



Minhaj
University
Lahore

STUDENT GUIDEBOOK

General Rules & Policies for Students



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CODE OF CONDUCT

1. DRESS CODE:

- a) All personnel at Minhaj University Lahore (MUL) are required to maintain the prestige and integrity of the University by following a proper dress code laid by the University.
- b) Students are expected to dress up decently, keeping in view the ethical and cultural norms. Dressing unethically is strictly prohibited, and the Student may be asked to leave the campus. Following are strictly prohibited;
- c) For boys; shorts, flip-flops (chappals) and sleeveless shirts.
- d) For girls; wearing short trousers, skirts, jeans, tights, sleeveless shirts, and any other dress not conforming to the norms and culture of MUL.

2. MINGLING:

MUL follows the concept of mingling which refers to engagement of two genders.

- a) However, the group should comprise of more than two students from each gender, and it should be formed ONLY for study & constructive discussions and their meet-ups should be at designated and open places. Students are directed to avoid sitting in dark corners, blind spots, or other such areas to fully abide by the University's rules.
- b) Keeping this in view, MUL does not allow two students of the opposite gender to sit together in isolation. If found, severe action will be taken against both as per University policy.
- c) Students are also directed NOT to organize any party or birthday etc., without the permission of the Director Administration.

3. VISITOR'S RULES:

- a) At MUL, security of the premises is paramount, and special rules apply for visitors entering the University.
- b) Students are expected to seek permission of Director Administration to bring and invite visitors to the University. In this regard, all the relevant details must be shared with the concerned authority, e.g. purpose of visit, duration of stay etc.
- c) No visitors shall be allowed in the University if permission has not been obtained. In case of not complying with the above Policy, student himself will be responsible for the inconvenience.

DISCIPLINARY ACTIONS FOR NON-COMPLIANCE WITH MUL POLICIES

MUL has its distinct academic culture imbued with ethical and moral values. Students' conduct while being a part of MUL is monitored very closely. Disciplinary actions may be taken in any (but not limited to) the cases given below:

1. VIOLATION OF MUL CODE OF CONDUCT

Violation of MUL Academic regulations is considered a severe offence, and doing this may lead to any/all of the following actions depending on the severity and magnitude of the offence;

- i. Call for explanation / Warning Letter
- ii. Light/Moderate/Heavy financial penalties
- iii. Temporary/Permanent expulsion from the university rolls
- iv. Any other punishment as suggested by the disciplinary committee
- v. Any other legal action (FIR etc.)

A committee will be formed to deal, discuss and **give their recommendations** to the competent authority. The Committee may be constituted as the following:

- | | | |
|-------------------------------|---|-----------|
| i. Dean Concerned | – | Head |
| ii. HOD Concerned | – | Member |
| iii. Director Student Affairs | – | Member |
| iv. Concerned Advisor | – | Member |
| v. Deputy Director (USO/PSO) | – | Secretary |

2. FALSIFICATION OF GIVEN INFORMATION:

Students must provide true/accurate information whenever required by the University. A student found guilty of giving erroneous/misleading information, concealment of facts or fake/forged documentation will face severe consequences as per Policy depending upon the magnitude and severity of the offence.

ACADEMIC RULES

1. CHANGE OF PROGRAM (FOR NON-LIBERAL ARTS STUDENTS)

- Change of Program, if deemed necessary, should be applied before the commencement of the classes. However, the request can be submitted within the stipulated time as mentioned in the academic calendar.
- Incomplete or late submissions shall NOT be entertained.
- Merit related restrictions shall also apply while changing the program. Change of the program is subject to eligibility and consent from both heads of the concerned schools.
- The Student shall be liable to pay the fee package of the new enrolled program.
- Change of program is allowed ONLY ONCE during the whole degree program. A student who has changed his/her program once, will NOT be allowed to change twice. **Moreover**, the students are advised to keep record of the change of program.
- The processing fee will be non-refundable in any case.
- A student of Liberal Arts CANNOT be allowed to change program to Non-Liberal Arts once the due date is over.

2. REGISTRATION/CHANGE/WITHDRAWAL OF COURSE(S) – FOR LIBERAL ARTS ONLY

a) Course Registration

- All students will have to register for courses ONLY from their CMS accounts. Manual registrations will NOT be accepted.
- Course registration will remain open up to the date notified by the University.
- The students will be offered 5 courses each semester.
- In the first 3 semesters, the student will be studying General Elective (GE) courses which will comprise **of** 5 disciplines namely: Quantitative Reasoning, Natural Sciences, Arts & Appreciation, Social Sciences, and Expository Writing. The student will be choosing 5 courses (ONE course from each discipline) from the options (courses) being offered against each discipline.
- The student can NOT choose more than ONE course from the same category.
- The course(s) offerings are subject to the availability of seats. The course will be removed from the list of offered courses once the seats are full.
- It is strongly recommended that the students should register for their courses after thorough deliberation and consultation with their academic advisor.

b) Change of Course(s)

- i. The students can request for 'Change of Course' from the 'Students Service' module of their CMS account.
- ii. Change of course option will remain open up to the 1st week from the commencement of the semester.
- iii. Once the deadlines are closed, no one will be allowed for change, in any case.
- iv. Change of course is allowed within the same discipline ONLY. Interchanging courses from different disciplines shall NOT be allowed in any case.
- v. A student can change course(s) ONLY subject to the availability of another course (s) in the list.
- vi. For each discipline, a student can change a course ONLY once.
- vii. Once a request is rejected, the student will be ineligible to apply for the change of the same course.

c) Course Drop/Withdrawal

- i. A student can withdraw/drop a particular course under the following cases:
 1. The deadline for the course change is closed
 2. Unable to cope with the course-load
 3. Poor marks in the midterm
 4. Any other justifiable reason
- ii. A student can withdraw/drop a course up to the 2nd week after the midterm examination.
- iii. Once the deadline is closed, the student will NOT be allowed to withdraw from any course, in any case.
- iv. The fee paid against the dropped course(s) will be non-refundable and non-adjustable.
- v. A student can Drop a maximum of ONE course in a semester.
- vi. The student will have to register for the dropped course(s) in the next/upcoming semester(s) provided the course load doesn't exceed 18 Cr. Hrs.

3. CHANGE OF TRACK (THESIS ↔ COURSEWORK):

- i. An M.Phil. student can request for change of track i.e. switching to coursework from thesis and vice versa.
- ii. A student can switch ONLY once during his/her degree program.
- iii. After switching, a student will have to pay the fee for what he/she has opted for as per policy.
- iv. The total degree duration in any case must NOT exceed the maximum degree duration as notified by HEC.

4. MAXIMUM DEGREE DURATION:

a) The students are required to complete their degree within their allotted/regular duration (as mentioned in point 'c' below). However, if a student fails to do so due to some unavoidable circumstances, an extension can be granted subject to Approval from the following authorities:

- | | | |
|--|---|------------------|
| i. 1st Extension (1 semester) | – | Dean |
| ii. 2nd Extension (1 semester) | – | Vice Chancellor |
| iii. 3rd or 4th Extension (1 semester) | – | Academic Council |

b) After seeking the permission of extension, a student will have to pay for the number of late semesters as per the current/existing fee package of the program.

c) The maximum degree durations for various programs are as under:

- | | |
|--------------------------------|-----------|
| o Associate Degree Program | 4 years |
| o BS Program (Before UEP-2020) | 6 years |
| o BS Program (UEP-2020) | 7 years |
| o M.Phil. Program | 4 years |
| o PhD Program | 3-7 years |

d) The Student unable to complete their degree even after having availed of the extension up to the maximum allowed degree duration shall be dropped from the university rolls. However, such student can apply for admission to restart as a fresh candidate.

5. CANCELLATION OF ENROLLMENT:

- a) If a student remains absent and fails to attend the lecture(s) continuously (without any prior intimation) for four weeks, they will be struck off from the University rolls. Such students will have to seek readmission as per University's policy.
- b) Once struck-off, the Head of the school will ensure that the student is NOT attending the classes after canceling of enrollment.
- c) During the 'Freezing Period,' the applicant will lose his/her studentship and will NOT be entitled to avail any facility which the University extends to its regular students.
- d) The CMS of all such students shall remain suspended till they are readmitted as per policy.

6. RE-ADMISSION RULES:

- a) Readmission shall be allowed ONLY ONCE during the whole academic program.
- b) A penalty fee of Rs.5000/- will apply as a readmission fee.
- c) The student must submit a written apology/request (where applicable) along with the application of seeking readmission.
- d) For readmission, the student will have to clear all the outstanding dues (if any).
- e) After the Vice-Chancellor approves his/her readmission, the student must submit a copy of the 'Deposit Slip' of readmission fee and the written approval from the competent authority and clearance from the account's office to Directorate of Student Affairs (DSA). DSA will get notified from the office of the Registrar as well.
- f) Students will be eligible to take their classes and use other resources ONLY when their readmission is notified.
- g) A student struck off following a severe disciplinary action may or may not be allowed for readmission.

7. SEMESTERS

a) Spring/Fall Semester

- i. In an academic year, there shall be two regular semesters; Fall and Spring.
- ii. Each regular semester shall spread over 16-20 working weeks: a minimum of 16 weeks for teaching and two weeks for conducting each of the examinations (mid-term and final term).
- iii. The Schedule of the semesters shall be published in an Academic Calendar showing all the important dates. Any change in these dates shall be duly announced to the students.
- iv. Students are advised to keep checking the Academic Calendar for important dates and deadlines.

b) Summer Semester

- i. The summer semester shall be scheduled to remove deficiencies of the students who have failed in a subject(s) and need to repeat the course(s), could not appear in the examinations because of short attendance, or intend to improve the grades shall be allowed for the summer semester.
- ii. The summer semester shall spread over eight weeks of concentrated study.
- iii. The contact hours per week shall be doubled to ensure that the course is entirely taught in the summer semester with half of the duration compared to regular (Fall/Spring) semesters.
- iv. A course in a summer semester shall be offered depending on the availability of teachers and the number of students. For a course to be provided in the summer semester, there shall be a minimum of 5 students. The head of the department shall be responsible for working out the conduct of the summer semester and for timely approval from the Dean concerned.
- v. Undergraduate students' course load is a maximum of TWO courses of up to 8 Cr. Hrs. The Student can only have those courses for summer semester in which they are either failed or need their grades to be improved.
- vi. Students can enroll in a maximum of '2 Theory Courses' or '1 Lab Course' during the summer

semester(Maximum of 8 credit hours).

8. FREEZING/UNFREEZING OF A SEMESTER:

In case of a genuine reason, a student may apply for Freezing during the first week of the semester or as notified in the academic calendar. Freezing can be maximum of up to one year (2 semesters) subject to the permission of the Dean on the recommendations of HOD.

1. If a student freezes a semester(s), they will resume their studies from the same stage where they left (froze). The maximum duration of the degree program shall remain the same.
2. If a student is not enrolled in any course in a semester, they 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, they will have to meet the pre-requisites of any course taken. Also, it is understood that the University is not required to offer all courses in each semester.
3. In the event of exceptional circumstances such as serious health issues, Iddat, death in the immediate family, or any other subject to acceptable/justifiable rationale, the Student needs to freeze their semester; they may apply for freezing the semester before the mid-term Examination. In case of a medical emergency, the Student will have to produce a Medical certificate which the University's Medical Officer. If a student intends to freeze their semester after the mid-term Examination, the application will not be entertained. In this case, if the student does not attend the classes. Or does not appear in the final term examination, they will have to repeat the semester/course(s).
4. The duration of Freezing can be up to one-year (two semesters) maximum. However, the applicant will have to seek separate approval for each semester. If a student doesn't unfreeze his/her semester after ONE year, he/she shall be struck off from University rolls. Such students will have to seek readmission.
5. A candidate who gets a semester freeze can unfreeze the next semester with the upcoming session by getting approval from the Dean concerned.
6. The student **after** unfreezing, will rejoin from the same semester (if being offered) where he/she had left.
7. Freezing of the first two semesters of BS and first semester for MS/M.Phil is not allowed. Under special circumstances the approval of the Vice-Chancellor needs to be solicited for freezing of the first semester.
8. Freezing a semester for PhD is not allowed.
9. During the 'Freezing Period,' the applicant will lose their studentship and will not be entitled to avail any facility which the University extends to its regular students.

9. ATTENDANCE POLICY:

- a) Students must achieve a minimum of 80% attendance in each subject to appear in each Examination (midterm and final term).
- b) However, with 75% of attendance in exceptional circumstances, the competent authority may allow the students to appear in the Examination, i.e. mid-term and final term examinations.
- c) The students with short attendance of 75% to 79% will have to pay the fine of Rs.200/- per percent per subject.
- d) Students with attendance lower than 75% shall in no way be allowed to take part in the examinations, and shall be liable to repeat the course(s).
- e) All kinds of Leaves: Medical or personal, shall be entertained only in the cushion of 25% (i.e. 75% attendance is mandatory). The leave shall be approved upon producing evidence of the said reason; for instance, students applying for Medical Leaves shall have to produce a Medical Certificate duly signed by a Medical Superintendent of a Government hospital or by Medical In-charge of a hospital. If a student fails to attend classes and does not meet attendance criteria because of some medical issue, they shall have to freeze the semester and resume their studies from the next semester.
- f) Attendance shall be marked in the first 15 minutes of every class. Students coming late shall be marked absent, but they shall be allowed to attend the class.

g) Proxy attendance is strictly prohibited. The students found guilty shall be strictly dealt with and shall be fined up to Rs. 1000/- for one attempt. The fine shall be for both students: one who marks proxy and the second whose proxy attendance is marked.

h) Five marks are assigned to class attendance. These marks shall be awarded to the students at the end of the semester for each course as per the following criteria:

- | | |
|------------------------------|-----------|
| i. 95% and above | (5 marks) |
| ii. 90% - 94% attendance | (4 marks) |
| iii. 85% - 89% attendance | (3 marks) |
| iv. 80% - 84% attendance | (2 marks) |
| v. 75% - 79% attendance | (1 mark) |
| vi. Less than 75% attendance | (0 mark) |

10. RULES FOR ACADEMIC CONDUCT:

a) Class Room Decorum

- Use of 'Cell Phone' is NOT allowed during class.
- Students must seek permission before leaving the class from the teacher.
- Use of absurd/obscene language is strictly prohibited in the class and is liable to disciplinary actions.
- Students are responsible for the protection of their belongings before as well as after the class. MUL will not be liable for any loss/theft/damage of belongings, e.g. mobile phone, laptop etc.
- Students must be appropriately dressed up. Improper dressing is strongly discouraged, and the Student found guilty will be penalized.
- Students are encouraged to get involved in healthy and productive discussions during their lectures. However, offensive comments or hurting the religious sentiments of others is strictly prohibited.
- Students are expected to keep their classrooms clean & tidy. Throwing trash/ littering is strongly discouraged.

b) Teacher-Student Ethics

- Students will visit their teacher(s) ONLY during their counselling hours or with an appointment mentioned on CMS.
- It is expected that students must maintain a relationship of dignity and respect with teachers. Similarly, teachers are also expected to be kind to their students

EXAMINATION RULES

1. EVALUATION DURING THE SEMESTER:

- During a semester, each student's performance shall be assessed on different assessments criteria, i.e. Sessional, Mid-term and Final term examinations.
- The assessments will be marked out of 100, and distributed as follows:

a. Sessional evaluation	–	25%
b. Mid-term Examinations	–	25%
c. Final Term Examinations	–	50%
- Each concerned teacher is responsible for evaluating Student's performance based on assignments, quizzes and examinations during one semester and award of grades should be made accordingly.
 - The teacher shall be responsible for keeping students informed about their current progress and standings in the class during each semester.
 - There shall be no Supplementary/Special Examination/Sit-in Examination in a Semester System; if a student fails in a course, they must repeat it in the spring, fall or summer semester.

a) Sessional Evaluation:

i. Sessional assessments shall comprise 25% (25 marks) of the total evaluation. It includes: quizzes, assignments, presentations /project reports/term papers, class participation and attendance. Further distribution of session evaluation is as follows:

- a. Attendance – 5 Marks
- b. Quizzes – 10 Marks
- c. Assignments – 10 Marks

ii. Assignments may include; case studies, project reports, term papers and their presentations.

b) Midterm Evaluation:

- i. Mid-term examinations shall be conducted after a minimum of six (06) weeks of teaching.
- ii. The duration of the mid-term Examination shall be 90 minutes (1 hour and 30 minutes).
- iii. The examinations shall last for two weeks as per the examination schedule/date sheet duly notified by the Controller of Examinations on CMS.
- iv. The examinations shall be conducted from 'Monday to Saturday' for Morning and Evening Programs, and from 'Friday to Sunday' for Weekend Programs.

c) Final-term Evaluation:

- i. Final term examinations shall be conducted after a minimum of Fifteen (15) weeks of teaching.
- ii. The duration of the final term examinations shall be 2:00 hrs. (i.e. 120 minutes).
- iii. The examinations shall last for **only** two weeks as per the examination schedule/date sheet duly notified by the office of the Controller of Examinations on CMS.
- iv. The examinations shall be conducted from 'Monday to Saturday' for Morning and Evening and from 'Friday to Sunday' for Weekend Programs

2. GRADING SYSTEM AND CRITERIA

At MUL, an absolute grading system shall be followed. Student's performance shall be assessed on the following grading criteria:

Letter Grade	Grade Points	% Obtained in Semester
A+	4.00	85 and Above
A	3.70	80 – 84
B+	3.30	75 – 79
B	3.00	70 – 74
B-	2.70	65 – 69
C+	2.30	61 – 64
C	2.00	58 – 60
C-	1.70	55 – 57
D	1.00	50 – 54
F	0.00	Below 50

A student needs to obtain a minimum of 50% marks for undergraduate and MS/M.Phil. programs, while the passing marks shall be 70% for PhD programs.

3. INCOMPLETE GRADE POLICY OR I-GRADE POLICY

An incomplete grade (OR i-Grade) may be awarded to a student if he/she remains unable to appear in the final term examinations because of some emergency, medical reasons, or some other plausible reasons beyond his/her control.

“i-Grade” indicates that although a substantial proportion of the course requirements has been met such as; midterm examinations, assignments, and quizzes but the student does not appear in the final term examinations, hence not fulfilling the whole course requirements at the end of the term. So, an “i-Grade” is granted as an extension/postponement in the final term examination for genuine reasons described in the following circumstances:

1. In case a student is unable to appear in the final examination of his/her due semester because of some unavoidable circumstances or on medical grounds:

a. Unavoidable Circumstances: If something unforeseen happened beyond his/her control that may have a significant impact on his/her academic performance such as sudden death in the immediate family or national emergency (strikes/road blockage), etc.

b. Medical Grounds: where a person cannot appear in final term examination because of severe physical or accidental injury or mental illness.

2. The student may be awarded an “i-Grade” and allowed to appear in the final term examinations subject to the following conditions:

a. Attendance rule applies. The students with short attendance shall NOT be entertained.

b. The class evaluation must be completed in all respects.

c. The sessional and midterm performance of the student must NOT be poor.

d. The student has paid the fee for final term exam.

3. If allowed, the exam of the candidate may be scheduled:

a. In the third week of the final term examinations of the ongoing semester, OR

b. In the next semester if the same course is being offered, OR

c. In the summer semester, OR

d. Whenever the course is offered

4. Private arrangements for an “i-Grade” examination between a student and a faculty member are not allowed.

5. The student who misses a re-scheduled exam to complete his/her “i-Grade” will not be given a second chance and the “i-Grade” will be changed into “F”. In this case, student will have to repeat the course.

6. A student having “i-Grade” will only have to appear in the final term examinations.

7. “i-Grade” will be changed into an earned grade after the declaration of the pass result of final term examinations.

8. COMPREHENSIVE EXAMINATION:

i. Comprehensive Examination is meant for MS/M.Phil. and Ph.D. students only.

ii. Passing a comprehensive exam is a mandatory requirement for M.Phil. and PhD students to be eligible for the award of the degree.

iii. M.Phil and Ph.D. research students must appear in the Comprehensive Examination after completing their two semesters of coursework.

iv. M.Phil students opting for coursework instead of a thesis are supposed to appear in the Comprehensive Examination after completing their coursework of 3 semesters.

v. The maximum number of chances/attempts of appearing in the Comprehensive Examination are as under:

a. M.Phil. students Maximum 3 attempts

b. Ph.D. students Maximum 2 attempts

vi. A student unable to pass the Comprehensive Examination, even after availing the maximum number of attempts, shall be dropped from university rolls, and his/her enrollment shall be cancelled.

The criteria for passing comprehensive exam for both M.Phil & Ph.D students is given below:

a) Passing Criteria for MS/M.Phil.

- i. A student can appear in the comprehensive Examination after completing the coursework with a minimum 2.5 CGPA.
- ii. The qualifying marks of the comprehensive exam shall be 60%.
- iii. A student must pass their Comprehensive Examination in three attempts. If a student remains unsuccessful in passing the comprehensive Examination in three attempts, they **will** have no right to claim the continuity in M.Phil at MUL.

b) Passing Criteria for Ph.D.

- i. A student can appear in the comprehensive Examination after completing the coursework with a minimum of 3 CGPA.
- ii. The qualifying marks of the comprehensive exam shall be 70%.
- iii. A student must pass their Comprehensive Examination in two attempts. If a student remains unsuccessful in passing the comprehensive Examination in two attempts, they **will** have no right to claim the continuity in PhD at MUL.

5. CLEARANCE OF DUES BEFORE EXAMINATIONS:

- a) Clearance of dues is mandatory for appearing in the examinations.
- b) Fee Defaulters' shall NOT be allowed to sit in the Examination.
- c) Students shall download their roll number slips from CMS. Roll number slips shall be issued only if the Student has cleared their dues and the attendance is not short.
- d) Students are directed to pay their fee well before the date of the Examination. Students paying their fee on the examination day will themselves be responsible for any inconvenience caused.

6. DECLARATION OF RESULT

The results shall be announced on CMS by the Examination department and shall be considered official.

7. PROBATION IN A SEMESTER:

Probation is a status granted to the Student (of Undergraduate OR M.Phil. level) whose academic performance falls below the minimum university standards.

- i. To be eligible for promotion to the next semester, the minimum qualifying CGPA for all Bachelor/Master/M.Phil programs must be 2.00/4.00.
- ii. A student of Bachelor/Master/M.Phil. degree program shall receive 'First Probation' if they fail in a maximum of two courses with GPA/CGPA below 2.00 but not less than 1.7, however, they shall be promoted to next semester on probation.
- iii. If such students fail to improve their CGPA in the following semester(s), they will go on 'Second Probation'. If, even after second probation, they fail to improve their CGPA to the required level, i.e. 2.00/4.00, they shall NOT be PROMOTED to next semester. They will have to repeat the course(s) whenever offered, if the semester course load is up to 18 credit hours **they will have to** get registered for the summer semester to improve their grades up to the minimum requirement.
- iv. A student can avail a maximum of TWO PROBATIONS during their whole degree program.

- v. A student, who fails in 3 or more courses in one semester, shall NOT be PROMOTED to the next semester. Such a student must be liable to repeat the entire semester. However, the course(s) they have failed in previous semesters will be improved in Summer Semester or upcoming Regular Semester whenever offered.
- vi. If a student fails in full four courses during their degree, at any stage provided they have not been on two probations, shall have to repeat all the failed courses in a regular semester. Such Students shall be promoted to the next semester ONLY if they pass at least TWO (02) of these FOUR (04) courses securing a minimum CGPA of 2.00/4.00.
- vii. The students earning a GPA of less than 1.7 in two consecutive semesters and failing in any paper(s) even after attending the summer semester for one academic year shall be dropped from the university rolls. However, they will be eligible to seek readmission.
- viii. Students on probation for two consecutive semesters even after attending Summer Semester in one academic year will have to seek readmission in that particular academic year only.
- ix. To an Undergraduate student both probations cannot be granted/availed in the first four semesters. A student on probation 2nd time, even after attending the summer semester in the first four semesters, shall be removed from the rolls of the University. However, she/he can take readmission only once for four years BS degree programs.
- x. In case of valid reason/excuse, the study period may be extended up to the maximum allowed degree duration as discussed in section '4c' of the Academic rules (Maximum degree duration). The student(s) who will not complete studies within stated periods, including extension, shall be struck off from the rolls of the University. The students who have been given the right to extend the study duration are required to pay the regular fee for that academic year as per existing fee packages.
- xi. It is also mandatory to obtain at least 50% marks in Practical exams, Projects, Thesis, Assignments, Tests and Theory Paper separately/aggregate.
- xii. Ph.D students CANNOT be allowed to avail probation. They will have to achieve minimum 70% marks in each subject and secure minimum 3.0/4.0 GPA/CGPA (whichever applicable) in order to be promoted to the next semester

8. CONDUCT OF EXAMINATION:

- a) The students must reach the examination venue 20 minutes before the scheduled time to avoid any inconvenience. No extra time shall be given to the students arriving late.
- b) The Student must bring their 'University ID Cards' and the 'CMS Generated Roll Number Slip'.
- c) The students are NOT allowed to bring their personal belongings, e.g. bags, books, files, cell phones etc., to the examination hall.
- d) In case they carry personal belongings, they should consider the following points.
 - i. MUL will not be responsible for any loss/theft/damage of belongings, e.g., laptops, mobile phones, etc.
 - ii. The students are NOT allowed to keep their cell phones with them, even at 'Silent mode.
 - iii. The students are NOT allowed to take out their cell phones from their bags/handbags in any case.
- e) If the cell phone is recovered from a student's custody while inspection, it may cause; cancellation of the paper, UMC against the Student, and any other punishment depending upon the severity and magnitude of the case.
- f) The students are directed to place their bags/handbags out of the examination room.
- g) The students are NOT allowed to use any hand free/ear devices or other electronic gadgets in the examination hall.
- h) The seating arrangements of the students are at the discretion of the 'Invigilator'.
- I) The following students shall NOT be allowed to sit in the examinations (mid-term or final term):
 - i. With attendance less than 80% in a course and Without paying 'Fine' for short attendance (see Attendance Policy)

- ii. Without Roll No. Slip
- iii. Without fee clearance
- j) The students must NOT possess or have access to any helping material in any form. If a student is found guilty of having any helping content in their possession, an Unfair Means Case will be filed against them.
- k) Once the paper starts, the Student cannot leave the examination hall for washroom, prayer, or any other urgency during the paper without the invigilator's permission.
- l) For any query during the Examination, the student needs to raise a hand and wait for the invigilator to approach.
- m) The students are supposed to bring their necessary equipment. Lending/borrowing during the Examination is strictly prohibited. Similarly, sharing of 'Calculators' is also NOT allowed.
- n) It is at invigilator's discretion to cancel the paper of a student under any/all of the following cases:
 - i. Presenting forged documents, e.g. roll number slip, fee voucher, university ID card.
 - ii. Causing disturbance/frequent conversation by a student with other(s)
 - iii. Found giving/receiving any assistance related to the paper
 - iv. Changes their seat without permission
 - v. Misbehavior with the invigilator
 - vi. Found to have cell phone / any other electronic device with them
 - vii. Found guilty of having weapon/arms in their possession
 - viii. Refuses to follow the invigilator or examination rules of the University
 - ix. Mutilates the answer sheet
- o) The students must use the back of their answer sheet for any rough work. Writing anything on the question paper other than the name and roll number, which is relevant to the paper, shall be considered UMC and shall be dealt with under UMC policy.
- p) A student having writings on any body part shall be considered a UMC case and shall be dealt with under UMC policy.
- q) UMC policy shall include but not be limited to misconduct, misbehaving, or use of absurd/abusive language in the Examination.
- r) The students must ensure that all the particulars in the answer sheet are filled, and extra sheets (if any) have been attached to the answer sheet.
- s) The students are directed to adhere to the examination rules; failing to do so will cause strict disciplinary actions against them.

9. UNFAIR MEANS CASES:

A student found guilty of the following matters, misconducts and indiscipline in examinations will be referred to 'Unfair Means Cases Committee':

- i. Use/possession of any unauthorized reference material, e.g. quiz, assignment, notes during the Examination, which may be helpful to students.
- ii. Use of question paper for rough work.
- iii. Removal of leaf/leaves from their answer book.
- iv. Doing anything immoral or illegal in connection with the Examination may be helpful to their Examination.
- v. Exchange of question sheet or answer book with examinees.
- vi. Have anything relevant written on body part/dress/calculator/elsewhere etc.
- vii. Use of mobile phones and other such gadgets in the examination hall.
- viii. Giving or receiving assistance to/from anyone, copying and cheating etc.
- ix. Deliberate pre-arrangement for cheating, e.g. writing on table/bench/wall or anywhere else even before the start of the paper.
- x. Any attempt to have access to question paper before the exam.

- xi. Submits/presents forged documents (fee payment slip, roll number slip, etc.) in connection with the Examination.
- xii. Commits impersonation in the Examination.
- xiii. Mutilates the Answer book
- xiv. Refuses to obey the invigilation staff or refuses to follow the instructions issued by the University in connection with the Examination.
- xv. Misbehaves or creates any disturbance in or around the examination center.
- xvi. Uses abusive or obscene language in the answer script.

10. MUL UNFAIR MEANS POLICY (UMP):

i. Any student who is found to have in his possession or accessible to him; papers, books or notes, **related** to the subject of Examination of that paper or detected in giving or receiving assistance, or attempting to use any other unfair means in connection with the Examination, shall be expelled for that paper by the Superintendent of the Centre from the examination room.

a. However, if his access to, or possession of such books, notes or paper appears to be accidental and was not mala-fide, his answer book shall be cancelled, as a disciplinary measure without any implication of moral turpitude.

b. In other cases of possession, student must be disqualified from passing any examination that year or semester.

ii. Any candidate detected in giving or receiving assistance or found guilty of copying from any paper, book or note, or allowing any other candidate to copy their answer book, or using or attempting to use these or any other unfair means shall be disqualified from appearing in any examination for a period not exceeding three years.

iii. Notwithstanding any other law, the time being in force and without prejudice to any remedy open to the University under such Law:

a) Any candidate found guilty of deliberate pre-arrangement 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.

b) **If** the impersonator is not on the rolls of the university the Controller of Examination shall report the matter to the police and send intimation of the same to the Vice- Chancellor. Provided that in a case covered by clause (a) above, a candidate or the impersonator, on the expiry of five years including the Examination in connection with which he was declared to be NOT FIT and proper person to be admitted to any future examination may, as a particular case, be exempted by the Board of Governors from the further operation of this Regulation with the recommendation of the Vice-Chancellor.

c) **Any candidate obtaining admission to the Examination on** a false representation made on their application form or using abusive or obscene language in the answer book shall be disqualified from appearing in any examination for a period not exceeding two years.

d) Any candidate forging another person's signatures on their application or admission form shall be disqualified as per Regulation 'i' (above).

e) Any candidate found guilty of cheating in the Examination by depositing less fees and enhancing it through forgery on the Challan form shall be disqualified for one year.

OR

f) A fine may be imposed up to Rs. 15,000/- on such candidates who are found guilty of committing forgery.

Or both

iv. Any candidate guilty of communicating, or attempting to communicate with Examiners with the **aim** of influencing them in the award of their marks; shall be deemed to have used, or tried to use, unfair means within the meaning of Regulation 'c' and shall be **penalized** accordingly.

Communications of **such** 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 **disciplined** as per **university's** Regulation.

Explanation: 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 **treated** as laid down in this Regulation. The making of an appeal to the: examiner through an answer book by a candidate is strictly prohibited. The answerpaper in which such an appeal is made shall be liable to cancellation.

v. Any candidate who refuses to obey the Superintendent of an Examination in the Examination Hall, or changes their seat with another candidate, or changes their roll number slip, create a disturbance of any kind during the Examination, stages a walk-out, resorts to a pen-down strike, or instigates others to do so, or otherwise misbehaves in or around any examination hall, shall be liable to expulsion by the Superintendent or the Controller of Examinations or Centre Checker or any officer duly authorized by the Controller of Examinations, as well as to any of the following punishments maybe awarded by the UMC Committee according to the seriousness of the offence:

- a) Cancellation of the answer book concerned
- b) Disqualification for one year only
- c) Disqualification up to three years

vi. In case of **urgency**, the Vice-Chancellor is authorized to award suitable punishment, without referring the Student to the UMC Committee, to any candidate or to any student who creates a disturbance of any kind during the Examination or otherwise misbehaves in or around any examination hall.

vii. Any candidate found in possession of firearms or anything capable of being used as a weapon of offence in or around **the** examination hall shall be liable to expulsion and disqualification; ranging from **2-3** years.

viii. In case of the alleged use of unfair means in connection with examinations, if in the opinion of the Vice-Chancellor, facts have been brought to light within 30 days of the receipt of the decision by the candidate who had been before the Committee might have induced them to come to a decision other than the one arrived earlier; then the Vice-Chancellor may order that such facts be reduced to writing and placed before the Committee. The Committee shall then reconsider the case. An unanimous decision of the Committee, if confirmed by the Vice-Chancellor, shall be final. However, in the event of a difference of opinion, the case shall be referred to the Vice-Chancellor, who may finally decide the case himself or refer it to the BOG for a final decision as he thinks fit.

11. PERMISSION OF WRITER FOR SPECIAL STUDENTS:

i. A visually impaired student may be allowed to attempt the Mid/Final Examinations of the University on Braille/ Computer/any other means of facilitation.

ii. If a student is physically handicapped/visually impaired, they may apply to the head of the concerned department (with a medical certificate as proof of their disability) for permission to engage a writer in Tests/ Examinations of the University two weeks before the start of Tests/ Examinations. They will be allowed 45 minutes (maximum) extra time to solve the question paper.

iii. Qualification of the person who acts as a writer of a disabled student must be at least one step lower than that of the Student (e.g. for level 6 students, the writer should be at the most of level 5).

12. RECHECKING OF EXAMINATION SCRIPT:

i. Answer book of a candidate shall not be re-assessed under any circumstances.

ii. Rechecking does not mean re-assessment/re-evaluation/re-marking of the answer book.

iii. Students can apply for rechecking upon the payment of the Processing fee.

iv. The application must be made within one week of result declaration and shall be submitted to DSA.

v. The Controller of Examination can arrange for rechecking of examination script by any faculty member from the relevant discipline on the complaint/request of students. The Controller of Examination or any officer from the examination department or a rechecking committee appointed shall see that:

- a) There is no calculation mistake in the total on the title page of the answer book.
- b) The total of various parts of a question has been correctly made at the end of each question.
- c) All totals have been correctly brought forward on the title page of the answer book.
- d) No portion of any answer has been left un-marked.
- e) Total marks in the answer book tally with the marks sheet.
- f) The hand-writing of the candidate is tally in the questions/answer book.

vi. The candidate or anybody on his behalf has no right to see or examine the answer books for any purpose.

vii. Marks of the candidate could even decrease considering (c) above. In the event of a reduction of marks, the record shall be corrected accordingly, and the revised result/transcript will be issued.

FINANCIAL RULES

i. Fee-related deadlines shall be visible in the academic calendar on CMS.

ii. All dues must be cleared before the dates mentioned in the academic calendar for both; mid-term and final term examinations. However, upon late submission of dues following amount(s) as 'Fine' will be charged:

a. Rs.300/- for five days shall be charged after the due date and the fee voucher will remain valid for up to 5 days after the deadline. However, students will have to get it re-validated by contacting the concerned offices.

b. Expulsions from the class after five days' default with a fine of Rs.300/- till they can rejoin the classes after clearance of the dues.

c. After 15 days of the default, the name shall be struck off from the university rolls.

d. Students of the category 'c' above may seek one-time readmission by paying Rs.5000/- within one week of striking off.

iii. Clearance of dues is mandatory to appear in the examination. In case of late payment, the student will be responsible for the consequences (if any).

MUL SCHOLARSHIPS

MUL is offering several scholarships and concessions to deserving students. The details of each category are given below:

1. DR TAHIR UL QADRI SCHOLARSHIP:

This scholarship is offered through a competitive examination which will be held every year in August/September on a specified date duly notified and announced by the University well before the exam.

This scholarship is dispersed through the University Scholarship Board. In order to avail the scholarship, the applicant has to fulfil the following criteria to qualify for this test:

i. 60% marks (70% for science students) in their intermedia/equivalent exam.

ii. Applicant must be a fresh candidate seeking admission in First Semester. A student who has appeared in the competitive exam at some previous time, shall NOT be eligible to apply.

Application Procedure:

- i. The application form can be obtained from the same office.
- ii. The applicant will pay the exam fees and attach the required documents (if any).
- iii. He/she will submit his complete application to the admissions office.

Rules & policies for the award of scholarship:

- i. Applicants must earn at least 70% marks in the competitive test.
- ii. Marks of Intermediate and 'Test Scores', shall be used for the calculation of the 'Composite Marks'.
- iii. Depending upon the number of scholarships available for the session and the specific department, only 15-20 best-performing candidates will be picked for the scholarship.
- iv. Scholarships will be distributed in the departments based on the influx of students in those departments.
- v. The scholarship will be awarded according to the following criteria:

Criteria	CGPA Equivalence	Scholarship (% of Tuition Fee)
Securing composite marks between 70% - 79%	3.50 out of 4.00	20%
Securing composite marks between 80% - 89%	3.70 out of 4.00	40%
Securing composite marks between 90% - 95%	3.90 out of 4.00	70%
Securing composite marks above 95%	4.00 out of 4.00	100%

vi. Initially, the scholarship will be for two semesters in which the student will have to earn a minimum of 3.5 CGPA. The scholarship will continue to be awarded for the next semester if the student maintains a minimum CGPA related to the percentage of his award. It is also likely to be withdrawn as soon as the overall GPA/CGPA falls below 3.50.

1. MERIT & OTHER SCHOLARSHIPS:**a. Minhaj Merit Scholarship**

This merit scholarship is awarded based on the performance of the last degree completed (relevant to the admission criteria ONLY). The scholarship is awarded as per the criteria given below:

SR #	Criteria	Scholarship (% of Tuition Fee)
01	Top 5 Position holders in any Board	100%
02	Securing 85% OR above in any Board / University	50%
03	Securing 80% – 84.9% in any Board / University	25%
04	Securing 70% – 79.9% in any Board / University	10%

b. Minhaj Semester CGPA Based Scholarship

This scholarship is based on the students' performance at MUL (CGPA based). It is awarded for the forthcoming ONE semester only and is further extendable to ONE or more semesters as long as the student keeps performing (maintaining the required CGPA). The criteria and the approved percentages are given below:

SR #	Criteria	Scholarship (% of Tuition Fee)
01	Obtaining 4.00/4.00 CGPA	20%
02	Obtaining 3.90 – 3.99 CGPA	15%
03	Obtaining 3.80 – 3.89 CGPA	10%

NOTE: Applicable in the tuition fee for the next semester

c. Minhaj Sports Scholarship

1. Sports scholarships can be awarded up to 100% of the tuition fee.
2. The pre-admission selection procedures shall be conducted by the Directorate of Sports.
3. Applicants performing (ONLY) in any of the 26 sports mentioned below shall be considered for the scholarship:

Athletics	Rugby	Badminton	Table Tennis
Basketball	Tennis	Bodybuilding	Tug-of-War
Boxing	Volleyball	Chess	Cricket
Weightlifting	Football	Wrestling	Gymnastics
Handball	Taekwondo	Hiking	Judo
Hockey	Wushu	Kabaddi	Karate
Rifle Shooting	Archery		

4. Students shall be required to maintain a minimum CGPA of 2.00 to continue receiving the scholarship/waiver in which the student will have to pay 50% of the regular tuition fee. The concession shall be restored when the student improves his/her grades to 2.00.

5. The candidate must possess at least one Division/District/National level Championship Medal

d. Lump

sum

Fee

Payment:

The total fee package is reduced by 10% for those students who pay their full fee package at the time of admission.

e. Organization-Based Concession*

Category	Criteria	Scholarship (% of Tuition Fee)
Tehrik Based	Son/Daughter/Ward of the member with OVER 5 years of Membership	15%
	Son/Daughter/Ward on member with UPTO 5 years Membership	10%
	Students sponsored by Idara / Tehrik Members or affiliates	05%
Staff Based	Spouse of Markazi Edu. Institutions/Secretariat	30%
	Spouse or kids of the secretariat or Markazi Educational Institutions	30%
	Staff/Spouse/Kids of Minhaj University Lahore	30%

NOTE: Subject to confirmation/verification by the concerned office/institution

f. Miscellaneous Categories

Category	Criteria	Scholarship (% of Tuition Fee)
Alumni Based	Alumni of MUL (Township / Model Town Campus)	10%
	Alumni of Recognized Minhaj Colleges	05%
Kinship Based	Two or more siblings studying together (for younger only)	15%
Children of Shuhada	Children of Shuhada'a (Upon producing the evidence)	20%
Financial Need Assistance*	Financial Assistance (Disability Based)	05% - 25%
	Financial Assistance (Orphan Based)	05% - 25%
	Financial Assistance (Teacher's Child Based)	05% - 25%
	Financial Assistance (Need Based)	05% - 25%
Gilgit-Baltistan	A student who is a resident of Gilgit-Baltistan	25%
Christian Community	For Christian students	25%

* To be dealt with on the case-to-case basis

NOTE:

- 1) All concessions (other than 'c') only apply to the tuition fee.
- 2) Double/Multiple concession is not allowed.
- 3) Concession will be divided equally in all semesters.
- 4) The concession will apply to the fee-voucher of the student.
- 5) It will be imperative for the students availing concessions and scholarships to maintain a minimum CGPA of 2.80 and an attendance of 80%. University reserves the right to revoke the decision to allow concessions/scholarships if the students do not meet the minimum criteria.

SOCIAL MEDIA POLICY

Interactions and communications of institutions with institutions and individuals are made accessible through social media. It supplies excellent platforms to communicate and disseminate information about MUL events, issues and official announcements. The social media policy of MUL is to encourage and ensure the positive usage of social media such as Facebook, Instagram, Twitter, and LinkedIn etc. however, it is not intended to pose any restriction on freedom of expression.

A) OBJECTIVES:

- i. Provide general instructions for the faculty and the students on social media usage during their stay at MUL.
- ii. Encourage the usage of social media through MUL officials.
- iii. Prevent and discourage any harmful usage of social media against MUL, government institution(s) or any individual.
- iv. Prevent and confront the fake and wrong information disseminated by any person or group through social media.

B) UNIVERSITY OFFICIAL SOCIAL MEDIA ACCOUNTS:

Directorate of Social Media, Web and Software development¹ manages the University's official social media accounts. The Directorate is responsible for disseminating the University's related discussions, events, training workshops, seminars, conferences, official visits, and announcements. No other person/department holds the official authority to regulate social media regarding MUL.

C) GENERAL INSTRUCTIONS:

- i. Any information related to the University shall be considered authentic only if the Directorate publishes it.
- ii. No one is allowed to use the official name and logo of the University for any social media forum for any negative campaign.
- iii. Students are NOT allowed to tag MUL in any irrelevant, fake and dubious post(s) at any social media page/platform.
- iv. Students are directed NOT to use University's pictures, videos and other content for any social media forum like TikTok.
- v. Students are bound NOT to disclose/share any General or 'Confidential' information and policy matters publicly related to MUL without prior approval of the administration.
- vi. Hashtag # of MUL must NOT be used with negative comments.
- vii. If any student portrays some of the university related discussion, event or information through their personal social media account, it should be portrayed positively. Student(s) must ensure that the posted material must NOT be inappropriate or harmful to MUL.
- viii. The opinion of an individual on their social media accounts shall NOT be taken as it is of MUL.
- ix. Sharing/uploading unethical material, e.g. images, videos, anti-state/anti-government content, or the material that may hurt religious sentiments of other religions/sects, is strictly prohibited as it can cause a hostile work environment and attract unnecessary attention to University.

D) PENALTIES FOR VIOLATION OF THE POLICY:

- i. Criticizing MUL policies and posting material on social media pages/websites/groups/forums will be dealt with under disciplinary actions. Violators will be expelled from the university for one semester, or the degree may be ceased; based on the severity of the matter.
- ii. If any student misuses social media, the case shall be sent to the disciplinary Committee, and if they are found guilty, strict action will be taken against their conduct.
- iii. Ex-university students shall also be dealt with under disciplinary rules. The University may write to their employers about their conduct, and applications may also be forwarded to the law enforcement agencies to register a case against the culprit. Moreover, University has the final authority to cancel their degree as well.
- iv. The guilty person may be called to appear before the Committee at the Directorate of Student Affairs for counselling. 'Counselling Committee' will be comprised of three members;
 - a. Director Student Affairs
 - b. Deputy Director (USO/PSO)
 - c. Manager Social Media

Note: This Policy applies to all MUL employees within and after their duty hours and students within the premises and outside the University.

LIBRARY POLICY

The library's mission is to expand and enrich the University's teaching, learning, and research endeavors by delivering flexible access to extensive and relevant information resources and providing quality services and facilities. Library users are directed to adhere to the following guidelines/rules;

1. GENERAL RULES & REGULATIONS:

- i. Leave your personal belongings (bags, briefcases, handbags etc.) at the entrance of the library.
- ii. Take care of your belongings. ISLRC is not responsible for any kind of loss or damage.
- iii. ISLRC membership card is a must for entrance to the library. Entry will not be allowed without a membership card.
- iv. Keep your cell phones on silent mode/switched-off within ISLRC premises.
- v. ISLRC is a noise-free zone. Complete silence should be observed except for brief and subdued talk with the ISLRC staff.
- vi. Eating, drinking, smoking, sleeping, and idle setting is strictly prohibited in ISLRC.
- vii. Books are the property of ISLRC. Underlining, marking, folding and tearing pages of books is prohibited.
- viii. Leave the books on tables after consulting/reading. Please do not shelve the books.
- ix. Do not give your ISLRC membership card to others; otherwise, it may result in a heavy fine or other inconvenience.
- x. Computers in the digital library are for the use of currently enrolled MUL students, faculty, and staff members only.
- xi. ISLRC membership could be suspended or cancelled along with a penalty in case of extreme misconduct with the ISLRC staff or breaching of established ISLRC rules and norms.

2. CIRCULATION POLICY

a. ISLRC Membership

To use ISLRC and its services, users must get registration with ISLRC. Only currently enrolled students, staff, visiting faculty, and permanent faculty members will be eligible for membership.

The ISLRC circulation policy aims to provide students, faculty and staff with complete access to all information resources held by ISLRC.

All the registered members with valid membership cards can borrow the books. Without a valid membership card, the book will not be issued to the borrower. Following are the Borrowing privileges are for different membership categories:

ISLRC Members	No. of Books	
Undergraduate students	05	7 Days
Graduate Students	05	10 Days
Students of Weekend Programs	05	10 Days
Staff/Management	05	14 Days
Visiting Faculty Member	05	14 Days
Permanent Faculty Members	10	20 Days

3. GENERAL GUIDELINES FOR USERS

- i. Users must return the books to ISLRC right after the issuance period is over. Otherwise, Rs.10 per book per day will be charged.
- ii. In case of loss or damage of library material, the Student will be charged double the actual price of the item(s) or replacement of book(s) with Rs.100/- fine.
- iii. Reissuance of a book is allowed for a maximum of three times. After that, the borrower has to return that book to ISLRC. ISLRC holds the right to reserve the book. Reserved books will not be reissued.
- iv. Reserved books may be collected after four days from the circulation desk.
- v. Reference material (books, CDs, Rare material, thesis and dissertation, journals and serials, newspapers, and research projects) cannot be borrowed. Reference material can only be used in the library.
- vi. Before getting a final transcript/degree, students need to get clearance from all departmental libraries and the Main Library. In case of research, students will have to submit one copy of their theses and an electronic copy of the same to the central library. Then, ISLRC will issue a clearance certificate.

STUDENT BODIES AT MUL

1. SEEKERS

MUL Seekers Club is an official students' body at MUL that supervises and manages various clubs & societies for students' co and extra-curricular activities. Seekers mission is to engage, motivate and inspire the youth to actively and confidently take part in the events.

CLUB:

List of Societies working under Seekers Club

- a. Seekers Islamic Society (SIS)
- b. Seekers Literary & Debating Society (SLDS)
- c. Seekers Character Building Society (SCBS)
- d. Seekers Marketing & Social Media Society (SMSMS)
- e. Seekers Photography & Film Society (SPFS)
- f. Seekers Dramatics & Music Society (SDMS)
- g. Seekers Library & Reading Society (SLRS)
- h. Seekers Health, Food & Nutrition Society (SHFNS)
- i. Seekers Anti-Drug Society (SADS)
- j. Seekers Society for Specially Abled Students (SSAS)
- k. Seekers Science Society (SSCS)
- l. Seekers Arts & Crafts Society (SACS)
- m. Seekers Model United Nation Society (SMUNS)

OBJECTIVES OF THE SOCIETIES:

a) Seekers Islamic Society (SIS)

Seekers Islamic society **aims** to provide students with the necessary means to **grow** spiritually and seek more about Quran & Tafseer and to learn the art of reading Nasheed.

b) Seekers Literary & Debating Society (SLDS)

Seekers Literary & Debating society fosters the love for language, enhance literary creativity and provide an avenue for self-expression beyond the academic curriculum. This society **also** aims to develop self-efficacy and confidence and would help students to **expand** their general knowledge and **efficiently learn** the art of Debating & Narration. It also **helps** to improve the students' presentation and communication skills.

c) Seekers Character Building Society (SCBS)

Without character building education is of no use. At MUL, Character Building Society helps in exploration and building the character of students and promotion of ethical and moral values. We invite guestspeakers & trainers to give lectures on character building elements.

d) Seekers Marketing & Social Media Society (SMSMS)

This society promotes the soft image of the university, creates and manages online pages. This society also arranges interesting and engaging seminars and promotes all the events of MUL and Seekers Club on various online sources like Facebook, Twitter etc.

e) Seekers Photography & Film Society (SPFS)

This society celebrates the photographic arts, inspires creative development and provides opportunities to engage with the national and international photography community. The first and most lasting function of this society has been to foster the appreciation of the art of film. The second function has been to emphasize the social dimension of film in culture, sometimes using the film as a prop for the examination and propagation of moral and political ideas.

f) Seekers Dramatics & Music Society (SDMS)

Mission of this society is to provide opportunities for young adults in performing, directing, producing, designing and script writing. This society provides people with **opportunities** so all theatre and art performers can meet to showcase their talents and celebrate art. This society aims to promote the highest levels of human aspiration and artistic integrity through the composition, documentation, and performance of music.

g) Seekers Library & Reading Society (SLRS)

Seekers Library & Reading society works as the gateways to knowledge and culture. This society plays a fundamental role in students' learning and reading skills. This society also promotes a love of literature in a positive and nurturing environment. The purpose of this society is to bring together a community to learn about and discuss literary pieces and explore the wonderful world of literature.

h) Seekers Health, Food & Nutrition Society (SHFNS)

This society works to ensure that students are empowered to 'eat for health' and disseminates the awareness regarding nutrition-related illnesses and how they can provide the best nutritional care in chronic diseases. For this purpose, this society organizes different seminars and workshops for awareness.

i) Seekers Anti-Drug Society (SADS)

This society aims to create awareness about the harms & side effects of drugs and to contribute to safer & healthier communities through coordinated efforts to prevent use, treat dependency, and reduce production and distribution of illicit drugs.

j) Seekers Society for Specially Abled Students (SSSAS)

By focusing on youth who are specially-abled, this society hopes to ignite the talent of all students so that they can lead confident and inspirational lives. The society also serves the needs of each of its students by providing therapy programs and making classes accessible for the most underprivileged students.

k) Seekers Science Society (SSS)

This society has a specific role, as well as a variety of functions for the benefit of our students, such as creating new knowledge, improving education, and increasing the quality of our lives. "Science must respond to societal needs and global challenges", this society believes in this motto, thus, it creates a practical atmosphere for the students to learn and enhance their knowledge.

l) Seekers Arts & Crafts Society (SACS)

This society provides the students a creative space to share and express their love for art and craft in all forms. It aims to foster artistic skills and build appreciation for the arts both on campus and outside of it. This society works to promote the exhibition of decorative arts alongside fine arts. Art and craft activities give students a sense of achievement and allow them to take pride in their work which builds confidence.

m) Seekers Model United Nation Society (SMUNS)

This society is an educational simulation of the United Nations which aims to enable the students to become more engaged in and knowledgeable of international political issues and the UN while developing their communication, deliberation, leadership, and debate skills. This society also aims to educate participants about international law, cooperation, and multilateral diplomacy.

2. ENTREPRENEURIAL CLUB (EC)

The Entrepreneurial Club is to promote awareness regarding business ideas and to energize & nurture their enterprising skills. Inter and intra- varsity competitions are conducted for unique business plans. Different seminars, guest lectures, workshops are also conducted to engender the business thinking in the students.

3. DIRECTORATE OF SPORTS (DOS)

This directorate is to make students healthy not only physically but mentally as well. It also contributes to a successful society by focusing on the impact of sport for public issues, such as public health and social resilience. Organizing annual sports festival and hosting various sports events is a hallmark of this directorate. It also provides coaching to the athletes of various games to polish their skills.



Minhaj
University
Lahore

Inspiring Tomorrow's Leaders

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