

FACULTY HANDBOOK

2026



NATIONAL TEXTILE UNIVERSITY
FAISALABAD

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1. INTRODUCTION

National Textile University (NTU) is a premier Textile University committed to impart education with excellence, conduct research with impact and foster innovation. The university was established with the aim to advance specialized focused education in the domain of Textile and allied disciplines. Over time, NTU has transformed into a progressive, leading academic institution not only imparting education in Textile based disciplines but in other domains also in line with contemporary need of educational panorama. The university is committed to foster and promote the environment for intellectual growth and critical thinking with the objective to produce graduates who are equipped to meet global challenges with highest standards of professionalism and integrity. Through its state-of-the-art academic facilities, research focused environment, and industry-oriented programs, NTU continues to contribute meaningfully to national development and technological advancement.

NTU is a leading and well recognized institution expanding its scope from textile disciplines to diverse domains while continuing its journey of excellence. As a leading university at the heart of the textile industry, it offers comprehensive education by integrating theory with practical expertise aligned with industrial need to uplift textile sector and to contribute to the economy of the country. The university maintains collaboration with industry stakeholders to identify the needs both locally and internationally, focus on research-driven solutions to develop cutting-edge technologies for the textile sector and beyond. It aims to create sustainable solutions with global impact.

1.1 ESTABLISHMENT OF UNIVERSITY

National Textile University (NTU) was set up in 2002 by upgrading National College of Textile Engineering. Since its inception the university has been the leading Institute of Textile Education in the country and contributing towards the growth of Textile Sector through textile-based degree programs and its other multifaceted initiatives and Research.

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1.2 VISION

National Textile University aspires to have a transformative impact on the socio-economic development of the country in general and textile & clothing industry in particular, with outstanding education, research, and eco-friendly innovation.

1.3 MISSION

The mission of National Textile University is to contribute towards sustainable socio-economic development of society and welfare of humanity through pursuit of excellence in education, research and innovation in areas of National importance, with special emphasis on textile and clothing.

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2. MESSAGE BY RECTOR

Role of universities is immensely important in creating new knowledge and inventing new technologies for the benefit of humankind as well as in equipping students with suitable knowledge, skills and behavior that not only make them excel in their occupations but also in their general life, ultimately leading to the development of a peaceful and prosperous world. The purpose of education is to help mankind in the pursuit of self-actualization, in addition to the fulfilment of physiological, social and self-esteem needs. Good education includes not only vocational development but also the cognitive, spiritual, emotional and social development of people.

National Textile University is one of the most rapidly rising universities in Pakistan. Our teaching philosophy at NTU is student-oriented and our focus is to develop professional competence as well as good character in our graduates. The educational objectives of our programs not only include suitable knowledge and skills components but also the inculcation of desirable behavioral attributes in the students, such as self-motivation, initiative and drive, passion for achieving goals, creativity, flexibility and adaptability, self-confidence, dependability, trustworthiness, fairness, empathy, politeness, integrity, conscientiousness, etc.

We offer plenty of curricular and extracurricular opportunities to enable our students to recognize and actualize their intellectual potentials and help them in acquiring key employability skills, such as effective communication, information management, critical thinking and problem solving. I am looking forward to your joining NTU to explore endless opportunities for your personal development and professional growth. I pray for your bright future and success in every walk of life.

Prof. Dr. Rashid Masood
Rector

3. NTU QUALITY POLICY

Leran, Create, Innovate

"NTU is committed to continual quality improvement in order to achieve and maintain excellence in teaching, research, and industrial services, for the socio-economic development of the country and welfare of humanity."

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4. TEACHING IS MORE THAN A PROFESSION

Teaching is not just a profession, but a sacred responsibility entrusted to shape minds and nurture character of learners. Teaching infuses a vibrant and strong sense of purpose in learner's mind and guides them to pursue knowledge with passion and commitment to bring an effective change in society and to contribute to the journey of progress.

The influence of a teacher is not just limited to the boundaries of class and campus but extends far beyond it, that shapes the minds of students and guides them throughout their lives. Great teachers leave lasting footprints on hearts and minds. Teaching is regarded as such a responsibility of paramount nature which has power to transform lives. The faculty members become mentors and role models for students and significantly influence their intellectual and personal growth.

This Handbook is prepared only to facilitate our academic community to know the policies, procedures, and expectations that ensure clarity, consistency, and professionalism in academic and administrative matters.

Our faculty members are the intellectual backbone of the University as their:

- dedication and commitment towards teaching ignites curiosity and cultivate critical thinking in learners.
- research and innovation exceed the boundaries of knowledge to contribute solutions to real-world challenges.
- guidance and mentorship not only facilitate students to shape their lives and careers but to instill purpose and confidence in their abilities.

The University values its faculty as one of the strong pillars and enduring assets and committed to provide a respectful and intellectually inspiring environment to foster creativity, teamwork and continuous growth. At the heart of this all lies a shared goal to develop not only competent young learners but a class of those individuals who realize their responsibilities towards their nation and contribute meaningfully to society.

We expect from our esteemed faculty to take pride in our shared vision of advancing knowledge, fostering innovation, and contributing to national progress and socio-economic development.

This handbook is a supporting document to share a glimpse of policies/rules along with a reminder of difference we can make together in shaping the leaders of tomorrow.

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5. UNIVERSITY ACADEMICS AT A GLANCE

5.1 ACADEMIC SCHOOLS & DEPARTMENTS

1. SCHOOL OF ENGINEERING & TECHNOLOGY (SET)

From the Pen of Dean

The School Engineering & Technology (SET) has its roots in the institute of textile technology, the parent institute of National Textile University. The school aims to prepare graduates in the domains of Textile and Polymer Engineering to meet the technical and managerial human resource needs of textile industry of Pakistan. The school retains a close relationship with the industry and engaged in joint research & development activities with several industries. There are several forums such as industrial advisory board, board of studies and annual conference, where faculty and industry gathered to explore opportunities for collaboration and to find solutions of problems faced by industry.

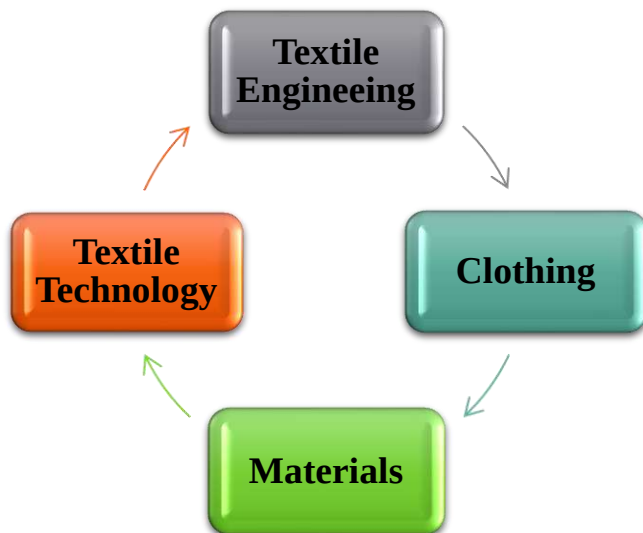
Our education system is “Outcome Based Education”. The curriculum is designed keeping in view the requirement of industry. During the four years, the students are exposed to class lectures, lab work and different activities to transfer knowledge, impact skills and develop a positive and professional attitude. The learning outcomes of students are monitored at individual as well as cohort level and continuous quality improvement (CQI) initiatives are taken regularly.

The research facilities in SET are world class, including National Textile Research Center, National Center for Composite Materials, Advanced Textile Research and Innovation Center, Nanotechnology Research Center, Non-woven Research Center and Center for Color Chemistry, etc. In these research centers, a conducive research environment is created where basic and applied research, in the domain of textiles and materials, is carried out by BS, MS and PhD students under the supervision of experienced and qualified faculty. The research activities are generally funded by industry, NTU R&D fund, HEC and Pakistan Science Foundation etc.

I am very hopeful that in the near future SET plays a significant role to assist the export-oriented textile and materials industry to shift to value added products and grow at a good rate by providing quality human resource and world class R&D support.

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The academic activities within the school are structured across the following four departments:



i. Department of Textile Engineering (DTE)

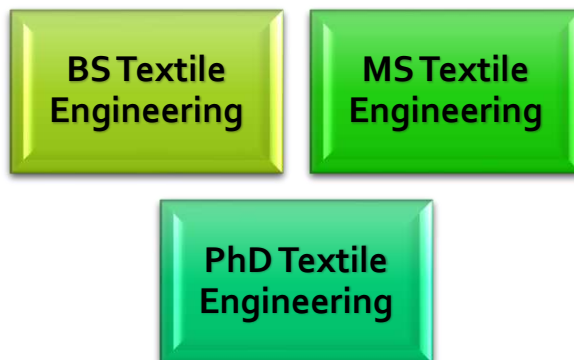
The Department of Textile Engineering is dedicated to becoming a global leader in textile education and research while addressing the unique needs and challenges of the Pakistani textile industry. Our mission is to cultivate a new generation of visionary engineers, researchers, and professionals by delivering world-class education, fostering innovative research, and leveraging cutting-edge technologies. With a strong focus on sustainable practices, we aim to drive advancements in the textile sector, empower our graduates with technical expertise and an ethical mindset, and contribute to Pakistan's textile industry's growth and global competitiveness through strategic collaborations with academia, industry, and policymakers.

The department envisions producing successful graduates capable of leading today's textile industry's fast-paced, changing scenarios through intellect, innovation, and values. Research and educational activities are conducted by proficient, devoted, and well-qualified faculty and staff members with ample experience in various fields of textile manufacturing.

Our teaching philosophy focuses on active interaction with industry. Students frequently participate in industrial visits, Internships, symposiums, workshops, and industrial exhibitions to learn from industry.

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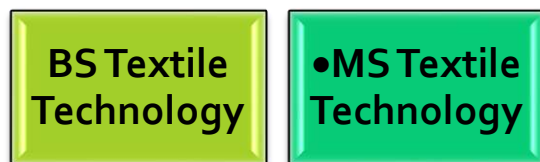
Programs Offered by the Department:



ii. Department of Textile Technology (DTT)

The Department of Textile Technology is committed to provide full support to the undergraduate and postgraduate students of the University for gaining in-depth knowledge of conventional and high-performance textile materials, the methods to evaluate their physical and chemical properties to ensure quality of intermediate and end products in textile processes. In totality, it endeavors to make it a center of excellence for textile related research and development.

Programs Offered by the Department:



iii. Department of Clothing (DOC)

The Department of Clothing was set up with a vision to enkindle some of the brightest technical minds of the country and equip them with all skills necessary to manage the clothing industry. The Department envisions successful graduates who will be capable of leading the fast-faced changing scenarios of today's apparel industry through intellect, innovation and values. Research and educational activities are conducted by proficient, devoted and well-qualified faculty and staff members having ample experience in various fields of garment manufacturing. An active Interaction with

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industry is the main feature of our Teaching Philosophy, Industrial Visits, internships, symposiums and participation in workshops and industrial exhibitions are frequently carried out for students learning. Department of Clothing is also dynamically involved in providing consultancy services to the textile industry and other public sector organizations. Various national level projects were carried out with success by the department during recent years.

Programs Offered by the Department



iv. Department of Materials (DOM)

Our BS Polymer Engineering, four-year degree program explores the structure, characterization, properties and selection of the full range of polymeric materials used in

industry today. You will be taught by the research-active lecturers having considerable expertise in their fields. The major focus of our program is on developing concepts and skills of students through classroom learning, laboratory work, internship and industrial tours etc. We focus strongly on industrial relevance and application throughout the course as one of the main objectives behind the start of this program was to provide trained manpower to polymer sector in the country. Our program is accredited by the Pakistan Engineering Counsel (PEC) enabling our graduates to go on to achieve registered/professional Chartered Engineering status.

Programs Offered by the Department:



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2. SCHOOL OF SCIENCES (SOS)

From the Pen of Dean:

The School of Science (SOS) at National Textile University, Faisalabad comprises two departments: Department of Applied Sciences (DAS) and the Department of Computer Science (DCS). The SOS, through its departments, offers a curriculum for success that includes various graduate and undergraduate degree programs in computer science, physical and applied sciences. Through these programs, we are committed to produce highly qualified and top ranked professionals working successfully in national and international market. Our mission and core values that guide our teaching, research; and public services are inspiring and challenging. The work that we do makes a difference in a rapid changing technological environment.

We promote teamwork, critical thinking, problem solving skills and effective communication in students. We also give importance to the spirit of inquiry, creativity, a sense of service and desire for long life learning. Our faculty possesses solid academic performance and sophisticated practical insights having close ties with not only academic circle but also with industry as well by focusing on research and providing technological solutions. Our website provides information about academic programs and faculty. For a more personal touch, we invite you to visit the campus to meet faculty and students. Do also visit the website regularly for updates about developments and events.

The academic framework of the school is carried out through following two departments:

i. Department of Applied Sciences (DAS)

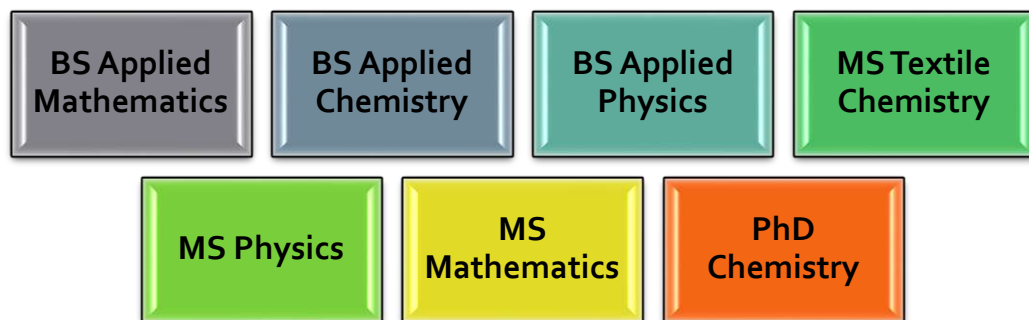
The Department of Applied Sciences at NTU is playing an important role in developing the future textile engineers for the industry. The role of the department is evident from the fact that the foundation of all technical and major courses is developed through the courses taught under this department.

Not only technical but also personal growth and development is one of the most important aspects of human life, especially when one has to maintain one's pace with the current and modern needs of the job. To deal with this aspect, the department aims

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to provide students with solid foundation that will prepare them to adjust successfully in their careers.

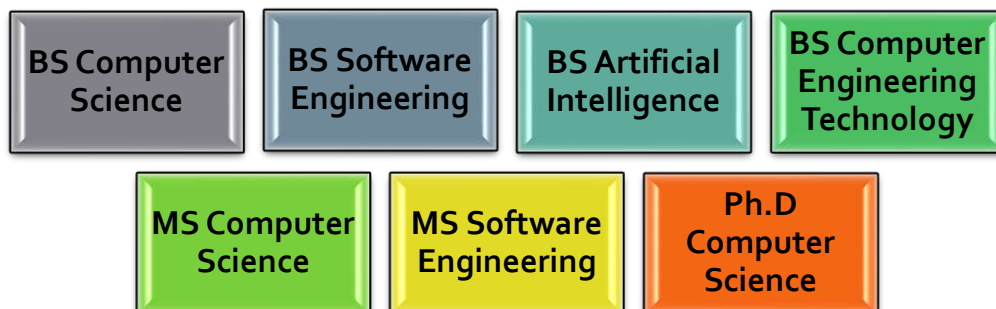
Programs Offered by the Department:



ii. Department of Computer Science (DCS)

The Department of Computer Science was set up with a vision to enkindle some of the brightest technical minds of the country and equip them with all skills necessary to manage the clothing industry. The Department envisions successful graduates who will be capable of leading the fast-faced changing scenarios of today's apparel industry through intellect, innovation and values. Research and educational activities are conducted by proficient, devoted and well-qualified faculty and staff members having ample experience in various fields of Computer Science. An active Interaction with industry is the main feature of our Teaching Philosophy, Industrial Visits, internships, symposiums and participation in workshops and industrial exhibitions are frequently carried out for students learning. Department of Computer Science is also dynamically involved in providing consultancy services to the textile industry and other public sector organizations. Various national level projects were carried out with success by the department during recent years.

Programs Offered by the Department:



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3. FAISALABAD BUSINESS SCHOOL (FBS)

From the Pen of Dean:

It's a matter of pride for me to be the Director/Dean of Faisalabad Business School of National Textile University, Faisalabad. Our mission is to deliver life-changing experiences that bring out the best in every student. We do this within a spiritually rich, intellectually stimulating and industry-oriented environment, aiming at developing character, nurturing business acumen, fostering entrepreneurial spirit and grooming leadership traits to meet the challenges and opportunities of the twenty first century. The transformative learning experience we provide at FBS groom the next generation of business leaders, who will contribute towards socio-economic development. Being the top-ranking Business School of Pakistan, our strength is to have a very close liaison with the industry, particularly Textile Industry of Pakistan where we meet their human resource needs with skilled executives. We also retain a very close relationship in joint research and development, and training. Our developed forums like industry advisory board, board of studies, faculty boards, and conferences provide platforms to faculty and industry to explore opportunities for collaboration and find solution to problems faced by the industry.

The program we offer will equip our students to deal with any professional challenges and circumstances. Our education system is 'Outcome Based Education' and the curriculum is designed keeping in view the requirement of industry. The learning outcomes of the students are monitored on regular basis. We do all this with highly trained and skilled faculty who excel both in teaching and applied research. We welcome you to join our community of faculty, staff, students, and alumni who are committed to uplifting socio-economic development based on shared knowledge economy.

Programs Offered under umbrella of FBS:

Bachelor of Business Administration	•BS Textile Management and Marketing	•BS in Textile & Apparel Merchandising	•BS Quality & Supply Chain Management
•Bachelor of Accounting & Finance	•Master of Business Administration	•MS Business Administration	•PhD Management Sciences

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4. SCHOOL OF ARTS & DESIGN (SOAD):

As dean of the school, I'm extremely proud of the rich tradition of providing practical, experience-based design and arts education that our school has upheld since its founding. Our programs prepare our students to become creative artists and proficient designers with moral depth and intellectual intensity necessary to meet the challenges of a time of critical transition in society. We draw students from diverse and multi-cultural backgrounds, which provides a very vibrant and stimulating classroom environment. Our undergraduate students go on to leadership positions in arts, fashion designs and every professional field –having been well prepared through internships, research opportunities, cross-disciplinary integration and most importantly, great and inspiring teaching.

The School of Arts and Design is committed to be a professional institute in Arts & Design. The degree programs are tailored to provide comprehensive and research-based education aiming to produce graduates with aesthetic consciousness by exploring individual creativity and artistic proficiency along with critical thinking and effective communication skills.

Faculty embraces the idea that art being soul of the nation can create and reflect innovation and philosophy of human thought. The faculty, therefore, has set the path for the students to learn by going through intense competition and challenging environment. School of Arts and Design believes in developing comprehensive vision in students to achieve their potential goals.

The school confidently produces qualified human resources who step in the world of professionalism with high efficiency, implementing their technical research-based knowledge keeping in mind the demands of local and international market. Due to the quality of knowledge, practical experience and creative innovations acquired by the students of SOAD, they are highly ranked by industry. Our employability has remained above 90% since the beginning.

Programs Offered by School of Arts & Design:



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6. QUALITY ENHANCEMENT CELL (QEC)

From the Pen of Dean:

We are responsible for promoting public confidence to give value-added education to secure our student's future, institute's good-will, dignity of our teachers and ultimate welfare of our society and humanity at large. We as a pioneer institute of textile education, feel prime responsibility to enhance excellent quality in education to meet the global challenges.

Our ultimate goal is to provide conducive environment to the students for effective learning. In the present scenario our major contribution is to develop our human resources through conducting in-house training sessions, awareness seminars, for the program team members, faculty and senior management about Quality Assurance preparation of self-assessment reports. We ensure our compatibility with International Standards to improve the quality of higher education as market leader projecting ourselves as Textile University.

For continual improvement we regularly review our academic program by adopting consistency of procedures for self-assessment system. Student course evaluation, teacher's evaluation, graduating student survey and employee's survey are the important tools which are used for this purpose. A simple and clear follow-up procedure is in place to review the action taken by each program.

The basic objective of QEC is to ensure and enhance the quality of education to compete with counterparts within and across the boundaries. It is also responsible for planning and coordinating self-assessment activities in the University and to follow the guidelines of the HEC and chalking out further action plans for enhancement of quality education.

QEC drives excellence through the following core functions:

- A. The Quality Enhancement Cell is correspondent with the outside bodies. QEC promotes public confidence that the quality and standards of the award of degrees are enhanced and safeguarded.

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- B. Performs review of quality standards and ensures the quality of teaching and learning in each subject area.
- C. Reviews academic affiliations with other institutions in terms of effective management of standards and quality of programs.
- D. Defines clear and explicit standards as points of reference to the reviews to be carried out. It also helps the employees to know as to what they could expect from candidates.
- E. Develops qualifications framework by setting out the attributes and abilities that can be expected from the holder of a qualification, i.e. Bachelors, Bachelor with Honors, Master's, Phil., Doctoral.
- F. Develops program specifications. These are standard set of information clarifying what knowledge, understanding, skills and other attributes a student will have developed on successfully completing a specific program.
- G. Develops quality assurance processes and methods of evaluation to affirm that the quality of provision and the standard of awards are being maintained and to foster curriculum, subject and staff development, together with research and other scholarly activities.
- H. Ensures that the university's quality assurance procedures are designed to fit in with the arrangements in place nationally for maintaining and improving the quality of Higher Education.

QEC Develops procedures for the following:

- i. Approval of new programs.
- ii. Annual monitoring and evaluation including program monitoring, faculty monitoring & students perception.
- iii. Departmental review.
- iv. Student feedback
- v. Employer feedback
- vi. Quality assurance of Master's, M.Phil and Ph.D. degree Programs
- vii. Subject review



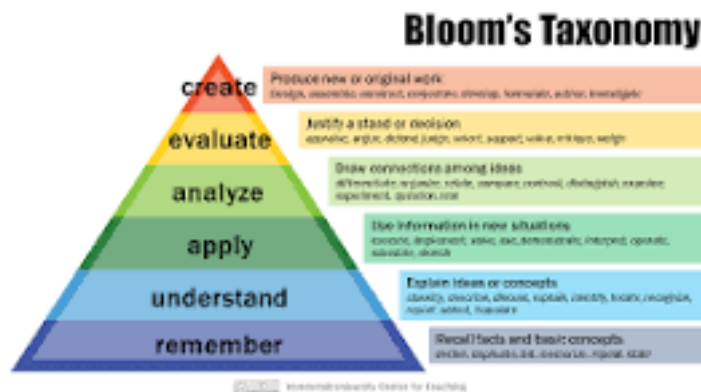
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- viii.** Institutional assessment
- ix.** Program specifications
- x.** Qualification framework

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7. DUTIES AND RESPONSIBILITIES OF A TEACHER

Faculty members of the University include **Deans, Professors, Associate Professors, Assistant Professors, and Lecturers** engaged in teaching services.



i. Knowledge of the Subject

- To have expert knowledge of the subject area
- To pursue relevant opportunities to grow professionally and keep up-to-date about the current knowledge and research in the subject area

ii. Teaching

- To plan and prepare appropriately the assigned courses and lectures
- To conduct assigned classes at the scheduled times
- To demonstrate competence in classroom instruction
- To implement the designated curriculum completely and in due time
- To plan and implement effective classroom management practices
- To design and implement effective strategies to develop self-responsible/independent learners
- To promote students' intrinsic motivation by providing meaningful and progressively challenging learning experiences which include, but are not limited to: self-exploration, questioning, making choices, setting goals, planning and organizing, implementing, self-evaluating and demonstrating initiative in tasks and projects
- To engage students in active, hands-on, creative problem-based learning
- To provide opportunities for students to access and use current technology, resources and information to solve problems
- To provide opportunities for students to apply and practice what is learned
- To engage students in creative thinking and integrated or interdisciplinary learning experiences

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- To build students' ability to work collaboratively with others
- To adapt instruction/support to students' differences in development, learning styles, strengths and needs
- To vary instructional roles (e.g. instructor, coach, facilitator, co-learner, audience) in relation to content and purpose of instruction and students' needs
- To maintain a safe, orderly environment conducive to learning
- To comply with requirements for the safety and supervision of students inside and outside the classroom

iii. Assessment

- To define and communicate learning expectations to students
- To apply appropriate multiple assessment tools and strategies to evaluate and promote the continuous intellectual development of the students
- To assign reasonable assignments and homework to students as per university rules
- To evaluate students' performances in an objective, fair and timely manner
- To record and report timely the results of quizzes, assignments, mid- and final semester exams
- To use student assessment data to guide changes in instruction and practice, and to improve student learning

iv. Professionalism

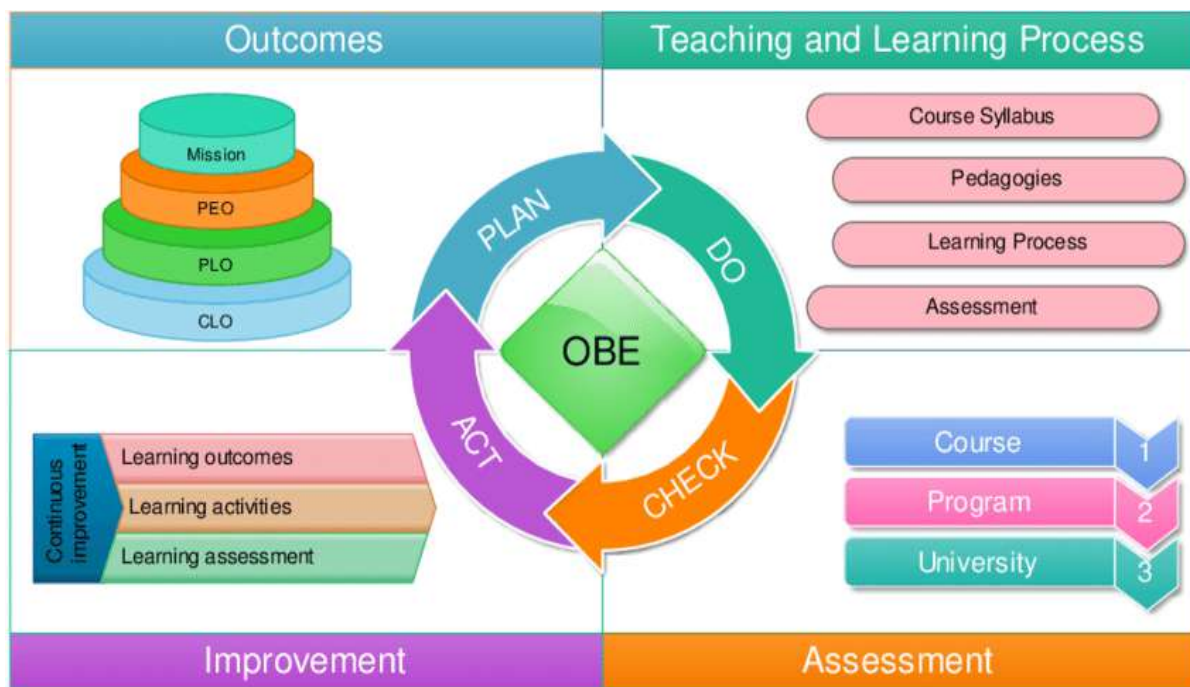
- To be punctual and be available in the university during official working hours
- To comply with policies, standards, rules, regulations and procedures of the university
- To prepare and maintain course files
- To take precautions to protect university records, equipment, materials, and facilities
- To participate responsibly in university improvement initiatives
- To attend and participate in faculty meetings and other assigned meetings and activities according to university policy
- To demonstrate timeliness and attendance for assigned responsibilities
- To work collaboratively with other professionals and staff
- To participate in partnerships with other members of the university's community to support student learning and university-related activities
- To demonstrate the ability to perform teaching or other responsibilities, including good work habits, reliability, punctuality and follow-through on commitments
- To provide and accept evaluative feedback in a professional manner
- To create and maintain a positive and safe learning environment

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- To carry out any other related duties assigned by the department chairman

v. Good Behavior

- To model honesty, fairness and ethical conduct
- To model a caring attitude and promote positive inter-personal relationships
- To model correct use of language, oral and written
- To foster student self-control, self-discipline and responsibility to others
- To model and promote empathy, compassion and respect for the gender, ethnic, religious, cultural and learning diversity of students
- To demonstrate skill when managing student behaviour, intervening and resolving discipline problems
- To model good social skills, leadership and civic responsibility



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vi. Specific Deadlines

Task	Deadline
Attendance	After every 4 weeks of the semester, a copy of the attendance sheet must be displayed on notice board, a copy must be submitted to the HOD and a copy should be placed in the course file.
Quizzes	Within one week of every quiz, a copy of the result must be displayed on notice board, a copy must be submitted to the HOD and a copy should be placed in the course file. <i>(Note: Quizzes/Assignments should be equally distributed before and after the mid exam).</i>
Assignments	Within one week of receiving every assignment, a copy of the result must be displayed on notice board, a copy must be submitted to the HOD and a copy should be placed in the course file.
Mid Semester Exam	Within one week of the exam, a copy of the result must be displayed on notice board, a copy must be submitted to the HOD and a copy should be placed in the course file.
End Semester Exam	Within one week of the exam, submit the comprehensive results to the controller of examination through the HOD along with answer-sheets of mid and end-semester exams.
Setting of Mid & Final Papers	All examination papers should be set from within the prescribed course made known to the students by the teacher.

vii. Course Files

A Course File is a folder or box for holding loose papers that are typically arranged in a particular order for easy reference. It is integral unit of quality teaching that typically lasts for one academic term, is led by one or more instructors (teachers or professors), and has a fixed roster of students. It is usually an individual subject. Students may receive a grade and academic credit after completion of the course.

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A Course File contains the following documents.

- ❖ Academic Calendar
- ❖ Time Table
- ❖ Course Title and Short Course Description along with Recommended Books and Teacher's Office Hours for Students
- ❖ Weekly Module-wise Course Detail
- ❖ Course Specification
- ❖ Daily Class Activities
- ❖ Quiz / Assignments / Mid exam Copies and Their Solutions
- ❖ Results of Quiz / Assignment / Mid exam.
- ❖ Attendance Record
- ❖ Any Other Material Distributed in the Class / Course Material
- ❖ Copies of Answer sheets (Best, Good, Poor)
- ❖ Sample Question Papers

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8. ACADEMIC RULES & REGULATIONS

8.1 MEDIUM OF INSTRUCTIONS

The medium of instruction and examination shall be English, except:

- Islamic Studies and Pakistan Studies, which may be offered in Urdu or English.
- Non-Muslim students may opt for Ethical Studies in lieu of Islamic Studies.

8.2 PROGRAM & SEMESTER DURATION/SEMESTER SCHEDULE

Undergraduate Programs:

- Minimum duration for undergraduate programs: **8 semesters (4 years)**
- Maximum duration: **12 semesters (6 years)**
- Students exceeding **12 semesters** from enrollment shall **not be eligible** to appear in further/subsequent examination.
- The semester break and summer session shall be observed in the University as promulgated by the University.
- The academic year shall consist of **two regular semesters**:
 - **Spring Semester:** January – May
 - **Fall Semester:** August – December
- Each semester shall be for an 18-week **duration**, comprising:
 - **16 weeks of teaching**
 - **2 weeks for examinations and result declaration**
- **Semester breaks and summer sessions** shall be observed as per the University's official academic calendar.
- Teaching Period:
 - **First Phase:** 8 weeks
 - **Mid-Semester Examination:** 9th week
 - **Second Phase:** 8 weeks

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- **Final Examination:** 18th week
- **Semester Break:** 2 weeks
- **Summer Activities:**
 - Internships
 - Makeup courses
 - Industrial visits

8.3 DREGREE/ GRADUATION REQUIREMENTS

To qualify for a degree, students must:

- Successfully complete **all required courses** with **no 'F' grade**.
- Maintain a **minimum CGPA of 2.00**.
- Secure at least a **'C' grade in Project/Thesis**.
- **Pass the Comprehensive Viva Voce**.
- Fulfill all **academic and disciplinary requirements**.
- Undergraduate programs shall consist of **130-140 credit hours**, depending on discipline.
- Courses must be **approved by the relevant Board of Studies**.

8.4 ATTENDANCE REQUIREMENTS

- Students must attend:
 - Lectures
 - Labs
 - Seminars
 - Discussions
 - Fieldwork
- Minimum **75% attendance** required in each course.
- Students below 75% attendance:
 - **Not eligible for final exam**
 - Awarded **'F' grade**
- **No relaxation is admissible** under any circumstances.

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8.5 EXAMS, GRADING & EVALUATION

- Each subject evaluation shall include:
 - **Mid-Semester Exam**
 - **Final Exam**
- Continuous assessments include:
 - Quizzes
 - Assignments
 - Projects
 - Presentations
- **Assessment Weightage**
 - Class Participation / Assignments / Quizzes / Projects: **30%**
 - Mid-Term Exam: **30%**
 - Final Exam: **40%**
- Minimum passing grade: **'D' in both theory and practical separately.**
- **Final exam is mandatory.**
- Minimum activities:
 - **2 per credit hour** (e.g., 3-credit course = 6 activities)
- Practical courses:
 - Treated as **separate 1-credit courses**
 - Evaluated out of **100 marks**
- The University shall follow an **Absolute Grading System** for evaluation of student performance.
- Student grades shall be awarded strictly based on **pre-defined percentage ranges.**
- Each grade corresponds to a **fixed grade point and performance level**, as defined in the approved grading scale.
- The grading system ensures:
 - **Transparency** in evaluation
 - **Consistency** across courses and semesters
 - **Fair assessment** based on individual performance rather than relative comparison

9. GOVERNANCE, RULES & POLICY FRAMEWORK

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9.1 RECRUITMENT AND APPOINTMENT

All appointments are made in accordance with the provisions set forth in the National Textile University Statutes-2017. The regular/full time faculty positions are filled following Higher Education Commission (HEC) eligibility parameters through open advertisement published in national newspapers/dailies on the recommendations of the Selection Board. The service of an employee is governed by the Statutes and the Rules as approved by the Board of Governors.

- i. Types of Faculty Appointments:** Faculty may be appointed under the following categories based on time-to-time need and policy of the university:

❖ **Regular Appointment**

Faculty is appointed through the prescribed recruitment process against approved permanent posts in BPS/Equivalent.

❖ **Contract Appointment**

Faculty is appointed through the prescribed recruitment process on a lumpsum pay package for a specified period (extendable subject to performance) in accordance with policies approved by the Board.

❖ **Visiting Faculty**

The University may appoint visiting faculty as required to teach specific courses. Such appointments are made on terms approved by the University.

❖ **Ad-hoc Appointment**

In urgent situations, ad-hoc appointments are made for a period of six months initially and extendable up to one year until the position is filled through open recruitment process.

9.2 PAY & ALLOWANCES

An employee appointed to a post, excluding current charge appointment, additional charge appointment and visiting faculty, shall be entitled to such pay, allowances, and other benefits as approved by the Board from time to time for such post. The employees appointed in Basic Pay Scales (BPS)/ Equivalent are entitled to basic scales along with admissible allowances as prescribed by the Federal Government to the extent adopted

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by the Board. Pay of the contractual employees is fixed as approved by the Competent Authority as per in vogue policy.

8.2.1 Annual Increment: The annual increment will accrue only on the first day of the month of December following the completion of at least six months of such service at the relevant stage in that scale and will be allowed as a matter of course unless withheld under a specific order. Leave without pay shall not count towards annual increment in the pay of employee. For TTS faculty annual increments is awarded on the last day of the day of the month of December as per TTS statutes.

8.2.2 Benefits

Regular Employees are entitled to benefits such as:

- Pension (only pensionable pay scale)
- Contributory Provident Fund (BPS Contract)
- Benevolent Fund (Basic Scale)
- Group Insurance (For all)
- Medical Reimbursement as per relevant Statutes/Policies (for BS & TTS)

9.3 RESIGNATION

- Resignation may be tendered by giving **one month's notice** or payment of one month in lieu of notice.
- Resignation during running semester may not be accepted.

9.4 TERMINATION

Service may be terminated in accordance with the NTU Service Statutes.

9.5 LEAVE POLICY

An employee shall be allowed leave in accordance with the University's Leave Statutes-2017 provided that the grant of leave will depend on the exigencies of service and be at the **discretion of the relevant authority**. Leave cannot be claimed as a **matter of right** and must be **approved by the competent authority**. The entitlement of Leave is **subject to terms and conditions of NTU Leave Statutes**. Leave must be **applied through the respective Head of Department/Dean/Director**.

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9.5.1 Leave Policy for Regular Faculty (*Employees in BPS / BPS Contract/NTU Pay Scale on Regular Basis*)

- a. Earned Leave (*Leave on Full Pay*)
- b. Leave on Half Pay
- c. Casual Leave (*20 Maximum per year*)
- d. Study Leave (*Minimum 3 years regular service in NTU*)
- e. Maternity Leave (*as per NTU Statutes*)
- f. Special Leave (*Female faculty may be granted 130 days special leave on full pay in case of death of husband*).
- g. Leave Preparatory to Retirement (LPR)/ Leave Encashment (*up to 365 days leave before retirement, on option may serve during this period*)

9.5.2 Leave for Contract Faculty (*Employees appointed on Contract Basis*)

- a. Earned Leave (*to be calculated @ 1 day per calendar month of service*), **Maximum accumulation allowed is 24 days subject to contract renewal.**
- b. Casual Leave (*20 Maximum per year*)

9.6 CONSULTANCY

Faculty members may undertake consultancy assignments subject to prior approval from the University only and following a prescribed defined procedure as follows:

- Prior written permission/approval from the **Pro-Chancellor/ Rector** is required before accepting consultancy work. Consultancy fee/amount will be distributed as duly approved by the BOG.
- Consultancy must **not affect official duties**.
- The employee shall furnish a written undertaking regarding compliance to the conditions, prior to commencement of consultancy.
- Non-compliance of the above stipulations shall be construed as "misconduct" as defined in the relevant Statutes.

9.7 RESEARCH, PATENTS, INVENTION

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An employee, whose duties involve conducting scientific and technical research, shall not apply for or obtain, or cause or permit any person to obtain, a patent for an invention made by such an employee, without prior permission of the appointing authority and in accordance with such conditions as may be prescribed.

9.8 DISCIPLINARY MATTERS

- Disciplinary matters are governed by the NTU Efficiency and Discipline Statutes (2014).
- Faculty members are expected to maintain professional conduct and adhere to institutional policies.
- Cases of misconduct are proceeded through a formal inquiry process ensuring fairness and due process.
- Proceedings may be initiated on grounds of inefficiency, misconduct, corruption, or subversive activities.

9.9 TRAVELLING ALLOWANCE RULES

- Travelling Allowance (TA) is provided to **cover official travel expenses**.
- Employees are categorized (I-IV) for TA purposes, which determines **entitlements for travel and accommodation**.
- **Daily Allowance (DA)** is admissible for official duty outside headquarters, based on pay scale and duration of stay.
- **Hotel/accommodation charges** are reimbursable within prescribed limits, subject to receipts or fixed rates.
- **Transport/mileage allowance** is payable based on mode of travel and distance; official transport, if provided, is not claimable.
- TA/DA claim must be **properly approved, documented, and submitted within prescribed time limits**.

The relevant matters are dealt under NTU Travelling Statutes-2014.

9.10 MEDICAL ALLOWANCE

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- Medical allowance/facilities are provided in accordance with the NTU Medical Attendance Statutes (2014) and apply to all eligible employees.
- Employees and their **dependent family members** are entitled to medical bills reimbursement as per due policy. **Reimbursement of medical expenses** is allowed for approved treatment, medicines, and tests, subject to certification and prescribed limits.
- Claims must be supported by **prescriptions, receipts, and required documentation.**

9.11 BIOMETRIC ATTENDANCE

It is expected from every employee to report on his duty in time and mark biometric attendance (Time In / Time Out) on each day with due responsibility.

9.12 PLAGIARISM RULES

National Textile University (NTU) adheres to the **Higher Education Commission (HEC) Plagiarism Policy** to maintain academic integrity across all programs. The rules establish clear thresholds for similarity and prescribe specific penalties for students and researchers. Anti-plagiarism is just one component of the broader policy framework that deals with Academic Dishonesty and Research Ethics (Gift authorship, Dispute of authorship, Citation Racketeering, etc.)

Universities, faculty, students, and staff should follow research ethics to avoid plagiarism in their academic and research contributions. Respecting Intellectual Contribution: Researchers/Scholars and Faculty members should acknowledge other researchers' intellectual work, as per the norms of their respective disciplines.

For determining/avoiding unauthorized use of somebody else's copyrighted material, guidelines from the HEC Committee on Publication Ethics (COPE) are available at : <https://publicationethics.org/guidance/Guidelines>

Penalties for Plagiarism

Plagiarism is an unacceptable intellectual offense. As such, the penalties for plagiarism should be commensurate with the severity and recurrence of the offense as well as based on the impact of the academic standing of the offender. This entails a

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proportional increase in punitive action with minimum punishment for a first-time offense by a student/scholar who copies a homework assignment to a maximum punishment for a teacher/researcher/staff who publishes plagiarized material.

9.13 PROTECTION AGAINST HARRASSMENT OF WOMEN AT THE WORKPLACE ACT

- The University adopted and complied with the *Protection Against Harassment of Women at the Workplace Act, 2010* and its subsequent amendments.
- Harassment in any form is strictly prohibited and is liable to disciplinary action as per provision in the relevant Act/University Statutes.
- A **formal complaint mechanism** is in place, including an inquiry committee as per the Act.
- Employees have the right to **report harassment without fear of retaliation**.
- All cases are handled with **confidentiality, fairness, and due process**.

The Act is available on NTU Website.

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The rules and policies outlined in this Faculty Book are extracted and summarized from the officially approved University Statutes/Rules. This document is intended to provide a concise overview of the University's academic programs and selected relevant regulations for ease of reference. In the event of any ambiguity, inconsistency, or need for further clarification, the matter shall be governed and resolved in accordance with the official University policies, rules, and statutes which shall take precedence over the contents of this book.