed in envelope(s) along-with the required number of answer scripts and supplementary copies and will be kept in the locker.
3. On examination day of respective paper, the invigilator will collect the sealed envelope and attendance slips from the examinations department fifteen (15) minutes before the start of

the paper and will distribute the answer scripts and attendance slips to the students five (5) minutes before the examination. The time of examination will start at the scheduled time.

4. At the end of examination, the invigilator will collect and collate all answer scripts, question papers and attendance slips and submit to the examinations department.
5. Respective faculty member / paper setter can collect the answer scripts one hour after the end of paper, on the same day from the examinations department for marking.
6. Students are shown their marked answer scripts by the concerned course instructor (examiner) one by one in the very first class after examinations, then submit the results to Examinations Department.



# Chapter # 06: Quality Enhancement Cell (QEC)

## Vision

Developing a viable and sustainable mechanism of quality assurance to meet the rising challenges of the higher learning.

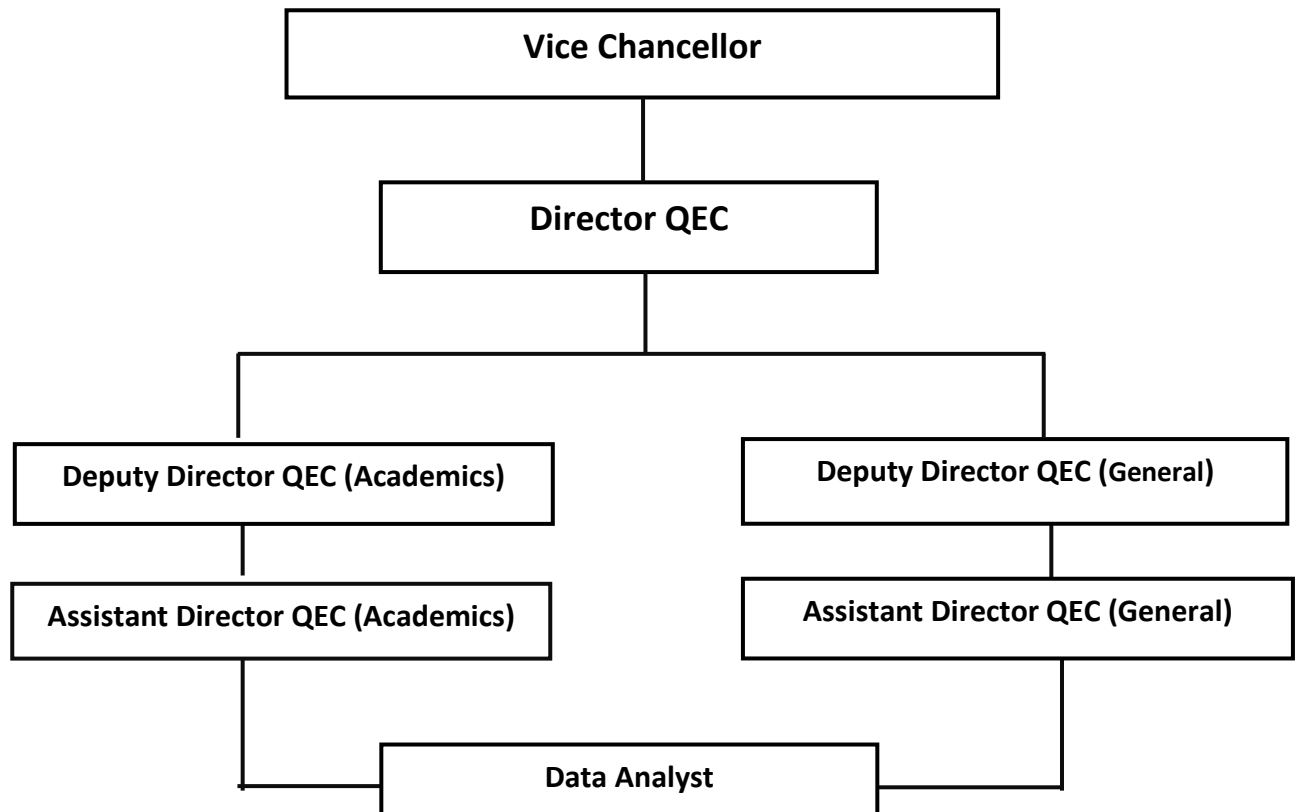
## Mission

To integrate the concept of quality assurance in higher learning with enhanced levels of international compatibility through capacity building.

## Objectives of QEC

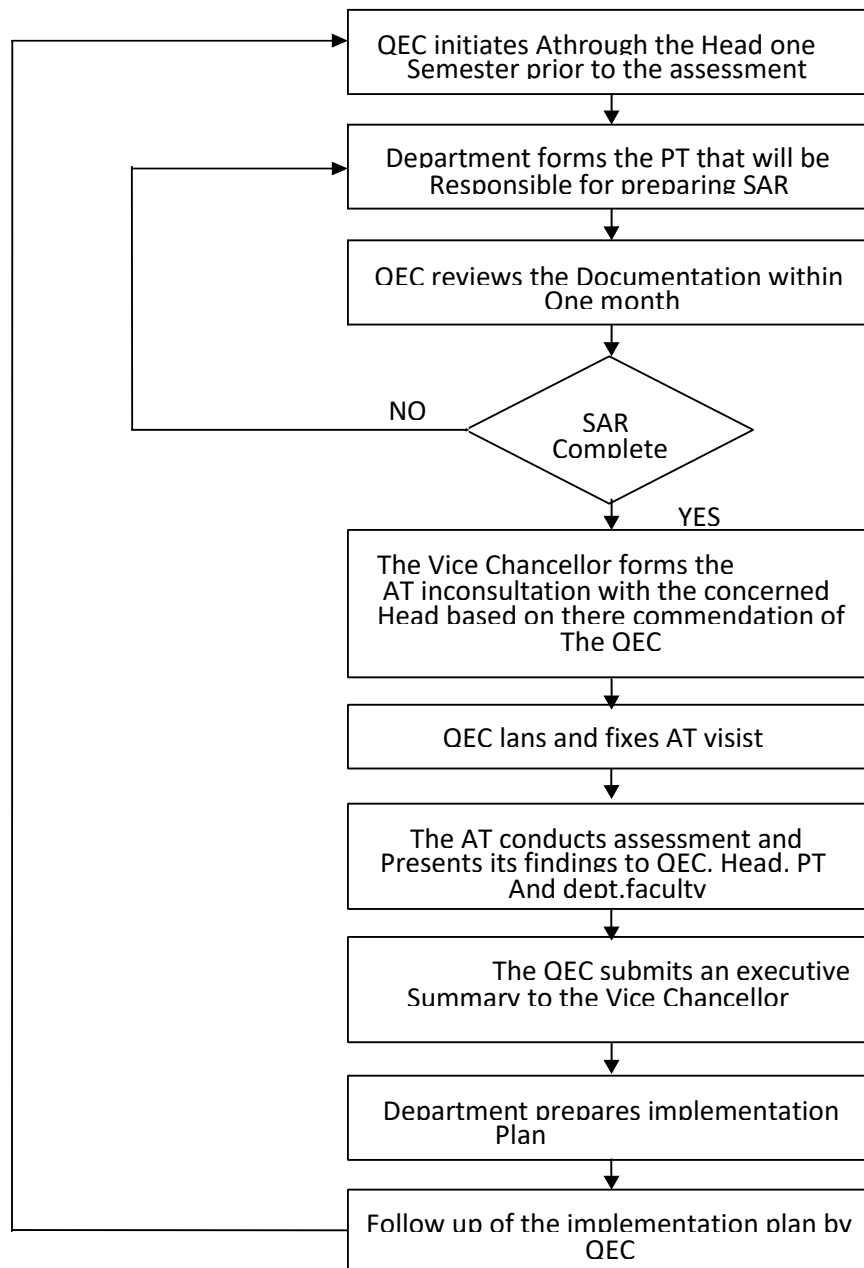
- Improve and maintain academic standards
- Enhance students' learning
- Verify that the existing programs meet their objectives and institutional goals
- Provide feedback for quality assurance of academic programs
- Focus on quality and implementation of all desired measures and policies to improve the standard of higher education in Pakistan

## Organogram for QEC



## Functions of QEC

Quality Enhancement Cell (QEC) has been established at NHU and it is envisioned to strengthen the higher education sector by setting up an exemplary quality assurance mechanism that shall be congruent with the national and international practices. The initiative has been taken by HEC of Pakistan. The Feedback is a tool that is used to gauge the insights from our stakeholders and it also highlights the strengths and areas of improvement.



## Self-Assessment Procedure

There are several forms that have been designed for the faculty and their titles and descriptions are as follows:

### **Student Course Evaluation Questionnaire**

The respective form is to be filled by every student for every course at the end of semester. The faculty members have to escort their class in the computer labs to get the form filled under the supervision of QEC vigilance team. Students have to fill proforma and then submit the Course and Faculty Evaluation forms separately. Furthermore, teachers could conduct this activity in the last week of the respective semester. The major components that are highlighted in the form are as follows:

- a) Course Content & Organization
- b) Student's contribution
- c) Learning environment and teaching methods
- d) Learning Resources
- e) Quality of lecture Delivery
- f) Timely assessment of exams
- g) Tutorial

### **Teacher Evaluation Form**

The respective form is filled by every student at the end of each semester for every teacher. The major components that are highlighted in the form are as follows:

- a) Knowledge of the teacher on subject matter.
- b) Completion of course outline in a timely manner
- c) Provision of citations & sources to the students
- d) Class environment that is conducive to learning
- e) Support level w.r.t to students' queries.

### **Faculty Course Review Report**

This Survey Form is required to be filled by the faculty after the display of final results. This form basically assesses the no. of students fall in grading category. The grading criterion has been illustrated in Examination Regulations.

### **Faculty Survey Form**

This form is filled by the faculty and used to examine the satisfaction level of them. The form is filled annually and can be filled.

### **Faculty Evaluation Sheet**

The Heads of the respective faculty can use this form to evaluate the teaching methodology of the faculty during the classrooms. Thus; the aforementioned forms are used to provide constructive feedback to the faculty members thereby; leveraging strengths and improving weak areas for their further career advancement.

# Chapter # 07: General Policies and Procedure

## **Record Keeping**

For keeping the personal record straight, all Teaching/Non-Teaching staff are required to intimate the Human Resources Department about any changes related to improvement in qualification, address, telephone number, marital status, number of family members etc.

## **NHU Assets**

Assets of the NHU such as vehicles, equipment, machinery etc. are meant to be used exclusively for NHU business unless authorized, as in the case of university staff cars, laptops, mobile phones etc.

## **Reliability**

Confidentiality of university related matters and record must be maintained by all the employees during their service and even after leaving the institution as a sacred 'Amanat'. All employees are expected to be loyal to NHU in all respects during his/her job and shall make all efforts in maintaining good reputation of the University.

## **Wearing NHU Employee ID**

Displaying the Employee ID Card is mandatory for all the teaching and non-teaching staff at the University entrance and on duty.

## **Formal Dress Code**

Formal dress code is to be observed during working hours. Teaching and non-teaching staff of the University are expected to dress befitting of their positions as employees of a prestigious institution.

## **Explore the positive image of NHU**

It is mandatory on the faculty member that he/she should demonstrate positive image of the university by his/ her words, actions, deeds, behavior. Every faculty member is considered the ambassador of the university and they should not be involved in any derogatory act that could harm the image of the university.

## **Smoke-Free Campus**

In order to make a Smoking-free campus, smoking is strictly prohibited at all indoor and outdoor areas of the campus except for the limited designated outdoor smoking areas. Similarly, the advertising, sale, or sampling of tobacco products is also prohibited. Littering the remains of tobacco / pan or any other waste product on campus property is also prohibited.

## **Green Environment**

To foster a healthy environment that promotes the health, well-being, and safety of students, faculty, staff, and visitors at NHU by minimizing the harmful effects of secondhand smoke; to minimize the risk of fire; and to encourage a more sustainable environment. This policy is

applicable to all individuals present at the campus premises, including but not limited to students, faculty, staff, other employees, contractors, subcontractors, volunteers, visitors and members of the public, and remain effective twenty-four (24) hours a day, seven (7) days a week.

### **Security and Maintenance**

1. Security Guard (Deployment of trained security guard)
2. Installation of barbed wire on the boundary walls of the university
3. Wearing NHU ID cards (for staff and students)
4. Identification (Proper entrance and exit for security purpose)
5. Walk through gate (The entrance and exit of institution must be one along with properly operational metal detectors)
6. Installation of CCTV cameras- (Install CCTV cameras out/inside the premises on strategic points to monitor the movement of any suspicious person)
7. Fire extinguishers (Emergency Circumstances)
8. Keeping a first aid box(Emergency Circumstances)

### **Handling of Complaints Regarding Sexual Harassment**

The policy of NHU is that it will not tolerate any harassment by teachers or students.

At the same time, NHU is cognizant of the fact that this is a serious complaint. Therefore, NHU want its faculty and students not to be harassed by frivolous and false complaints.

In the light of the above scenario, and the HEC guidelines the University has laid down basic rules for handling the cases against Sexual Harassment in the NHU. In this regard, a **Code of Conduct on Protection Against Harassment of Women at Workplace** has already been prepared by NHU which is strictly being followed in letter and spirit.

### **Student/Teacher Committee**

A university is a place where administrators, faculty, employee/staff and students (all levels/categories) work and learn in an environment free from intimidating, offensive, and hostile behaviors.

In order to maintain academic freedom which is a primary function of an educational institution and to address the differences between students and teachers, as per the HEC guidelines, a separate committee has been constituted comprising of a Chairman and three members.

The Committee will develop a mechanism to cope with the cases of harassments to the students by the teachers and to the teachers by the students.

**Functions of the Student/Teacher Committee:**

- All reservations of student/teacher will be forwarded to the Student/Teacher Committee.
- The Committee will examine the reservations to solve the matter in an acceptable manner.
- All proceedings of the Student/Teacher Committee will be recorded in writing and signed by the attending members.