

Nazeer Hussain University Karachi, Pakistan



STUDENT HANDBOOK

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PREFACE

This handbook is designed to introduce you to the great opportunities available at the NHU. It is presented as an overview of options, activities, practices, procedures, policies, curriculum, assessment, awards, financial assistance, sports and many other pieces of interesting information for all programs that make our Faculties of Social Sciences, Architecture, Business, Engineering and Pharmaceutical Sciences. Besides, information contained within this handbook additional references are available at the NHU website at www.nhu.edu.pk. Please refer to this handbook and website as needed. If you do not find answers to your questions, please consult the coordinator in your Department who will assist you.

All of the Departments and Faculties are a part of the NHU and operate under rules, regulations, and policies provided in the statutes or established by the Board of Governors of the university. Each Department or Faculty, however, may have some variations in terms of general or financial procedures which is to be dealt with accordingly.

Knowledge and understanding of the information is important in assuring that the students in our institution become passionate learners prepared for success in the institution and beyond.

Nazeer Hussain University strives to provide an intellectually and socially vibrant campus that offers a safe and supportive environment for all. Each of us plays a role in preserving this environment, and this handbook describes the privileges and responsibilities that we grant to our students.

It is important that you take time to familiarize yourself with the materials in this handbook. Let us know if you have any questions.

We want to welcome you all to NHU, especially those of who are beginning their first year. You are all about to embark on an exciting adventure.

We offer you our very best wishes for a wonderful stay at the NHU.

CHAPTER 1

SEMESTER GUIDELINES

1.1 Academic Year

The academic year at Nazeer Hussain University consists of 02 regular semesters and a summer semester:

Spring (from January to May)

Summer *(from June to August)

Fall (from September to January)

STANDARDIZED SCHEME OF STUDIES FOR THE BACHELOR PROGRAMS

Total No. of Credit Hours	Respective Program
Semester Duration	16-18 weeks
Course Duration	Respective Program
Number of Summer Sessions	1 – 2 in one academic year
Course Load per Semester for Regular Full-time Students	15 – 18 Credit Hours*

A regular semester comprises of 16-18 weeks of teaching. A summer semester is of eight weeks. NHU observes a five day week.

*Summer Semester

- A student who has either failed or has been stopped to take the examination due to shortage of attendance or wishes to improve his/her grade; is allowed to register in summer.
- A student will only be allowed to register in 1-2 courses of 3-6 credit hours.

- The contact hours per week during the Summer Semester will be doubled to ensure that the course is completely taught in a summer session with half of the duration as compared to a regular (Fall/Spring) semester.

Academic Calendar

The Registrar/Controller of Examinations in consultation with the Chairpersons of the Departments will prepare an academic calendar, duly approved by the Vice Chancellor. The Academic Calendar will include the schedule of whole year (spring, fall and summer semester). The calendar will include the following information:

- Last date of Registration
- Late date for Submission of Fee
- Commencement of Classes
- Last date for Withdrawal of Courses
- Midterm Examination
- Final Examination
- Announcement of Results/Notification
- University Holidays

Academic Programs

Structure of Degree Programs:

The specified Credit Hour requirements set out **below** are the minimum **requirements** for the award of degree. **All departments** reserve the right to add Pre-requisites / Foundation courses in structure of degree programs from time to time according to the guidelines set by the Higher Education Commission and by the approval of the Academic Council. The department's decision will be final and binding upon students in such cases.

1.2 BUSINESS ADMINISTRATION:

STRUCTURE:

- i. Bachelor of Business Administration (Business Studies)**
42 Courses (126 Cr. Hr) + Project (6 Cr. Hr)
- ii. Bachelor of Business Administration (Business Studies with Management)**
42 Courses (126 Cr. Hr) + Project (6 Cr. Hr)
- iii. Bachelor of Business Administration (Business Studies with e-Business)**
42 Courses (126 Cr. Hr) + Project (6 Cr. Hr)
- iv. Master of Business Administration**
28 Courses (84 Cr. Hr) + Dissertation (6 Cr. Hr)

1.3 ENGINEERING

STRUCTURE:

- i. Bachelor of Electrical Engineering (Electronics)**
37 Courses (132 Cr. Hr) (Minimum) + Project (6 Cr. Hr)
- ii. Bachelor of Electrical Engineering (Computer Systems)**
37 Courses (132 Cr. Hr) (Minimum) + Project (6 Cr. Hr)
- iii. Bachelor of Electrical Engineering (Telecommunication Engineering)**
37 Courses (132 Cr. Hr) (Minimum) + Project (6 Cr. Hr)
- iv. Bachelor of Engineering (Mechanical Engineering)**
37 Courses (132 Cr. Hr) (Minimum) + Project (6 Cr. Hr)

1.4 SCIENCES

STRUCTURE:

- i. **Bachelor of Science (Computer Science)**
38 Courses (132 Cr. Hr) (Minimum) + Project (6 Cr. Hr)
- ii. **Bachelor of Science (Telecommunication Systems)**
38 Courses (132 Cr. Hr) (Minimum) + Project (6 Cr. Hr)
- iii. **Bachelor of Science (Electronics)**
38 Courses (132 Cr. Hr) (Minimum) + Project (6 Cr. Hr)

1.5 ARCHITECTURE

STRUCTURE:

- i. **Bachelor of Architecture (Five Years)**
57 Courses (180 Cr. Hr) (Minimum)

1.6. Pharmacy

STRUCTURE:

- i. **Doctor of Pharmacy- Pharm. D. (Five Years)**
70 Courses (200 Cr. Hr) (Minimum)

1.7 Education

STRUCTURE:

- i. **Bachelor of Education –B.Ed. (1.5 Years)**
12 Courses (28 Cr. Hr) (Minimum)

Reference: (Extracted from Academic Regulations & HEC Semester Guidelines)

CHAPTER 2

ADMISSION, ORIENTATION, REGISTRATION, ADD/DROP, WITHDRAWAL, INCOMPLETE COURSE, REPEATING AND IMPROVING OF GPA, FREEZING A SEMESTER AND TRANSFER OF CREDIT HOURS

2.1 Admission

Admission to NHU is granted on the basis of merit alone as determined through the aptitude test of NHU score and the students' previous academic records. Applicants for admission are provided with a prospectus which provides details about the admission procedures. They may also obtain the essential details for their particular program by visiting the University website www.nhu.edu.pk

2.1.1 Provisional Admissions

Candidates awaiting results of examinations required as per programme may be allowed to go through the admission process and accorded admission on “result awaiting” basis. Their selection will be based on their percentage in the last examination in which they appeared provided they passed all subjects. Students accorded provisional admission must submit the results of the examinations required as per programme one week before the final examination of the first semester; their result in the required examinations should meet the eligibility criteria for the program. Candidates who are admitted on result awaiting basis must submit an affidavit on a stamp paper of Rs. 20/- to the admission department to the effect that if they fail to meet the eligibility criteria of the programme to which they have applied then they will not be eligible for any refunds. (The affidavit is kept in the Admissions Department.)

2.1.2 Cancellation of Provisional Admission:

Provisional admissions of the students who are admitted on “result awaiting” basis will be cancelled if they do not submit the requisite documents meeting eligibility criteria before the Final Examination of first

semester, or **if they fail to meet** the eligibility criteria of that program. A supplementary in any subject is considered as failing the examination even if the student has **attained** the **acceptable level** of %age. **The** reasons for the cancellation of admission will be given in writing and fees deposited by such students will not be refunded.

2.1.3 Deferment of Admissions

Student selected for admissions may defer their admission for one semester after paying the admission fee. The students desiring to do so are required to submit an application to the respective Chairman for deferment of their admissions within two weeks of commencement of the semester. Fee deposited by such students will be readjusted in the **following** semester.

2.1.4 Cancellation of Candidature

If a student fails to meet the academic eligibility criteria, his/her provisional admission will be cancelled.

2.1.5 Ineligibility of Admission

2.1.5.1 A student who does not meet the basic eligibility for the applied program is ineligible for admission.

2.1.5.2 The students who are expelled on disciplinary grounds will not be permitted to rejoin the University.

2.1.6 Change of Academic Discipline

A student of any discipline **may** change his / her **discipline in his/her first semester only** subject to fulfillment of basic eligibility criteria of that discipline. **The** student has to apply at the time **when the** admissions in that discipline are offered by paying admission form fee / processing fee as per the NHU policy. If required, students are to appear in the entry test and interview. **Courses in common with other disciplines in which the student**

achieved a grade of at least “B” may be exempted/transferred. Admission fee and caution money already deposited will be adjusted **at the time of the transfer** on confirmation of admission. All such cases (Change of Academic Discipline) require the approval of Chairpersons and the Vice Chancellor.

2.2 Orientation of New Students:

Orientation is a requirement for all new students. It is designed to provide fresh students with information regarding University services, policies and procedures, student responsibilities and faculty expectations. Orientation generally takes place just before commencement of a new semester.

2.3 Calendar of Events:

The schedule of admissions, registration, start and close of academic sessions, examinations, breaks, non-academic activities and holidays are all listed in the Academic Calendar published by the University.

2.4 Academic Session

There are two regular semesters in one academic year (Spring & Fall). The duration of these semesters is 16-18 weeks each. The University also offers summer session of 8-10 weeks duration for those students who have either failed/dropped or have been stopped to take the examination due to shortage of attendance or wish to improve their grade. **These students** are allowed to register **for a course** in summer provided that 10 or more students register for the **same course**. Such students will not be eligible for the award of merit scholarship or merit at Convocation. A student will only be allowed to register in 1-2 courses of 3-6 credit hours. The contact hours per week during the Summer Semester will be doubled to ensure that the course is completely taught in a summer session **in half of its usual duration during the regular year**.

2.5 Registration

After admission, students are required to register for courses for each semester. Course registration of the fresh students is done automatically by the respective department. For the subsequent semesters, the students have to go through the registration process before the new semester starts. Fee must be paid within seven days of commencement of each semester after approval to register has been obtained.

The following procedure is adopted in order to register for a course:

- Check the prospectus for courses offered
- Any additional course can be taken after getting proper permission of the departmental Chairperson.
- No course for which a prerequisite is required can be taken unless the prerequisite requirement has been met.
- Maximum course load is six (06) courses per semester or 15-18 credit hours, which does not include courses from the following semester.
- In summer semester a student is allowed to register for a maximum of two courses not exceeding a total of 12 credit hours.
- Fee has to be paid in advance. If deferment is necessary, application must be made on the approved form.

2.6 Course Pre-requisites

Students cannot be registered in certain courses until they meet courses pre-requisites. No exemptions to the pre-requisites are made. It is responsibility of the students to make sure that they have cleared the pre-requisites where applicable.

2.7 False Registration & Non Payment of Dues

Penalties for false registration and non-payment of requisite dues are as under:

- 2.7.1 Students who register courses but fail to attend classes and pay the fee within the due date without any written approval will incur a fine as per fine levied at the time.
- 2.7.2 Students who register for courses and attend required classes but do not deposit their fee till midterm Examinations will incur a fine as per fine levied at that time.
- 2.7.3 Students who register for courses and attend classes without payment of the fee even after the Mid-Term. Will have their results withheld in the courses for which they registered and they will also be fined as per fine levied at that time.

2.8 Add/Drop and Change of Courses:

- 2.8.1 Students may apply to add or drop a course within two weeks after registration. **They may not drop more than two courses** in a semester. A written expressed permission shall be required on the prescribed "Course Add and Drop Form" with "No Objection" from the course instructor. The fee paid for **dropped** courses will not be refunded. **Students adding courses will have to pay the fee** for the added course(s).
- 2.8.2 For the summer semester the add/drop period is within the first four calendar days of the semester.
- 2.8.3 In lieu of dropping any course /courses, the student will have to take other course/courses to meet the minimum requirement of five or six courses per semester.
- 2.8.4 A student is allowed to change a course within 6 sessions from the start of the semester/course. No fee shall be charged for the changed course.

2.9 Withdrawal from a Course:

- 2.9.1 Withdrawal from a course will be allowed latest up to one week after the midterm examination. Withdrawn **courses** will appear on the 'semester transcript' with the letter grade 'W', and will not be treated as 'F' grade and the course will not be counted for the purpose of calculating SGPA/CGPA.
- 2.9.2 The fee paid for such courses will not be refunded.
- 2.9.3 Students can withdraw from a particular course with the consent of the concerned faculty and respective Head of the Department / Chairperson.
- 2.9.4 Students can withdraw from a maximum of 02 courses in one semester.
- 2.9.5 Whenever a student's application to withdraw from the course(s) has been approved and all requirements related to such withdrawal satisfactorily fulfilled, the relevant program authority shall inform the **Examinations Branch** and forward the original document to the students' personal file.

2.10 Incomplete Course:

- 2.10.1 A student who has completed attendance requirements in a course and taken all class tests and quizzes/assignments etc. with a minimum of 50% marks in the semester work and cannot appear in the semester final examination due to **a** genuine reason or a reason beyond his/her control may apply for 'incomplete' in the course with the approval of the course instructor and the Chairperson. His result in

the course will be denoted by a letter grade 'I'. This course can be completed before the final exams of the following semester (within a year), failing which **the student will receive** an 'F' grade.

2.10.2 **A course will remain incomplete for a maximum period of one year during which period** the missing requirements are to be fulfilled.

2.10.3 **If a student is required to reappear in a course and the course contents have been changed since the time he/she took the course, he/she has to take an exam based on the revised course and cannot demand to be examined on the contents of the course before it was revised.**

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

2.11.1 Whenever a student fails or gets an 'F' grade, he/she has to repeat the course, whenever offered.

2.11.2 **A student** may be allowed to repeat a course in which he/she has obtained Grade 'C' or 'D'.

2.11.3 **A student is allowed to repeat a maximum of six** courses in the entire duration of an undergraduate degree program.

2.11.4 **A student is allowed to repeat a maximum of three** courses in the entire duration of a master degree program.

2.11.5 **The duration must not exceed the enrollment limit of a degree program (NOT CLEAR)**

2.11.6 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.

2.12 Freezing of Semester:

- 2.12.1 If student **withdraws** from a semester(s), he/she will resume his/her studies at the same stage where he/she left. The maximum duration of the degree program shall remain the same.
- 1.12.2 If a student is not enrolled in any course in a semester then he/she 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, he/she will has to meet pre-requisites of any course taken. In addition, it **should be** 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. (NOT CLEAR)**

1.13 Transfer of Credits:

- 1.13.1 Transfer of credits is only allowed from institution / universities recognized by the Higher Education Commission.
- 1.13.2 Students applying for transfer of credits **are required**, in all cases, to fulfill the basic eligibility criteria as prescribed for the relevant academic program.
- 1.13.3 Credits for only those courses will be transferred for which a course with similar title, standard, duration, credit hours and matching description is available in the relevant academic program of Nazeer Hussain University and the applicant has secured not less than C grade in

undergraduate and B in the graduate degree program **in the courses to be transferred.**

- 1.13.4 A maximum of 50% of the total credit hours of the relevant academic program (for semester system) of Nazeer Hussain University are allowed for transfer.
- 1.13.5 Students applying for transfer of credits are required to submit NOC along with the original transcript from his / her previous university and to deposit processing fee prescribed by NHU Policy.

CHAPTER 3

EXAMINATION, SCRUTINY, RECHECKING, DEGREE AWARDING CRITERION AND ISSUANCE OF DEGREE AND TRANSCRIPT

3.1 Examination

Two major scheduled examinations are conducted at Nazeer Hussain University during a semester for each course: a midterm examination in the 8th week and semester end (final) examination in the 16th week. The duration of midterm examination is 1.5 – 2 hours and the duration for final term examination is 2.5 – 3 hours, depending on the course contents. The result of final term examination is posted on the University's notice boards and online on website.

3.2 General Scheme of Marking

2.1.1 Faculty of Business and Management Studies and Department of Education:

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

3.2.2 Faculty of Engineering Practices & Sciences:

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

Practical / viva

Nature of Examination	Practical weightage
Internal Evaluation (Continuous Assessment Test/Class Participation Behavior/Attendance and Lab Manual)	20%
Final Examination (Task 12% viva 18%)	30%
Total weightage	50%

Theory subjects will carry 100 marks. In FEPS, for the subjects having practical or lab-work requirements, there should be additional 50 marks assigned. **Such subjects carry 150** marks i.e. 100 marks for theory and 50 marks for practical.

The student must pass theory and practical examinations separately. Failure in one will be considered as failure in the whole subject. This would mean that the student shall have to pass theory and practical examination and will be assigned grades in both separately, and which will be counted in the calculations of SGPA/CGPA separately. It would be necessary to attempt both the components in the same semester simultaneously. However, if a student fails in any one of the component then he/she has to attempt only the 'failed' part of the subject in the subsequent semester after having been registered in that part of the subject. If a student carries 'F' grade in any component in any such subject, he/she will not be eligible for the award of degree unless he / she clears both components of the subject, and its status will be considered as 'Failed' at the time of deciding the eligibility before awarding the degree.

3.2.3 Faculty of Architecture and Built Environment:

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

3.2.4 Faculty of Pharmacy Marks Distribution:

Theory Papers

Nature of Examination	Theory weightage
Internal Evaluation	20%
Mid Term Examination	30%
Final Examination	50%
Total weightage	100%

Practical

Nature of Examination	Practical weightage
Lab manual / Journal	10%
Quiz	20%
Final Examination (Performance 50%, viva 20%)	70%
Total weightage	100%

The semester's midterm and final examination are conducted in accordance with time table/schedule of examinations, prepared by the Controller of Examination in consultation with Chairpersons of the Departments. The time table is displayed two weeks prior to the commencement of the midterm and final examination.

3.3 CGPA and SGPA Formula:

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

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

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

3.4 Grading Policy:**3.4.1 Grading Policy for the FBMS Department of Education:**

Grade	Percentage	Grade Point
A	87 – 100	4.00
A-	82 – 86	3.67
B+	77 – 81	3.33
B	72 – 76	3.00
B-	68 – 71	2.67
C+	64 – 67	2.33
C	60 – 63	2.00
F	Below 60	0.00
W	Withdrawal	
I	Incomplete	

3.4.1 Grading Policy for the FEPS & FABE:

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

3.4.2 Grading Policy for Faculty of Pharmacy

Grade	Percentage	Grade Point
A+	90 & above	4.00
A	85 – 89	4.00
A-	80 – 84	3.80
B+	75 – 79	3.40
B	71 – 74	3.00
B-	68 – 70	2.80
C+	64 – 67	2.40
C	61 – 63	2.00
C-	57 – 60	1.80
D+	53 – 56	1.40
D	50 – 52	1.00
F	Below 50	0.00
W	Withdrawal	
I	Incomplete	

3.5 Grade Appeal Policy

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

3.5.1 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.

3.6 Degree Awarding Criterion:

- 3.6.1 The degree awarding criteria for the undergraduate students is CGPA 2.00 and for the graduate students it 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.
- 3.6.2 The core and elective courses and the project/thesis as defined in the plan of study for the respective degree program must be passed.

- 3.6.3 The total number of credit hours requirement for the respective degree program must be fulfilled.

3.7 Probation, Dismissal and Promotion

- 3.7.1 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 **fails to improve** his/her CGPA to 1.5, or a graduate student **fails to improve** his / her CGPA to 2.00, he/she **will be placed on "Last Probation"**. If the student who was earlier on 1st probation **fails to achieve the minimum desired CGPA during the period of his last probation**, he/she shall be dropped from the faculty and cannot be re-admitted in the same degree program.
- 3.7.2 A student on probation will be allowed to take only 50% of the normal semester course load.
- 3.7.3 Any student **who receives** 0.00 GPA in the first semester will be dismissed from University.
- 2.7.3 The said student once dismissed cannot be granted admission in same or any other program of the University.
- 3.7.4 **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.**
- 3.7.5 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

3.7.6 The graduate students have to clear pre-requisite for taking courses of next higher class.

2.7.8 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.

2.7.9 A student securing grade 'B' and above will not be allowed to reappear in the course for improvement.

2.7.10 However, he/she is allowed to repeat course(s) in which he/she secured 'C' or lesser grades.

2.7.11 If a student fails to appear in the end semester examination, he/she will be awarded 'F' grade.

3.8 Code of Conduct during Examination

3.8.1 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.

3.8.2 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.

- 3.8.3 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.
- 3.8.4 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.
- 3.8.5 To draw the attention of the invigilator the candidate may simply raise hand without making any noise or disturbance.
- 3.8.6 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.
- 3.8.7 Student are required to ensure that on the day of examination they arrive 15 minutes before the start of examinations.
- 3.8.8 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.
- 3.8.9 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.
- 3.8.10 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.

- 3.8.11 Borrowing of stationery is strictly not allowed during the examinations.
- 3.8.12 No student shall be allowed to sit in a section other than the section in which he/she is originally registered.
- 3.8.13 Students will fill all the information on the answer scripts along with their signature.
- 3.8.14 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.
- 3.8.15 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.
- 3.8.16 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.
- 3.8.17 Calculators must be available for inspection by the Invigilators.
- 3.8.18 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.

3.9 Procedure for Issuance of Transcript

3.9.1 Incomplete Transcript:

- Students enrolled in a program can apply for an incomplete transcript for their own record or any other reason. This transcript

will reflect all grades of the students whether “withdrawal, Incomplete, Fail” etc.

- The incomplete transcript will be issued once during the entire period of study.

3.9.2. Complete Transcript:

- A student is eligible to apply for a complete transcript after he / she has completed the program of study successfully with a CGPA of 2 for undergraduate and 2.5 for graduate programmes or above.
- Before the issuance of transcript, the examination department will check the entire courses (passed or failed) with original grade card and change the course result if it is reflected differently on the system.
- The complete consolidated (final) transcript will not depict the failure, withdrawn, incomplete and repeated courses.

3.9.3 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 the Finance Department)

- iii. The office verifies the academic records and prepares a duplicate transcript or a duplicate degree which are marked as “Duplicate”.

3.10 Class Attendance

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. The students having short of attendance will be awarded “F” grade.

3.11 Fee Structure

Please refer to the University Prospectus for detailed fee structure pertaining to your programs. Changes, if and when made, will be intimated to you by your departments and will also be posted on the University website.

3.12 Payment of Fee

New students must deposit their fee on or before the date notified by the University failing which the candidature for admission in the University shall stand cancelled.

CHAPTER 4

STUDENTS CONDUCT AND DISCIPLINE

4.1 Academic Conduct:

At NHU academic honesty is mandatory. Absolutely no plagiarism/cheating in any examination, quiz, assignment, report, practical and/or presentation by any student is tolerated. Each case is decided on its own merit in accordance with notified plagiarism policies.

- a) All classrooms are cell phone or any other equipment free zones. Permission to attend to emergencies is to be obtained from the respective faculty and the departmental Chairman.
- b) Sports / music playing and /or other activities in the premises of University during class timings are not allowed.

4.2 Cheating

Students, who use or attempt to use unauthorized information in any academic exercise, including examinations, are cheating.

4.3 Plagiarism

Taking words, ideas, figures or materials from other sources and presenting them as one's own without acknowledging the source. Any failure to accurately and completely document all uses of source materials in an academic exercise like project, assignments or research work constitutes plagiarism and academic dishonesty.

4.4 Penalties for Academic Dishonesty

Students found guilty of academic dishonesty will be subject to disciplinary action, the severity of which will depend upon the seriousness of the

offence and may include assignment of an “F” Grade or even dismissal from the program.

4.5 Students’ Code of Conduct

As a student of Nazeer Hussain University, you will be required to observe the following code of conduct:

- 4.5.1 Respect for convictions and traditions of others in matters of religion, conscience and customs while observing your own religious duties / customs.
- 4.5.2 Loyalty to Pakistan and refraining from doing anything which is repugnant to its honour and prestige in any way.
- 4.5.3 Truthfulness and honesty in dealing with other people.
- 4.5.4 Respect for elders and politeness to all, especially to women, children, old people, the weak and the helpless.
- 4.5.5 Special respect for your teachers and others in authority in the University.
- 4.5.6 Cleanliness of body, mind, speech and habits.
- 4.5.7 Helpfulness to fellow beings.
- 4.5.8 Devotion to studies and prescribed co-curricular activities.
- 4.5.9 Observance of thrift and protection of public property.
- 4.5.10 Observance of the rules and regulations of the University in force from time to time.

4.6 Action against Misconduct

Every member of the faculty and staff has the responsibility as well as the power to check any disorderly or improper conduct or any breach of the regulations by students. Misconduct in a classroom when a student is under the charge of a teacher shall not be allowed and punitive action, if found guilty, may be initiated depending upon the seriousness of the misconduct and in accordance with the procedure rules and regulations of the University, formulated time to time. Faculty members have been given powers to warn students and also to forward observation slips about the bad conduct of any student.

4.7 Prohibited Acts

The following acts are prohibited for students:

- 4.7.1 Smoking in the University.
- 4.7.2 Consumption of alcoholic drinks or other intoxicating drugs in the University.
- 4.7.3 Organizing or taking part in any function inside the University or organizing any club or society of students except in accordance with the prescribed rules and regulations.
- 4.7.4 Collecting any money or receiving funds or pecuniary assistance for or on behalf of the University except with the written permission of the Chairperson of the Department or any other person authorized by the University, in this regard.
- 4.7.5 Staging, inciting or participating in or abetting any walkout, strike or other form of agitation against the University its teachers, officers or authorities inciting any one to violence, disruption of the peaceful atmosphere in any way, making inflammatory speeches or gestures which may cause resentment, issuing of

pamphlets or cartoons casting aspersions on the teachers or staff of its authorities / bodies or doing anything in any way likely to promote rift and hatred among the students, issuing statements in the press, making false accusations or lowering the prestige.

- 4.7.6 Theft of any item which is University property, including unauthorized taking away of library books / laboratory equipment.
- 4.7.7 indulging in acts involving chalking of premises or display of posters/leaflets/notices jeopardizing the maintenance of good order and discipline at the University premises.
- 4.7.8 Fighting / quarrelling with other students.

4.8 Acts of Indiscipline.

A student shall be deemed to have committed an act of indiscipline if he/she;

- 4.8.1 Commits a breach of conduct specified in the regulations.
- 4.8.2 Disobeys the laws, orders of a teacher or other person in authority.
- 4.8.3 Habitually neglects his/her work or absents himself/herself from the classroom without valid reason.
- 4.8.4 Willfully damages public property or the property of fellow students or any teacher or employee of the University and its constituent units.
- 4.8.5 Does not pay the fee, fines, or other dues payable under the laid down rules and regulations.
- 4.8.6 Uses indecent language, wears immodest dress, makes indecent remarks or gestures or behaves in a disorderly manner; or commits any criminal, immoral or dishonorable act (whether committed

within the University or outside) or any act which is prejudicial to the interests of the University.

4.9 Penalties prescribed by NHU policy

- 4.9.1 All such of academic indiscipline will be referred to NHU discipline committee who's decision will be final in this regards.

CHAPTER 5

SCHOLARSHIPS AT NAZEER HUSSAIN UNIVERSITY

5.1 Performance Based Scholarships

- 5.1.1 Students achieving 4.00 GPA will be offered a scholarship of 50% of the tuition fee for that semester.
- 5.1.2 Students acquiring 3.75 GPA to 3.99 GPA will be offered a scholarship of 40% of the tuition fee for that semester provided they have a CGPA of 3.50.
- 5.1.3 Students achieving GPA 3.50 to 3.74 will be offered a scholarship of 30% of the tuition fee for that semester provided they have a CGPA of 3.50.
- 5.1.4 The above scholarships will be admissible to students against whom there is no disciplinary proceeding pending and they have taken at least 15 credit hours in that semester.
- 5.1.5 For undergraduate degree program at least 15 credit hours are required for considering for scholarship.
- 5.1.6 For Graduate degree program 12 credit hours are required for considering for scholarship.
- 5.1.7 The total number of scholarships will not exceed 10% of the total number of students enrolled in that semester in that particular program.
- 5.1.8 These discounts are offered on semester basis only and a list is prepared after the announcement of every semester result.

- 5.1.9 If the total number of applicants exceeds 10% then a merit list will be prepared.
- 5.1.10 A separate list of scholarship recipients will be prepared for each program.

Note

- The students having “W” grade “I” and “F” grade are not eligible for the scholarship.
- The student involved in disciplinary actions or proceeding will not be considered for Scholarship.
- The scholarship will be given the students of Regular semester (Spring / Fall) and will not be given to the students of summer semester.

CHAPTER 6

UNIVERSITY SERVICES / FACILITIES

6.1 Library

The University has a well-stocked library and time spent by you in it will meet your research requirements and your need for a quiet study place. The library also provides electronic access through the internet to databases throughout the world. Special access rights have been obtained from many database sources to ensure that you have the most up-to-date information available to back your course requirements.

6.2 Library Rules

- 6.2.1 Students are permitted to borrow 3 books at a time for a maximum period of 14 days. Books borrowed may be reissued on completion of the time period provided:
- 6.2.2 The books are not required by others.
- 6.2.3 The borrowed books are produced at the time of reissue.
- 6.2.4 Books are not being borrowed a third time after being re-issued earlier.
- 6.2.5 Following library material will not be issued and must be consulted in the library:
- Reference Material
 - Thesis Reports
 - Audio/Video cassettes
 - Magazines and periodicals
 - All unprocessed material

- 6.2.6 If you lose or damage a book, you will have to pay for it and since many of the books are difficult to replace, the cost charged would be twice the original price. Please ensure also that you return the books by the due dates, otherwise you will be given a notice. Ultimately you might end up paying a fine of Rs.100/- per day after the second notice has been issued.

6.3 Security

University has round the clock security staff for ensuring safety measures for the premises and the students. However you are advised to personally ensure security of your personal belongings inside and outside the classrooms.

6.4 Cafeteria

University has a cafeteria with a variety of snacks available at reasonable rates.

6.5 Photocopy Shop

Stationary, photocopy and binding of documents facilities are available to the students in the University at a very nominal cost.

6.6 Wi-Fi Technology

Students, faculty and staff are allowed to assess wireless internet facility from any place in the University. In order to benefit from this service, students must register their Wi-Fi devices with the IT-Manager.

CHAPTER 7

HEALTH AND SAFETY GUIDELINES

These guidelines are intended to provide students with general information on a variety of safety issues, which may be relevant in connection with their time at NHU premises.

7.1 Requirements for NHU and its Students

NHU has an obligation to provide the following for you:

- 7.1.1 Provision of safe place of work
- 7.1.2 Provision of safe labs and equipment
- 7.1.3 Provision of safe facilities at campus

7.2 However it is required that students also have responsibilities as follows:

- 7.2.1 To take *'reasonable care of themselves and other people who may be affected by the way they work*
- 7.2.2 To *'co-operate with the administration/ university*
- 7.2.3 Not to interfere with safety arrangements provided by the University

It is under these requirements that we ask that you take note of the following must do's whilst in the University.

7.3 Mandatory Points

- 7.3.1 You must not smoke in any NHU buildings or in its grounds
- 7.3.2 You must not wedge any doors open

7.3.3 You must report all accidents (as soon as practicable after the accident) to your teacher or nearest member of administration staff.

7.3.4 You must only eat and drink in dedicated areas.

7.3.5 You must also ensure that you are familiar with NHU fire precautions, procedures and escape routes. (You will be informed of these at the start of term. If you have not been informed then ask your teachers as soon as possible)

7.4 Fire Precautions for Students

7.4.1 General Fire Precautions

If you discover or suspect a fire, immediately report it to your teacher or administrative staff stating the precise location and any other relevant information.

If you do not discover the fire but hear about the fire then evacuate the building via the shortest possible route and report to the assembly point for your building.

7.4.2 Before each term

Ensure you are familiar with the route of escape (including the alternative routes) for the area you are studying in, bearing in mind you may be in a basement or similar area where the route may be confined and plant or machinery has to be negotiated.

7.4.3 General Rules to be followed

- I. Means of escape routes and staircase enclosures should not be obstructed by items or by students.

- II. Be careful when using equipment/materials and processes which could:
 - a) Cause a fire to be started
 - b) Increase the severity of a fire. All equipment, or equipment utilizing a naked flame is to be switched off or disconnected after use on every occasion.

- III. Any use of flammable chemicals or gases is to be only as per the manufacturer's instructions and conditions of use. Flammable materials are to be kept in the correct containers and stored securely when not in use.

- IV. All cylinders containing flammable gases shall either be stored in an area suitably designed to minimize any risk of combustion or removed from the site each day after use.

- V. For any other information or questions regarding your health and safety please contact you're a faculty member of staff in your Department.

CHAPTER 8

GENERAL TIPS

- 8.1 Make regular visits to the University website www.nhu.edu.pk where you will see more details about your program.
- 8.2 You may want to arrange to meet with a teacher before you sign up for a course.
- 8.3 Read the course description ahead of time and verify that you meet the pre-requisites (if any) indicated. Ask other students what their impressions and experiences have been. Make an informed decision BEFORE you register for the course.
- 8.4 When you have to study, find a quiet place. Sometimes you have to hide from distractions like friends. Tell others you are working and ask them to leave you alone for a while. You can meet later to relax and have fun.
- 8.5 Take a break if you need it.
- 8.6 Review the day's notes when classes are over. Deal with questions about class material when it's fresh. In this way you'll avoid the need to cram for tests.
- 8.7 Set up a study schedule that includes a few hours each day and stick to it.
- 8.8 Promise yourself that you'll have fun only IF you study for a period of time. By all means relax and enjoy yourself AFTER you reach your goal.
- 8.9 Take frequent short breaks. Studies have shown people can concentrate for about 30 minutes before they lose focus. When you

get to the point where your mind starts to wander, get up, take a walk and come back.

- 8.10 Sometimes working with others can help you illustrate which material is understood by you and which isn't. If you can answer questions and explain concepts to others, chances are you know the information well. Otherwise you'll realize that you need to study some more.
- 8.11 Be cautious about working with others. Sometimes certain members will actually provide a distracting force. Carefully choose with whom you will work.
- 8.13 Cycle between working alone and working with others. Work alone to master concepts and information. Work with others to test your true understanding.
- 8.14 Learn to manage your time. Don't let it manage you.
- 8.15 Prioritize your tasks.
- 8.16 Don't postpone the small tasks (a sense of accomplishment is good and overlooked small tasks can become larger tasks.)
- 8.17 Read for comprehension, rather than just to get to the end of the chapter.
- 8.18 Do the most difficult work first, perhaps breaking it up with some easier tasks.
- 8.19 Don't wait until the last minute to complete your projects.
- 8.20 Lastly, have a positive attitude!



NHU Contact Number & Extensions

S#	Department	Ext.#
+92-021-36362046-54		
1	Vice Chancellor	107
2	PS to Vice Chancellor	171
3	Registrar	108
4	Assistant Registrar	103
5	PS to Registrar	105
6	Public Relation Office (PRO)/ Campus Administrator	162
7	Admissions Department	169
8	Marketing Department	165
9	Humanities & Social Sciences	114
10	Pharmacy	142
11	Architecture & Built Environment (ABE)	192
12	Business & Management Studies (BMS) For Chairperson	177
13	Business & Management Studies (BMS) For Faculty	179
14	Mechanical Engineering (EPS) For Chairperson	174
15	Mechanical Engineering (EPS) For Faculty	173
16	Humanities & Social Sciences	193
17	Electrical Engineering & Computer Sciences (EPS)	185
18	Examination Department	150
19	Director Finance	154
20	Accounts Department	152
21	Information Systems Department	148
22	Library	180
23	Gate	120

Physical Facilities

Chairmen Offices	06
Faculty Cubicles	08
Staff Rooms	06
Lecture Halls	18
Coordinator Rooms	06
Design Studios	03
Model Making Workshop	01
Mechanical Workshop	01
Machine Shop	01
Electronic Lab	01
Physics Lab	01
Engineering Drawing Lab	01
Computer Labs	04
Chemistry Lab	01
Pharmaceutics lab	01

Physical Facilities (Contd.)	
Pharmacology lab	01
Pharmaceutical Chemistry lab	01
Pharmacognosy lab	01
Central Library	01
Departmental Library	01
Seminar Room	01
Conference Room	01
Main Auditorium	01
Mini - Auditoriums	06
Clinic with Ambulance	01
Wi-Fi Campus	10 Mbps
Examination Department	02
Finance Department	02
Admissions & Marketing Department	02
Complain Office	01
Admin Office	01
Medical Room	01

Physical Facilities (Contd.)

IT Server Room	01
Administration Rooms	17
Tuck Shop	01
Book Shop	01
Cafeteria	01
Transport Office	01
Playground	01
Parking lots	02
Guards Room	03
Indoor Games Hall	01
Girls Common Room	01
Boys Common Room	01
Female Washrooms	06
Male Washrooms	06

Internet Facilities

COMPANY MULTINET Pakistan Pvt. Ltd	COMPANY CONNECT Communication Pvt. Ltd
BANDWIDTH : 10Mbps CIR	BANDWIDTH : 10Mbps CIR
BANDWIDTH VIA : METRO FIBER	BANDWIDTH VIA : METRO FIBER
IP POOL : /29 (WHITE LISTED IP)	IP POOL : /16 (WHITE LISTED IP)
VoIP : H.323 (For Video Conference)	