



# **NORTHERN UNIVERSITY**

## **Faculty Handbook**

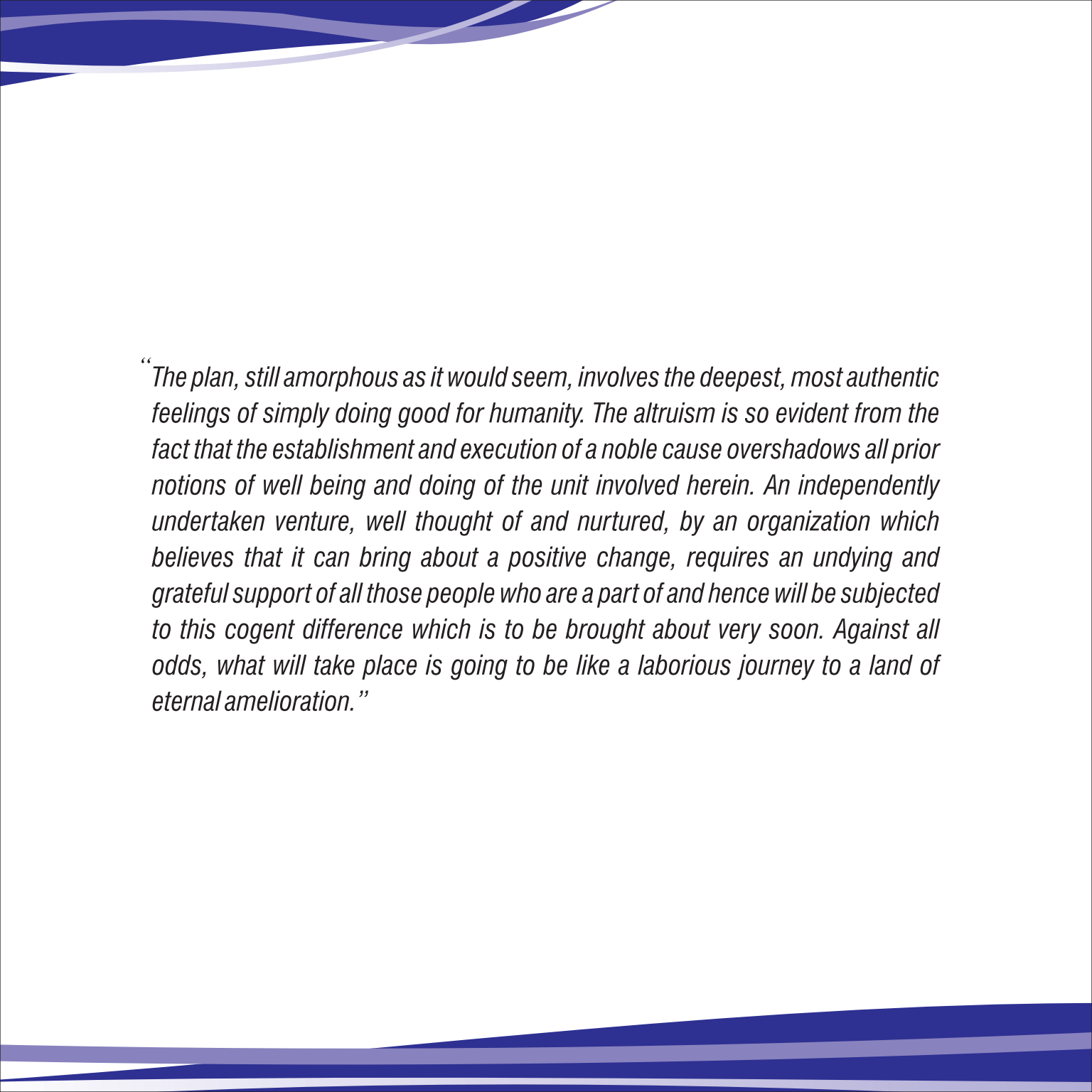
### **2017-18**











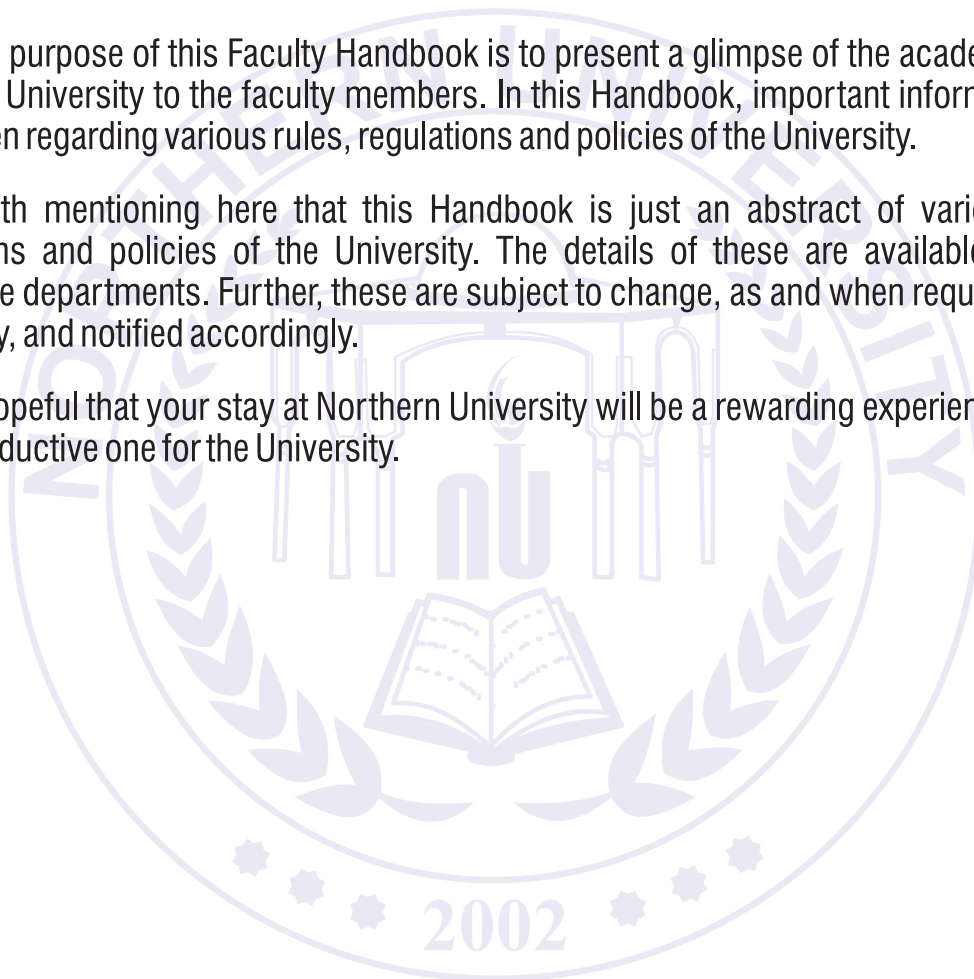
*“The plan, still amorphous as it would seem, involves the deepest, most authentic feelings of simply doing good for humanity. The altruism is so evident from the fact that the establishment and execution of a noble cause overshadows all prior notions of well being and doing of the unit involved herein. An independently undertaken venture, well thought of and nurtured, by an organization which believes that it can bring about a positive change, requires an undying and grateful support of all those people who are a part of and hence will be subjected to this cogent difference which is to be brought about very soon. Against all odds, what will take place is going to be like a laborious journey to a land of eternal amelioration.”*

## About the Faculty Handbook

The main purpose of this Faculty Handbook is to present a glimpse of the academic life at Northern University to the faculty members. In this Handbook, important information has been given regarding various rules, regulations and policies of the University.

It is worth mentioning here that this Handbook is just an abstract of various rules, regulations and policies of the University. The details of these are available with the respective departments. Further, these are subject to change, as and when required by the University, and notified accordingly.

We are hopeful that your stay at Northern University will be a rewarding experience for you and a productive one for the University.



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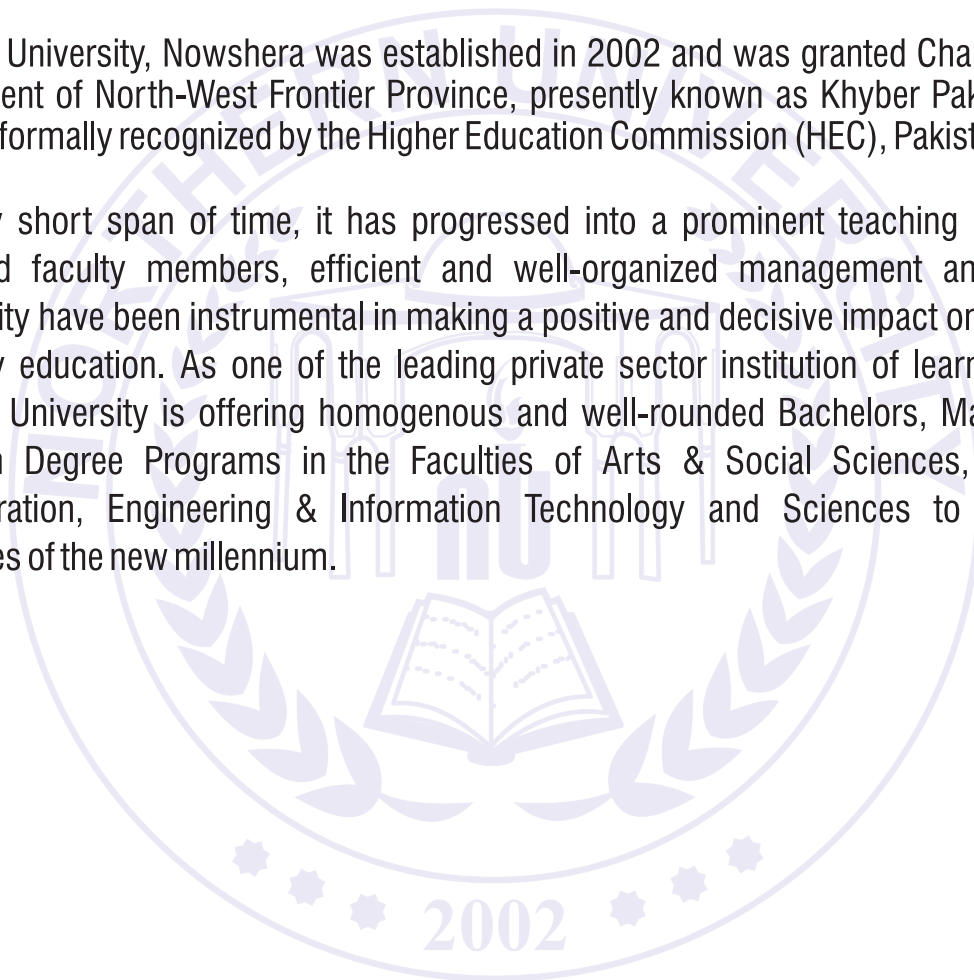
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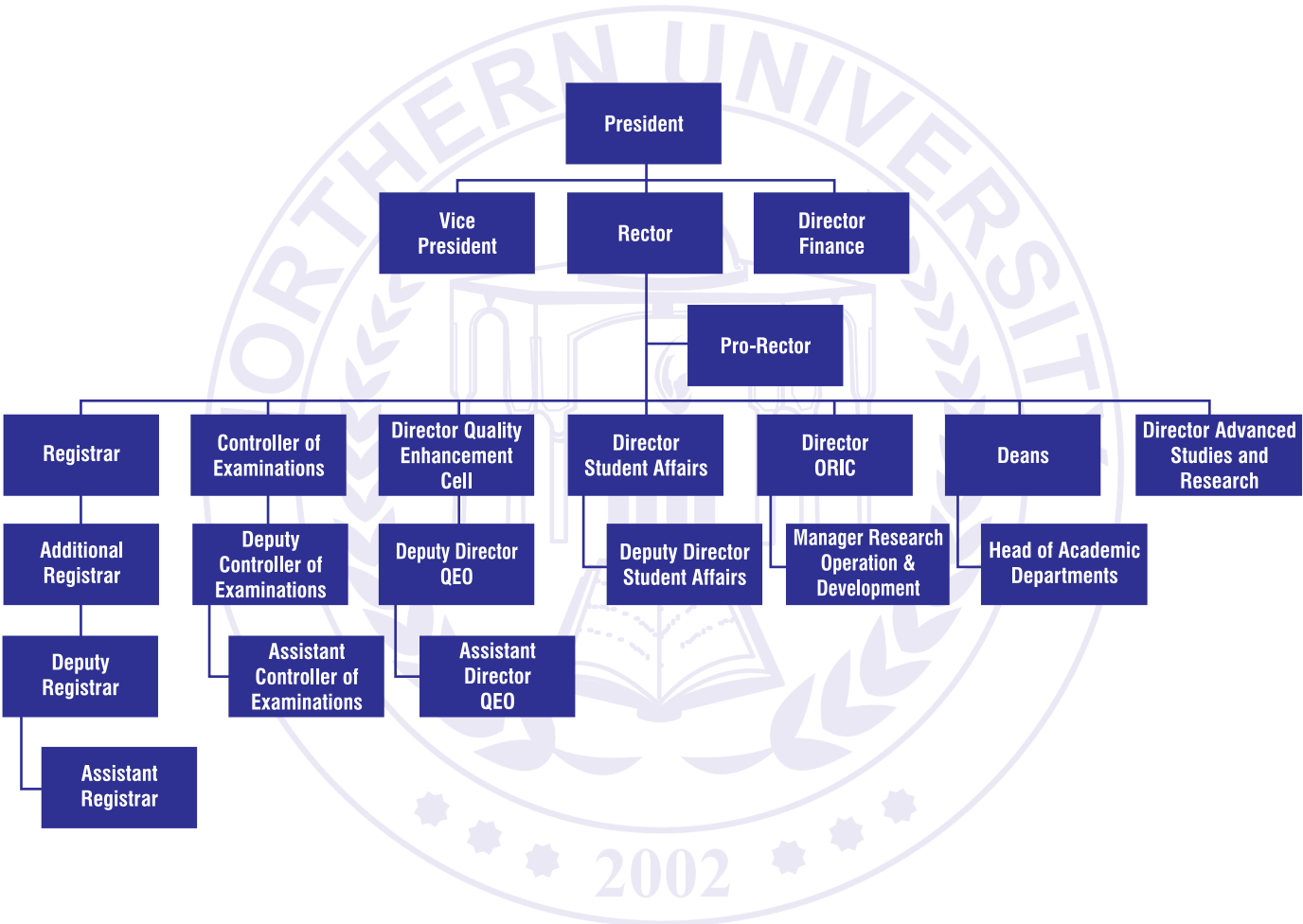
## Northern University – An Introduction

Northern University, Nowshera was established in 2002 and was granted Charter by the Government of North-West Frontier Province, presently known as Khyber Pakhtunkhwa (KP) and formally recognized by the Higher Education Commission (HEC), Pakistan.

In a very short span of time, it has progressed into a prominent teaching institution. Dedicated faculty members, efficient and well-organized management and student community have been instrumental in making a positive and decisive impact on provision of quality education. As one of the leading private sector institution of learning in KP, Northern University is offering homogenous and well-rounded Bachelors, Masters and Research Degree Programs in the Faculties of Arts & Social Sciences, Business Administration, Engineering & Information Technology and Sciences to meet the challenges of the new millennium.



# Organizational Chart



## **Statutory Bodies of the University and their Functions**

As per Northern University Ordinance, 2002, the Statutory Bodies of the University are as follows:

- (a) Board of Trustees;
- (b) Board of Governors;
- (c) Academic Council;
- (d) Board of Faculty;
- (e) Board of Studies;
- (f) Board of Advanced Studies and Research
- (g) Finance & Planning Committee;
- (h) Selection Board;

Apart from the above, there are also present a number of other different sections and offices, such as Quality Enhancement Cell (QEC), Office of Research, Innovation and Commercialization (ORIC), Student Affairs Office etc., which are smoothly executing the respective assigned tasks.

### **Board of Trustees**

The Board of Trustees of Northern University is one of the main statutory bodies of the University having the following powers:

#### **Powers and functions of the Board of Trustees**

- (1) The powers and functions of the Board of Trustees are:
  - a) own, hold, control and administer the property, funds and resources of the University and raise funds for the purposes of the University upon such security as may be required under Regulations;
  - (b) undertake responsibility for the financial viability of the University including responsibility for ensuring effectiveness of its operations, and their continuity;
  - (c) appoint auditors to audit the accounts of the University; and

- (d) consider and pass the resolution of the annual report, plan of work, statement of accounts and the annual budget estimates as recommended by the Board of Governors.
- (2) The Board of Trustees shall appoint members on various Boards of the University and other Authorities in accordance with the provisions of this Ordinance.
- (3) The Board of Trustees shall approve arrangements through which other institutions may become affiliated or associated with the University, on the recommendations of the Board of Governors.

### **Board of Governors**

As per Northern University Ordinance, 2002, the Board of Governors is the main statutory body having the following composition and powers:

#### **Composition:**

The Board of Governors is comprised of the following:

- (a) the President (Chairman);
- (b) the Vice President;
- (c) the Rector;
- (d) one nominee of the Patron;
- (e) four nominees of the Board of Trustees;
- (f) one nominee of the Chairman of HEC;
- (g) Secretary to Government, Higher Education Department, or his nominee;
- (h) a serving/retired Judge to be nominated by the Chief Justice of the Peshawar High Court, Peshawar;
- (i) a Vice-Chancellor of a University in the Province, other than a private University, to be nominated by the Patron;
- (j) one eminent scientist of International repute to be nominated by the President;
- (k) two persons of eminence from public to be nominated by the Board of Trustees; and

- (l) Registrar, who shall be member/secretary of the Board.

Members of Board of Governors, other than ex-officio members, shall hold office for three years.

**Powers and functions of the Board of Governors:**

The powers and functions of the Board of Governors are:

- (a) to formulate or improve the principles, policies and plans governing the activities and operations of the University so as to facilitate research, teaching and other academic work;
- (b) to make statutes;
- (c) to prepare and revise, from time to time, rules and regulations for the efficient and effective operations of the University;
- (d) to create components of the University such as faculties, departments, colleges, institutes, etc. and to constitute such standing committees, councils and other administrative or academic advisory bodies as it deems necessary, and review their work;
- (e) to consider plans of work and annual budget of the University for the approval of the Board of Trustees;
- (f) to call for and consider reports relating to the activities of the University and the execution of the plans of work and to direct the Rector to furnish information relating to any matter specified by the Board of Governors;
- (g) to create such academic or administrative posts as it may deem necessary;
- (h) to abolish such academic or administrative posts as created by the Board of Governors;
- (i) to appoint teachers and other employees on the recommendations of the Selection Board;
- (j) to suspend, punish and remove from service such officers, teachers and other employees as are appointed by the Board of Governors;
- (k) to constitute committees or sub-committees as it may deem necessary;
- (l) to take all such initiatives as it may consider necessary or desirable for the efficient and effective management and functioning of the University, as per policy and guidelines;



The Board of Governors may delegate any of its powers to the Rector or any officer or any committee subject to such conditions as it may deem fit.

### **Academic Council**

The Academic Council of Northern University consists of:

- (a) the Rector (Chairman);
- (b) two nominees of the Board of Trustees;
- (c) all the Deans and Directors;
- (d) all the Heads of Departments/Institutes;
- (e) all Professors and Associate Professors of the University;
- (f) nominee of the Secretary to Government, Higher Education Department;
- (g) two Assistant Professors and Two Lecturers to be nominated by the Board of Governors;
- (h) three eminent persons, one each from the fields of arts, sciences and the professions, to be nominated by the Board of Governors;
- (i) the Registrar, who shall be member/secretary of Council.

Members appointed by nomination shall hold office for two years.

### **Powers and Functions of the Academic Council**

The Academic Council is the academic body of the University having following powers and duties.

- (a) to advise the Board of Governors on academic matters;
- (b) to regulate the conduct of teaching research, publication and examinations;
- (c) to regulate the admission of students to the courses of studies and examinations in the University;
- (d) to regulate the conduct and discipline of the students of the University;
- (e) to propose to the Board of Governors scheme of the constitution and organization of

Faculties and Teaching Departments;

- (f) to consider or formulate proposals for the planning and development of teaching and research in the University;
- (g) to make regulations prescribing the courses of studies and the syllabi subject to the approval of the Board of Governors;
- (h) to regulate the award of fellowships, studentships, assistantships, scholarships, bursaries, exhibitions, medals and prizes;
- (i) to frame Regulations and Rules for submissions to the Board of Governors;
- (j) to recognize the examinations passed or the period of study spent at other universities or places of learning as equivalent to examinations or periods of study in the University or to withdraw such recognition;
- (k) to appoint/nominate members to the various Authorities in accordance with provisions with this Ordinance; and
- (l) to perform such other functions as may be prescribed by Statutes.

### **Board of Faculty**

Presently Northern University has four Faculties and each Faculty has its own Board, i.e., Board of Faculty consisting of:

- (a) the Dean of the Faculty;
- (b) one nominee of the Board of Trustees;
- (c) the Professors and the Heads of the Academic Departments in the Faculty;
- (d) one member other than Professors and Head of each Academic Department to be nominated by the Head;
- (e) two teachers to be nominated by the Academic Council by reason of their specialized knowledge of the subjects which, though not assigned to the Faculty, have in the opinion of the Academic Council, important bearing on the subjects assigned to the Faculty;

- (f) two experts in the field from outside the University to be appointed by the Board of Governors;
- (g) one member to be nominated by the Rector.

The members, other than ex-officio members, shall hold office for three years.

### **Functions of the Board of Faculty**

The Board of each Faculty, subject to the general control of the Academic Council and the Board of Governors, has the powers to:

- (i) co-ordinate the teaching and research work in the subjects assigned to the Faculty;
- (ii) scrutinize the recommendations of the Departments comprising the Faculty with regard to the appointment of paper-setters and examiners for graduate and post graduate examinations and to forward the panels of suitable paper setters and examiners for each examination to the Rector for approval;
- (iii) consider any other academic matter relating to the Faculty and report thereon to the Academic Council;
- (iv) prepare a comprehensive annual report regarding the performance of each department, comprising the Faculty for presentation to the Academic Council; and
- (v) perform such other functions as may be prescribed by Statutes.

### **Board of Studies**

Each teaching department has a Board of Studies comprising of:

- (a) the Head of the Teaching Department;
- (b) all Professors and Associate Professors in the Teaching Department;
- (c) one expert to be appointed by the Rector;
- (d) one Assistant Professor and one Lecturer to be appointed by rotation in order of seniority from the Academic Council;

The term of office of members of the Board of Studies, other than ex-officio members, shall be three years.

The Head of the teaching Department concerned shall be the Head and Convener of the Board of Studies.

### **Functions of the Board of Studies**

The functions of the Board of Studies are as follows:

- (i) to advise the Authorities on all academic matters connected with instruction, publication, research and examination in the subjects concerned;
- (ii) to propose curricula and syllabi for all degree, diploma and certificate courses in the subjects concerned;
- (iii) to suggest a panel of names of paper setters and examiners in the subjects concerned; and
- (iv) to perform such other functions as may be prescribed by Regulations.

### **Board of Advanced Studies and Research**

In order to monitor and supervise research activities in Northern University, there is a Board of Advanced Studies and Research having following composition and functions:

- (a) The Rector (Chairman);
- (b) All the Deans;
- (c) One University Professor from each faculty other than Dean to be appointed by the Board;
- (d) One member to be nominated by the Rector;
- (e) Three members from the relevant field, research organizations and Government, to be nominated by the Board of Governors; and
- (f) The Registrar (Secretary).

The term of office of the members of the Board of Advanced Studies and Research other than ex-officio members shall be three years.

### **Functions of the Board of Advanced Studies and Research**

The Board of Advanced Studies and Research shall:

- (i) Advise an Authority on all matters connected with the promotion of Advanced Studies and Research publication in the University;
- (ii) Consider and report to an Authority with regard to a research degree of the University;
- (iii) Propose regulations regarding the award of research degrees;
- (iv) Appoint supervisors for a postgraduate research student and to approve title and synopsis of a thesis or dissertation;
- (v) Recommend Panels of names of examiners for evaluation of a research examination; and
- (vi) Perform such other functions as may be prescribed by the statutes.





## **Policies, Rules and Regulations of Northern University - In a Glimpse**

Northern University (NU) is well committed to provide conducive environment not only to its students but also to the Faculty and Staff members of the University. To achieve the said objective, various policies, rules and regulations have been formulated and implemented after getting assent from the relevant bodies.

For convenience and familiarization of the faculty members, an overview of various policies, rules and regulations of the University has been given hereunder:

- **Code of Conduct for Faculty Members**

1. NU recruits, employs and promotes employees on the basis of their sharing the NU's values, and having the skills, qualifications and abilities required for the work to be performed.
3. NU is committed to providing a safe and healthy working environment.
4. NU believes it is essential to maintain clear communication with employees, normally through internal information sharing, feedback and consultation procedures.
5. NU expects its employees to avoid any personal activities and financial interests, which may conflict with their commitment in effectively performing their jobs. Any conflict of interest arising during the employment period has to be communicated to the relevant authorities.
6. The regular employees of NU must not undertake any additional business or employment, for which they are paid in cash or kind.
7. NU expects employees to act honestly, conscientiously, reasonably and in good faith at all times having regard to their responsibilities, the interests of the NU and the welfare of the students and colleagues.

- **Quality Standards**

1. When an employee joins NU, they are expected to make themselves thoroughly familiar with these policies and abide by them. Should the employee require any clarification, they should contact their immediate supervisor, or in his/her absence, any other designated

officer.

2. Ignorance of policies, work instructions, job description or any other published directive shall not be considered a reasonable excuse for unsatisfactory performance.

- **University Tools and Property**

1. NU's property shall not be removed from the facilities without notifying and seeking approval from the immediate supervisor or relevant authority of the Department concerned and shall always be returned within the agreed time period.
2. Employees are responsible for the proper handling of and care for tools, equipment, vehicles, etc. provided by NU. In case of damage and/or loss of tools and equipment; this shall be reported to the concerned officer at once. Should the employee require any clarification, they should contact their manager, or in his/her absence, any other designated officer.
3. Permission to use NU vehicles, tools, and equipment outside the University premises must be obtained from the relevant immediate supervisor/Dean/Registrar prior to removing the tools and/or equipment.
4. Use of NU assets for private purposes without authorization will normally lead to disciplinary action.

- **Telephones, Fax and Courier Services**

1. Office telephones, fax and courier facilities should not normally to be used for private communication. If the employee needs to make private calls, in an emergency, it is his/her responsibility to ensure that the charge for the call is deducted from his/her salary at the end of the month.
2. All telephone lines used for private purposes [e.g. at home] are to be registered in the employee's name only.

- **Using the University Email System**

1. The University's e-mail system is designed to facilitate the on-going operations of NU. It is an essential tool for conducting business and employees are discouraged from using it for

private purposes.

2. Employees are responsible for the security of their NU internet account.
3. The loading of unauthorized software is prohibited and will normally result in disciplinary action.
4. If in doubt regarding any aspect of using the network or email facilities, employees should seek the advice of University IT personnel.

- **Attendance, Punctuality & Sickness**

1. An employee's presence on the job is essential to serve NU's students, visitors and employees and to meet schedules and deadlines. Employees are expected to arrive before the formal commencement of the working day and to be ready to start working promptly at the working hours published. If for any reason the employee is late or absent, he/she should notify his/her immediate supervisor or relevant personnel prior to the scheduled time for starting work, or as soon as possible thereafter.
2. If the employee is sick, then his/her immediate supervisor should be informed before the normal commencement time of work. Days of sickness for each employee shall be recorded and in case of excessive leave, the employee shall be interviewed to determine the reasons.
3. In cases of continued excessive absences or tardiness, NU reserves the right to take any action it deems fit to ensure the continued operational efficiency and effectiveness of the business, including, as a final resort, dismissal and replacement.

- **Confidential Information**

1. Employees may have access to information that should be treated in a confidential manner and kept secure. Employees should exercise sound judgment and discretion in dealing with such information.

- **Conflict of Interest**

1. Employees should maintain the highest standards of honesty, integrity, impartiality and conduct to avoid situations that could create or lead to a conflict of interest.

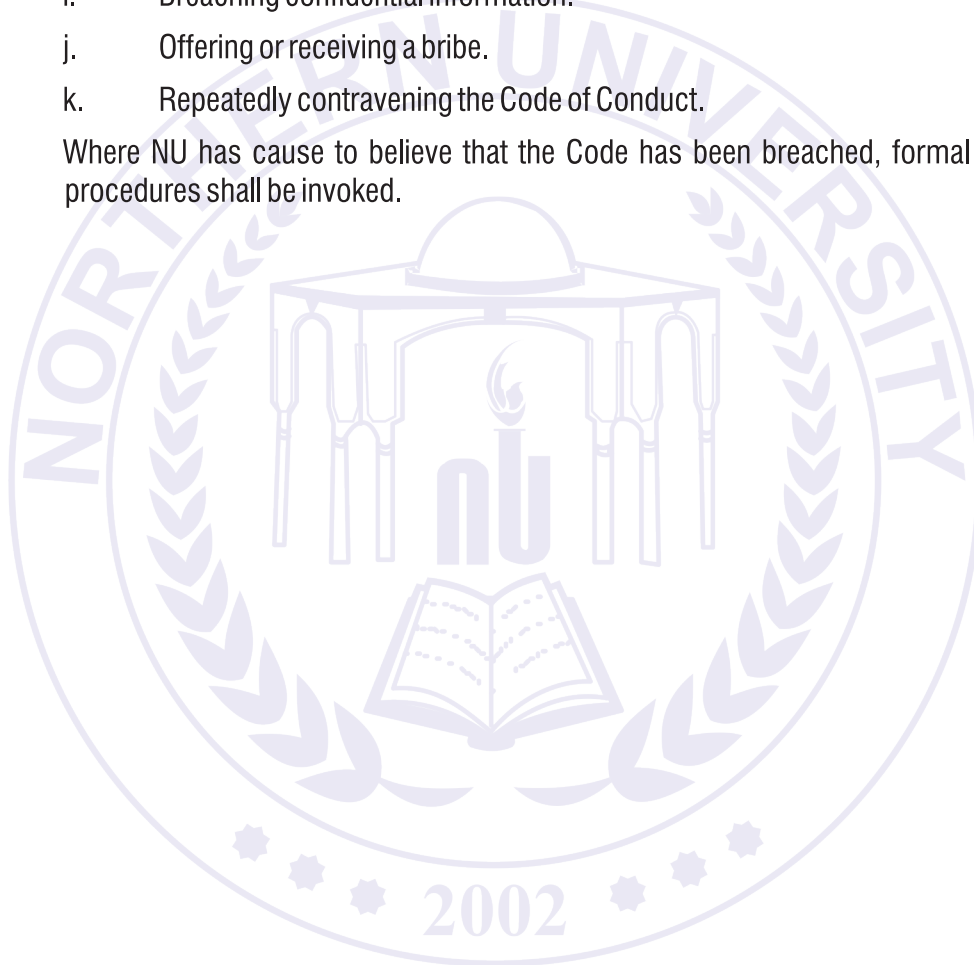
- **Outside Employment**

1. All full time contractual regular employees of the NU are expected to make their employment with NU their sole occupational interest. Employees should not engage in outside employment that could interfere with the time and attention to duties at NU, or which adversely affects the quality of work.
2. To work for another organization, whoever it may be, during NU time, will constitute gross misconduct. In such cases the penalty will normally be instant termination of services.

- **Breach of Code of Conduct**

1. Misconduct involves contravention of above obligations. Serious misconduct involves serious and/or repeated contravention of the above obligations.
2. Misconduct may lead to reprimand and warning. Serious misconduct, if established, will usually lead to dismissal without notice.
3. Serious misconduct is behavior which undermines the contractual relationship between employee and employer and /or threatens the well being of the University or its employees and students. Serious misconduct includes, but is not confined to the following examples:
  - a. Refusing to perform properly specified duties or to carry out lawful and reasonable instructions of managers and supervisors.
  - b. Assaulting or threatening to assault any employee, student or visitor in the University premises.
  - c. Sexual misconduct/harassment.
  - d. Behaving in a manner causing safety risks to students or staff.
  - e. Being affected by alcohol or non-prescriptive drugs while at work.
  - f. Having unauthorized possession of, or removing property belonging to the University, another colleague and student or visitor.
  - g. Wilfully submitting a false claim on a timesheet, for expenses, or any other deliberate falsification of NU record.

- h. Deliberately or recklessly acting, or failing to act, in a manner resulting in serious damage to NU property.
  - i. Breaching confidential information.
  - j. Offering or receiving a bribe.
  - k. Repeatedly contravening the Code of Conduct.
4. Where NU has cause to believe that the Code has been breached, formal disciplinary procedures shall be invoked.





## Leave Rules

- **Casual Leave**

Ten days casual leave shall be admissible in a calendar year. An employee shall be entitled to earned leave at the rate of one leave per month. Earned leave will be lapsable after completion of respective year. Closed holidays will not be counted as part of the authorized leave. When semester is in progress, faculty members will only apply for casual leave in case of extreme emergencies. Faculty members will normally avail their leave during the semester breaks.

- **Medical Leave**

All employees of NU will be entitled to avail medical leave up to 15 days in a year. This leave will be granted in case of illness/injury resulting in hospitalization. This leave will lapse after completion of respective year.

- **Maternity Leave**

Female faculty/staff is entitled to maternity leave as follow (which may be amended from time to time):

- a. One month paid (basic pay) maternity leave is admissible to the female employees of the University. The leave can only be availed twice throughout the stay at University.
- b. Miscarriage/abortion: Seven days leave is admissible in this regard when application is duly supported by a certificate from a registered medical practitioner.

- **Bereavement Leave for Muslim Women**

Northern University grants paid (basic pay) leave of absence for a bereavement period of 1½ month that a Muslim widow is required to observe following the death of her husband.

- **Umrah/Hajj Leave**

For the individuals performing Umrah/Hajj for the very first time, 50% of the required leave (not more than twelve days) can be granted as special leave subject to approval by the Rector (this facility can be availed only once during the service). The remaining 50 % leave required for the purpose will be adjusted against the authorized annual leave of the individual and in case balance

of annual authorized leave is less than the required then individual will be granted leave without pay subject to approval of the Competent Authority.

- **Study Leave**

A faculty member will be eligible for study leave without pay to enhance his/her education provided three years service with university has been completed successfully as under:

- a. Up to two years leave for undertaking MS/MPhil studies;
- b. Up to three years leave extendable to four years for undertaking PhD studies; Up to two years leave for undertaking MS/MPhil studies;
- c. Up to one year leave for post doctorate studies;
- d. Training/Seminars up to three weeks can be allowed with pay, if recommended by the respective Dean and approved by the Rector.

## **Performance Management and Salary Progression**

- **Performance Evaluation**

1. Northern University adopts a performance management philosophy aimed at encouraging a performance driven culture and open communication. It also aims at providing a fair and objective review of an employee's performance during the year as an integral part of employee development.
2. All supervisors are required to keep their departments current on the goals of the University and the Department and to meet on an appropriate basis with their direct reports to discuss goal setting and performance. Measuring supervisor's success will include reviewing evidence of activity in this area.
3. Employees are required to familiarize themselves with the goals of the University and their department, to participate in regular performance discussions and are responsible for preparing appropriately for such discussions.
4. Performance management activity will include at a minimum the following components; a formal annual meeting to set goals and objectives for the upcoming year and to review performance over the previous year. In an employee's first year of hire, a goal setting meeting will take place within the first three months of hire and an annual review meeting will take place on or around the employee's anniversary date (alternatively, the University may direct that annual reviews take place during set period(s) of the year). In the final year of an employee's contract, this review will take place six months prior to the contract end date to assist the parties in contract renewal discussions. The immediate supervisor is required to keep a written record of these meetings and the employee shall have the opportunity to add his/her comments and receive a signed copy.
5. Aside from the formal meetings noted above, employees and their immediate supervisors are encouraged to meet more frequently on a less formal basis to discuss activity to date.
6. Registrar NU office is responsible for supporting performance management activity by providing supervisors and employees with guidance on holding of goal setting and performance review meetings. Registrar NU Office is also responsible for supporting the

parties on matters related to performance improvement opportunities including training, coaching and corrective action.

7. Registrar NU Office will regularly check supervisors and employees on their perceived training and development needs and schedule appropriate courses/workshops to support the meeting of these needs.
8. The University may adopt different tools to support performance management activity and these may differ between employee categories and types.
9. Review meetings need to be based on the principle of two-way communication. The employee is encouraged to discuss issues, job performance, career aspirations and training and development needs; and the appraiser is encouraged to provide objective, constructive feedback on strengths and areas for development.

#### • **Salary Increments**

1. The annual increment shall accrue only on the first day of the month of November each year, following the completion of at least six months of service at the relevant stage in that scale and shall be allowed as a matter of course unless withheld under a specific order.
2. Leave without pay shall not count towards annual increment. Increment falling due on first November / January each year, shall be granted only if the commuted period excluding leave without pay comes to at least six months. The following aspects will be considered while granting annual increment:
  - a. No written warning or adverse remarks during last six months of service;
  - b. Not having more than two written warnings in the last twelve months of the contract;
  - c. No involvement in illegal absence from duty current contract year;
  - d. No involvement in any on-going disciplinary proceeding;
  - e. Should have good reputation within NU and among colleagues;
  - f. The grant of increment shall not be considered as a right. It is based on service,

performance, discipline;

- g. After grant of annual increment, the individual shall not be reconsidered for another grant for at least one year to come. Exceptional cases may be referred to the competent authority before the completion of the year with full justification for consideration.
3. An employee may be granted maximum of three performance based increments on the recommendations of Dean and approval by the Rector based on exceptional performance of the employee throughout the year. The performance should be worthy of mention as output beyond the call of duty.
4. The Registrar NU Office will, on a three year basis, undertake a market review to ensure the continued competitiveness of the salary structure. Recommendations from this review will be presented to the Finance and Planning Committee of the University for consideration and further processing to BoG as deemed appropriate.
5. To attract especially qualified and experienced individuals and considering the requirements of the University a potential employee may be offered up to seven advance increments at the time of hiring. All such cases will be referred for approval of the Chairman BoG.

## **Grievance and Discipline Management**

- **Grievance**

1. The Grievance procedure should be employed in the following circumstances:
  - a. Where an employee wishes to raise an issue concerning his/her own terms and conditions of employment.
  - b. Where an employee wishes to raise an issue concerning any aspect of his/her individual working relationships within NU.
  - c. Where an employee is concerned regarding his/her individual working conditions or working situation.
2. Employee shall initially approach the immediate supervisor in case of any grievance issue.
3. Where the issue is not resolved through the immediate supervisor, employees may raise the grievance issue in writing with the Superior after intimating the immediate supervisor.
4. The respective Dean/Registrar/Director shall review the matter and shall arrive at a decision within four working days. The outcome/solution arrived at shall be communicated to the employee in writing.
5. In the event that the employee is not satisfied with the outcome, appeal may be made to the President-NU through Rector. The decision of the President shall be considered as final.

- **Discipline**

1. An employee who is deemed to be in breach of any of NU standards of performance and conduct shall be subject to disciplinary measures. These disciplinary measures may include any of the following:
  - a. Verbal Warning/Counselling
  - b. Written Warning
  - c. Disciplinary Investigation
2. In the case of verbal warning or written warning, the employee's immediate supervisor



shall discuss with the employee the problems giving rise to disciplinary measures and give him/her, an opportunity to remedy the problem.

3. A written warning may be imposed on the employee after reviewing the circumstances, hearing the employee's defense and consulting with the concerned supervisor. A record of a written warning shall be given to the employee and a copy shall be placed in the employee's file.
4. The Registrar/Additional Registrar NU, or a committee so detailed, shall handle cases of disciplinary investigation. Depending upon the gravity of the situation the employee may be suspended with pay and allowances or with basic pay only, during the period of investigation. The period of suspension shall be considered from the date the incident is reported until a decision is rendered on the matter. The results of a disciplinary investigation may include disciplinary decision up to and including termination of employment after the approval of Competent Authority. The disciplinary investigation should be completed in a maximum period of two months.
5. The employee may appeal the disciplinary decision by presenting his/her appeal in writing to the Rector within one week of the date on which the disciplinary decision is communicated to him/her in writing. Upon receiving the appeal, the authority shall review the matter. The decision on the appeal shall be final.
6. All disciplinary decisions other than a verbal notice or warning shall be communicated in writing to the employee and a record shall be placed in the employee file.
7. In the event Executive or Senior Management employees are subject to disciplinary investigation, the matter will be handled through the President Office.

## **Semester System**

Northern University follows Semester System of education. In Semester System, an Academic Year consists of two regular semesters, i.e., Fall Semester and Spring Semester and one Summer Semester (optional), only for deficiency, failure or repetition.

- **Duration of a Regular Semester**

An Academic Year starts with Fall Semester, which normally commences in October, whereas the Spring Semester starts in February/March each year. A regular semester consists of 16-18 weeks duration, which includes teaching and examinations.

- **Duration of Summer Semester**

A Summer Semester is an optional semester of shorter duration, i.e., 06-09 weeks, in which a student who has either failed or has been stopped to take the examination due to shortage of class attendance or wishes to improve his/her grades or to remove deficiency is allowed to register in summer. Further, a student will only be allowed to register up to 09 credit hours.

The contact hours per week during the Summer Semester will be doubled or tripled to ensure that the course is completely taught in a Summer Semester with half or 1/3 of the duration as compared to a regular (Fall/Spring) Semester.

- **Organization of Teaching**

- Teaching in various courses is conducted in University Departments through lectures, tutorials, discussions, seminars, demonstrations, practical work in laboratories, field work, and other methods of instructions.
- Teaching in each Department is conducted by the University teachers, visiting teachers, or such other persons as may be declared to be a teacher by regulations.
- No course shall be conducted unless there are at-least 15 students enrolled for a general course and 10 students enrolled for specialized (major) and postgraduate courses.



- **Medium of Instruction**

English shall be the medium of instruction and examination. However, Urdu or other subject specific languages may be used for specialized or general courses in Urdu, Punjabi, Pushto, Arabic, etc.

- **Add/Drop of Course(s)**

- When a course for which a student is enrolled, cannot be held according to the program announced, he/she may take up an alternative course, but this must be done not later than fifteen days after the date of enrolment.
- A student may be allowed to add or change a course(s) within seven days of the commencement of the Semester and to drop a course within seven weeks of the commencement of the Semester with the consent of the Authorized Officers of the University.
- No add/drop of the courses shall be allowed after the above given time.

- **Evaluation**

- The minimum pass marks for each course shall be 50%.
- The Grades and their corresponding Grade points are as follows:

Marks Obtained	Grade	Grade Points
85-100%	A	4.00
80-84.9%	A-	3.66
75-79.9%	B+	3.33
70-74.9%	B	3.00
65-69.9%	B-	2.66
62-64.9%	C+	2.33
59-61.9%	C	2.00
56-58.9%	C-	1.66
53-55.9%	D+	1.33
50-52.9%	D	1.00
Below 50%	F	0.00
Pass	P	

Course Withdrawn	W
Course Incomplete	I
Course Transferred	T

- The grades P, W, I, and T will not be counted towards the computation of the GPA/CGPA.
- The credit hours of courses in which a student was awarded P, W, I, and T grades will not be counted towards computation of the GPA/CGPA.
- However, passed courses bearing grade P and transferred courses bearing grade T will be counted towards the minimum credits required for earning a degree.
- Maximum CGPA for all the degrees shall be 4.00 and the minimum CGPA required for obtaining degrees shall be:
  - Undergraduate and MSc/MA 2.00
  - MBA, MS, and MPhil 2.50
  - PhD 3.00
- The CGPA will be calculated on the basis of grades obtained by a student in each course enrolled at Northern University, and not on the percentage of marks obtained in each course nor on the percentage of total marks obtained.

### Calculation of GPA and CGPA

- GPA will be calculated at the end of each semester according to the following formula:

$$\frac{\text{Sum of (Credit Hours of a Course x Grade Points)}}{\text{Total Semester Credit Hours}}$$

- Cumulative Grade Point Average (CGPA) will be calculated according to the following formula:

$$\frac{\text{Sum of (Course Credit Hours x Grade Point Earned)}}{\text{Total Credit Hours taken in all Semesters}}$$

## Examination System

- Students' evaluation for taught courses shall be done by Mid-Semester Examination, Assignments, Quizzes, Labs and Final Examination. The weightage to each may be prescribed by the concerned faculty, with approval from the Academic Council. However, the general weightage to be observed is as follows:

Nature of Examination	Weightage (Min/Max) (For courses having no Lab)	Weightage (Min/Max) (For courses having Lab)
Final Examination	50%	40%
Mid Semester Examination	30%	20%
Assignments/Quizzes	20%	10%
Labs	-	30%

- For taught courses, a Mid-Semester Examination, minimum of one hour duration will be held during middle of the Semester. This examination shall be held by the teacher concerned who shall determine the form of the examination. The results of the examination shall be submitted to the Controller of Exams. Head of the concerned Department will be responsible for timely submission of results.
- Quizzes, special home assignments and/or assignments shall be given from time to time which shall be uniformly split over the whole Semester.
- Final Examination: For taught courses a single written examination for a minimum of two hours duration will be held at the end of the Semester on the dates notified by the Controller of Exams.
- Project or Thesis: The weightage of practical, lab assignments, general performance and final project/thesis will be prescribed in the concerned course, and shall be approved by the Dean concerned, unless not already prescribed in the regulations.
- A student shall be eligible to sit for the examination provided that he/she:-
  - has been on the rolls of the University during that Semester.
  - has registered him/herself for the courses of studies.

- has attended not less than 75% of the classes in theory and practical/laboratory of each course separately, provided that the period of absence in the case of participation in co-curricular/sports activities with the permission of the competent Authority concerned may not be counted.
- A student whose attendance falls below the required attendance (75%, or as notified by the University) shall not be allowed to sit in the examination, and shall be awarded an “F” grade.
- The name of the student who is absent from the classes continuously for two weeks without prior permission shall be struck off the rolls by the Authority concerned.

### **Examination Policy:**

These regulations shall apply to all students on the rolls of the University.

- **Dates for the Examinations**

The dates of the commencement of the final examinations shall be notified by the Controller of Examinations.

- **Center of Examinations**

All examinations of the University shall be held according to the date-sheet and venue notified by the Controller of Examinations.

- **Conduct of Examinations**

- (a) The examinations will be conducted by respective teachers. The Head of Department will, however, make necessary arrangements for invigilation in case of general course.
- (b) If a candidate's paper is lost (in part or whole) after having been received by the teacher/examiner and if the candidate passes in all other courses of the examination, he/she may be required to appear in the lost paper on a date fixed by the Controller of Examinations.
- (c) In case of dispute as to whether a candidate's paper was duly received or not, the finding of the Controller of Examinations, subject to the approval of the Rector, shall be final.

- (d) No make-up examination shall be allowed (mid-semester exam or final exam), due to any reason.

- **Breach of Examination Rules (Unfair Means)**

- (a) If any candidate is detected giving or receiving assistance in connection with the examination, he/she shall be expelled from the examination room.
- (b) For closed book papers: If it is found that a candidate has access to, or is in possession of papers, books or notes, which might possibly be of assistance to him/her:
  - (i) but that his/her access to, or possession of such books, notes or papers was inadvertent (may be decided by the Superintendent of Exams), his/her answer book shall be cancelled, as a disciplinary measure without any implication of moral turpitude; and
  - (ii) in other cases of possession he/she will be disqualified from passing any examination in that semester.
- (c) Any candidate detected giving or receiving assistance, or found guilty of copying from any other candidate's answer book or allowing any other candidate to copy his/her answer book, or using or attempting to use these or any other unfair means, shall be punished, ranging from cancellation of paper to disqualification from passing any examination for a period not exceeding two academic years. The extent of the punishment shall be decided by the Superintendent of Exams on duty, in consultation with the Controller of Examinations.
- (d) Notwithstanding any other law for the time being in force and without prejudice to any remedy upon the University under such law:
  - (i) Any candidate found guilty of deliberate previous arrangements to cheat in the examination such as smuggling in another answer book, impersonation or misconduct of a serious nature and the person who impersonates such candidate, if he/she is on the rolls of the University, shall be disqualified for a period of not less than one academic year and not more than three academic years or declared as not a fit and proper person to be admitted to any future examination of the University, according to the seriousness of the offence and the

circumstances of the case; and

- (ii) If the impersonator is not on the rolls of the University, the Controller of Examinations will forward his/her name to the Registrar, who shall report the matter to the police with the permission of the Rector.
- (iii) Provided that in a case covered by clause (a) above a candidate or the impersonator, on the expiry of three years including the examination in connection with which he/she was declared to be not fit and proper person to be admitted to any future examination, as a special case, be exempted by the BOG from further application of this Regulation with the sanction of the Rector.
- (e) Any candidate using abusive or obscene language in the answer book, shall be disqualified from passing any examination in that semester.
- (f) Any candidate forging another person's signatures on the attendance sheet shall be disqualified from passing any examination in that semester.
- (g) Candidates guilty of communicating, or attempting to communicate, with examiners with the objective of influencing them in the award of their marks, shall be deemed to have used, or attempted to use, unfair means and shall be punished accordingly. Communication of this nature addressed to the Controller of Examinations or other officers of the University shall be treated as falling in the same category and the candidate concerned shall be punished, as per rules of the University.
- (h) Any candidate who refuses to obey the teacher/examiner conducting the examination in the Examination Hall, or changes his/her seat with another candidate, creates disturbance of any kind during the examination, or otherwise misbehaves in or around any Examination Hall, shall be liable to expulsion by the teacher/examiner as well as to any of the following punishments according to the seriousness of the offence:
  - (i) Cancellation of the particular answer book concerned.
  - (ii) Disqualification for up to three academic years.
- (i) The examiner concerned shall report, without delay, each case in detail with evidence and explanation of the candidate concerned for final orders of the University Authorities,



through the Controller of Examinations.

- (j) Any candidate found in possession of fire-arms or anything capable of being used as a weapon of offence in or around any Examination Hall, shall be liable to expulsion by the examiner as mentioned above and to disqualification for up to three years.

- **Grading of Answer Books**

- (a) The answer books will be graded and signed by the respective teachers, as may be determined by Head of Department and/or Dean.
- (b) The graded answer books of mid-semester exam shall be shown to the students before submission to the Examination Branch.

- **Submission of Results**

The results of all the examinations shall be completed and sent to the Examination Branch within seven days, in case of general classes and/or a class with more than 20 students, and four days in case of a class with less than 20 students, of the day of examination of the course under sealed cover along-with the attendance of the students.

- **Checking of Answer Books**

- (a) All answer books received from the examiners after marking, shall be checked in the Examination Branch for the purpose listed in the duties of answer book checkers. These checking officers shall be appointed by the Rector from among the faculty members of the University.
- (b) The tabulation of the result shall also be carried out in the Examination Branch by these checking officers and the result sheets signed by them shall be submitted to the Controller of Examinations.
- © If a mistake or discrepancy of a serious nature in the marking of the scripts comes to the notice of the Controller of Examinations, he shall take action to get it rectified after obtaining approval from the Rector.

- **Publication of Result**

- (a) The result of a particular examination will be notified by the Controller of Examinations.



- (b) In case the result of a particular candidate or candidates is wrongly declared, the Rector shall issue orders that the mistake be rectified in a manner which appears to him/her to be just and proper.
- (c) An approach made by a relative, guardian or a friend of a candidate will, as a rule, be considered to be on behalf of the candidate, who shall be punished as laid down in the regulation. The making of an appeal to the examiner through an answer book by a candidate is prohibited. The answer book in which such an appeal is made shall be liable to be cancelled.
- (d) The Rector may order with-holding of the result of a particular candidate or candidates, if it is considered necessary in the interest of the University.
- (e) Each successful candidate at a degree examination shall be conferred the degree at the subsequent convocation held for the purpose. The Dean shall present candidates for admission to degree (except honorary Degrees) in the courses falling within the preview of the concerned Faculty.
- (f) The candidates, who are not able to present themselves at the convocation, shall be granted the degree in absentia on request and on payment of the prescribed fee.
- (g) After the notification of the result, each successful candidate shall receive provisional certificate and detailed marks certificate (transcript) on prescribed forms, on request and payment of prescribed fee.

• **Re-checking and Storage of Answer Books**

- (a) Re-checking of the answer books shall be allowed only on payment of prescribed fee per course not later than one month after the result notification.
- (b) Re-checking of the answer books will be done to ensure that:
  - (i) totals have been rightly brought forward.
  - (ii) there is no mistake in the grand total on the cover of the title page of the answer book.
  - (iii) no portion of the answer book has been left un-marked and/or

- (iv) the answer book has not been changed.
- (c) Reassessment/evaluation of the answer book shall not be permissible in any case.
- (d) Answer books of examinations shall be stored for five years from the date of commencement of the examination. After the lapse of said period, the Examination Branch shall burn or shred the stored answer books, with the approval of the Rector. The Controller of Examinations shall ensure that the stored answer books, after the lapse of fixed period are properly disposed of, only by burning or shredding.
- (e) Award lists will be stored permanently in electronic and hard form.

### **Facilities available for Faculty Members**

- **Internet/Wifi**

Northern University is providing internet facility to its faculty members. The internet is shared among the University community by the wifi network. The campus network is designed by ITSO team and they remain available to provide timely service both at campus and hostels.

- **Library**

The University Library is one of the rapidly growing resources on the campus. Approximately 10000 books are available in the University Library.

- **Transport Facility**

As the Northern University has two academic campuses which are located away from each other, the University provides a free shuttle service to its faculty members to travel from one campus to other.

## Important Contact Points and E-Mails

Designation	E-Mail
Rector	rector@northern.edu.pk
Registrar	registrar@northern.edu.pk
Additional Registrar	additional.registrar@northern.edu.pk
Controller of Examinations	controller.exam@northern.edu.pk
Deputy Registrar	deputy.registrar@northern.edu.pk
Account Officer	accounts@northern.edu.pk
Security Officer	security@northern.edu.pk
Admission Officer	admission@northern.edu.pk
Quality Enhancement Cell	qec@northern.edu.pk





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