



NEWPORTS INSTITUTE OF
COMMUNICATIONS & ECONOMICS

STUDENT HANDBOOK



NEWPORTS INSTITUTE OF COMMUNICATIONS & ECONOMICS

STUDENT'S GUIDEBOOK

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RULES & REGULATIONS FOR STUDENTS

All Newport Institute of Communications & Economics students must abide by the institute's procedures, rules, and regulations. Therefore, every faculty member must ensure the implementation of the following rules and regulations. In case of non-compliance, the student will suffer the consequences.

- **Late Comers:** Students arriving late in the online class could be marked absent after 10 minutes.
- **Dress Code:**
 1. **For Class Lectures:** All students are required to be well-groomed and formally dressed. No tracksuits, shorts, T-shirts, without collar shirts bandanas are allowed for male students. Slippers, sneakers, and chappals are not allowed.
 2. **For Seminars/ Workshops:** Dress pants, shirt, and tie for males. Formal dress code for female students..
- **Session Absents per Course:** A student can miss a maximum of '3' classes/sessions per course as per the given instructions. Similarly, leaves are also covered in the 3 sessions missed by a student.
- **Eating and spitting of Pan, Ghutka and cigarette** are strictly prohibited. A fine of Rupees 300/- will be charged in case of non-compliance.
- The students are directed to clear all their **outstanding dues** within time. Defaulters will be charged late fees fixed by the management.
- The institute will take strict action against those who **misbehave** with the faculty members or with the Administrative Staff of the Institute, which includes expulsion/suspension/termination from the institute.
- The students are supposed to observe **complete silence in the Library**. In case of violation of disciplinary, the student's library usage will be restricted.
- **Rules and damages to the lab equipment, the institute will take disciplinary action against** the students. They will have to pay for the damages they caused.
- The students are directed to **carry their identity cards** while at the campus and show it whenever the institute's authorities ask them.
- The institute strongly discourages any act of **violence and academic dishonesty**. Institute has the right to take strict disciplinary action if anyone indulges in any such activity, including expulsion/suspension/ termination.
- Students are required to **update/inform their mobile number** change to the student coordinator.

ACADEMIC YEAR

- There are two full semesters, i.e., 'Spring' and 'Fall' and one crash semester, i.e., “Summer.”
- Each semester comprises 16 teaching weeks, including 14 sessions/weeks and two dedicated examinations.
- The summer semester is eight weeks, and students utilize this time for internships, business projects, and makeup courses. The students can register in the summer semester if they have failed a course or were unable to give the exam due to any other reason. Other than this,
- Students can also attempt some limited courses in the summer semester at the department's discretion.

COURSE LOAD FOR SEMESTERS

Spring and Fall Semesters:

Undergraduate Students: A student typically enrolls for 15-18 credit hours in a regular semester. Undergraduate students must take at least 15 credit hours in a regular semester to be classified as full-time students. Any student who wishes to enroll for more than 18 credit hours may be allowed by the institute to take one extra course of 3 credit hours if their CGPA is above 3.5 or in case of repeating/failed/dropped courses.

Graduate Students: A student typically enrolls for 9-12 credit hours in a regular semester. A graduate student must take at least nine credit hours in a regular semester to be classified as a full-time student.

Summer Crash Semester:

A student will only be allowed to register in 1-2 courses of 3-6 credit hours.

ENROLLMENT/REGISTRATION IN COURSES

Students are required to choose the courses they wish to enroll in before the start of a semester. For this purpose, the institute publishes a schedule for the enrollment of students. The students may change (add/drop) the courses they are taking within the given specified timeframe announced by the institute.

A student withdrawing after the 6th week shall be automatically awarded an "F" grade unless the course withdrawal request by the student is accepted.

ATTENDANCE REQUIREMENTS

- 80% attendance in course or lab work is mandatory for students to sit in the final examination.
- The attendance requirement shall not be relaxed under any circumstances.

SEMESTER CREDIT HOUR

- A course semester credit hour (SCH) comprises three hours of class work per week for sixteen weeks.
- A laboratory semester credit hour is one hour of practical lab work per week for sixteen weeks.

ADD/ DROP COURSE/S

- A student has the liberty to add or drop a course within the specified period announced by the Registration Department. A dropped course will not be taken into consideration and will not be graded or assessed.

COURSE / SEMESTER WITHDRAWAL

- If a student decides not to continue a course after the specified time has passed, they may still withdraw from the course within two weeks from the start of the semester. A withdrawn course shall not be counted towards the final GPA and awarded a 'W' grade.
- A withdrawn course shall be treated as a registered course for the evaluation of tuition fee, and a penalty or full course fee will be required to pay by the student.

REPEAT & SUBSTITUTE A COURSE

- An undergraduate course with a grade C or below and a graduate course with a grade of D or below may be repeated and only the better grade shall be counted towards CGPA.
- A student may substitute an elective course with another elective course. Such substitution shall be treated as a repeat course.
- A student can repeat any number of credit hours within the permitted time duration before the degree completion.
- Substitution shall be allowed, with the approval of the Head of the Department of the respective academic department, at the end of a degree program.

CHANGE OF PROGRAM

- Newport students may apply for the change of program with the approval of concerned HOD's before starting a semester.

- The institute shall transfer only related courses to be opted by the program.
- Courses transferred shall appear in the transcript without mentioning the semester details in which they were studying in.
- The institute shall only provide a program transfer facility to NICE students.
- The program transferred students shall not be considered for the award of a medal.

EXAMINATION AND GRADING SYSTEM

- A student shall be eligible for the final examination if their name is included in the exam seating plan and the list of eligible candidates.
- In case a student misses an exam, for whatever reason, they shall be graded based on sessional performance, and there shall be a re-examination only with the approval of the concerned teacher and department.
- If a student misses' final examination, they may apply for course(s) withdrawal provided they were hospitalized on the day of examination.
- Letter grades shall be awarded at the end of each semester as per the following distribution:

Description	Marks Award
Final Examination	50 %
Midterm Examination	20 %
Quizzes, assignments, presentations, reports, and performance, etc.	30%

- *Letter grades shall be awarded at the end of each semester as per the following distribution:*

GRADES	SCORE	DEFINITION
<i>A+</i>	<i>85%& above</i>	<i>Excellent</i>
<i>A</i>	<i>80%-84%</i>	<i>Very Good</i>
<i>B+</i>	<i>75%-79%</i>	<i>Good</i>
<i>B</i>	<i>70%-74%</i>	<i>Fair</i>
<i>B-</i>	<i>65%-69%</i>	<i>Satisfactory</i>
<i>C+</i>	<i>60%-64%</i>	<i>Satisfactory</i>
<i>C</i>	<i>55%-59%</i>	<i>Poor</i>
<i>D</i>	<i>50%-54%</i>	<i>Very Poor need to Improve</i>
<i>F</i>	<i>Below 50%</i>	<i>Failure</i>
<i>I/W</i>		<i>Absent Or Withdrawal</i>

Plagiarism

Newports Institute follows a strict Plagiarism Policy to maintain academic integrity. When an act of plagiarism is observed, the institute will follow the procedure to deal with it accordingly. Examples of a plagiarism act can be:

- Copying an idea/article/argument/images/formulas or any other form of data from a published source, without citation.
- Self-plagiarism is the verbatim or near-verbatim re-use of significant portions of one's copyrighted work without citing the source.

GPA

Grade Point Average (GPA) shall be computed by multiplying the number of credit hours of each course by the grade points assigned to grade earned, then dividing the sum of these products by the total number of credit hours in which the students registered a semester.

CGPA

Cumulative Grade Point Average (CGPA) shall be calculated by summing all the earned grade points divided by the total number of registered credit hours during the program.

CHANGE OF GRADE

- A student must submit an application to the Examination office to review a final grade within two weeks after the declaration of the results.
- The review of a grade shall be limited to omission and calculation errors.
- The review process shall be initiated after the receipt of the requisite fee as prescribed by the institute from time to time.

REQUIREMENT FOR THE AWARD OF DEGREE:

Degree shall be issued if a student meets on following criteria:

Program	Minimum CGPA
Undergraduate/Bachelor Programs	2.5
Graduate/Master Programs	2.5
M. Phil/ MS	2.5

- A student can submit the final year project/thesis after completing the department's minimum course work

- The final year student must complete their project/thesis in two semesters, and it cannot be registered as 6 SCH in a single semester.
- The final year project is conducted in a group of 2-4, depending upon project length and intricacy.
- The grading of Part-I or Part-II of the final year Research Project will occur separately in the semester they submitted it.
- The grading of the final year project/thesis will be based on:
 - Project Report
 - Project Demonstration
- A committee set up by the concerned department shall determine the grade of the final year project/thesis.
- The final year must write a project/ thesis report in the student's native language. A plagiarized report will earn an F grade.
- The internship is mandatory for all students and will be evaluated by the departmental committee.
- A student cannot register for a course while doing an internship.

MEDAL AWARD POLICY

- Students desirous of competing for a medal award shall apply to the Controller of Examinations (CoE) Office on the prescribed form.
- A medal shall be awarded only in the respective convocation.
- Only those graduates shall be considered for the award of a medal who fulfill the following:
 - Completion of all degree requirements within the normal duration.
 - CGPA 3.50 or higher on the scale of 4.00.
 - No F grade in the transcript.
 - No transfer of credits from other Universities / Institutions.
 - No disciplinary punishment throughout the tenure of the degree.
- Gold Medals shall be awarded to the top students of each batch and degree program.
- If there is a tie in the award of a medal, both will be awarded the same medal.
- Gold Medal shall be awarded, in a convocation, to an overall best achiever of the institute and shall be based on:
 - Academics
 - co-curricular and
 - Extra-curricular activities.

STUDENT GRIEVANCES AGAINST COURSE INSTRUCTOR

Newports Institute has constituted a Grievance and Conflict Committee to redress the grievances and complaints of the students about any course instructor, grades, or any other academic issue.

A student is required to submit the grievance in writing to the Student Affairs Department within five days of the receipt of the grade issuance or date of incidence. The grievance application is forwarded

to the above committee that versions of both sides (student and the instructor) decide accordingly. The decision of the committee will be deemed final and will be binding on all parties.

PROBATION

The Assessment Committee of the relevant Academic Department may put a student on probation if found deficient in academic standards to the extent that they are likely to be relegated/withdrawn and allow him to continue studies for one semester. Students may be put on probation if the Assessment committee considers a warning to be an inadequate action. The student shall be required to make up for an academic deficiency by the end of the ongoing semester.

While on probation, a student is provided provision and assistance to improve academics and may:

- Contact the teacher in charge for extra coaching.
- Report the progress to the teacher in charge regularly every week or as per the specified period; and
- Complete any extra semester work given by the teacher in charge.

RELEGATION OF SEMESTER

A student's semester may be declared null & void and shall be relegated due to the following conditions and shortfalls:

- semester GPA consistently remains below 2.00 for three consecutive semesters; or
- earned a total of three 'F' grades during his studies provide he has not earned the same in a single semester; or
- has been awarded 'I' symbol in 50% or more subjects in three consecutive semesters'; or
- remained absent for 30 days continuously or more without leaving duly sanctioned by the Head of Department (HOD)
- obtained admission in other University/Institution in Pakistan or abroad without intimation to the; or
- his attendance has fallen below 75% in two consecutive semesters; or
- on disciplinary grounds when recommended by the Discipline Committee.

FREEZING OF SEMESTER

If a student freezes a semester(s), s/he will resume their studies from the same stage where they left of (froze). No freezing during the semester will be allowed. The maximum duration of the degree program shall remain the same.

If a student is not enrolled in any course in a semester and they will not be considered a regular student at the institute in that period, the student may then enroll in these courses in a subsequent semester;

however, they will have to meet pre-requisites of any course taken. In addition, it is understood that the institute is not required to offer all courses in each semester.

Freezing of Semester will only be allowed after completing 1st semester as pre-requisite, or the case may be for other semester's predecessor to the freezing semester.

CANCELLATION OF ADMISSION

Suppose a student fails to attend any lecture during the first three (3) weeks after the commencement of the semester as per the announced schedule. In that case, their admission shall stand canceled automatically without any notification. In such case/s, a student's fee paid instead of admission or tuition shall not be refunded or returned.

SCHOLARSHIPS AND FINANCIAL ASSISTANCE

Scholarships and financial assistance programs offered by Newport are based on assessing need and merit and the availability of funds. Students may submit discount and scholarship applications to request scholarships and discounts. However, the decision to provide financial assistance of any sort lies solely with the management, and cases are decided after evaluating various aspects and based on information provided in this scholarship form and investigations for the authentication of the provided information. Candidates and their parents/guardians may also be required to appear for interview (s).

REVIEW OF SCHOLARSHIP CASES

Newports will formally review cases of all scholarship holder students in each semester. It shall renew or reject the cases on the basis of academic progress and change in financial conditions etc. The constitute panel will review and submit its recommendations for the continuation or otherwise of the scholarship program. Scholarships of the students whose performance falls short of the required parameters may be recommended for discontinuation of the scholarships until their grades improve to minimum eligibility criteria as per their respective category.

ISSUANCE OF GRADE SHEET

Students may obtain a grade sheet containing their results by requesting the Examination Department of the Institute. They may also get the details and history of their grades from the Student's Portal by logging in using the access information provided by the institute.

ISSUANCE OF TRANSCRIPT AND DEGREE

Students are issued an official Transcript and Degree reflecting grades obtained in each course attempted on completing the degree program. The grades and credits earned in a repeat course shall be counted towards the result at graduation.

Students' desire to obtain official Transcripts and Degree may apply by submitting the **'Degree Request Form' (DRF)** and **'Degree Supplement Form' (DSF)** to the Academic Document Release Cell (ADRC) after obtaining the account, examination and other(s) clearance from the relevant departments. The student's request is formally processed, and Transcript and Degree are issued after obtaining approvals and consent from the concerned departments and officials. The processing time may vary and changes upon the workload of delays in various checks.

DOCUMENT ISSUANCE CHECKLIST

Bonafide Letter / Character Certificate / Language of Instructions Letter

1. Document Request Form
2. Fee Clearance Status
3. Copy of Registration ID
4. Fee Receipt

Internship Letter

1. Student Application / Request in writing/email
2. Copy of Transcript / Degree
3. Fee Receipt

Verification Certificate (for HEC attestation)

1. Student Application / Request in writing/email
2. Copy of Transcript / Degree
3. Fee Receipt

Verification Letter

1. Written Request/application (from student, employer or relative)
2. Copy of Degree Transcript
3. Fee Receipt

Verification Certificate (for HEC attestation)

1. Student Application / Request in writing/email
2. Copy of Transcript / Degree
3. Fee Receipt

Provisional Letter / Completion Letter

1. Degree Request Form
2. Written Request by the student explaining reasons of issuance.
3. Fee Clearance Status
4. Copy of Transcript or Grade Sheet/s showing completion of all courses.
5. Fee Clearance from Accounts (including degree charges Paid)
6. Fee Receipt of charges paid for the above letter.

Degree / Transcript

1. Degree Request Form
2. Certified Previous Certificate (bachelor's degree for MBA/MCS, Intermediate Certificate for BBA/BCS)

3. Fee Receipt
4. Copy of Transcript or Grade Sheet/s showing completion of all courses.
5. Fee Receipt of charges paid for the above letter.

RESOURCE PERSONS DIRECTORY

For the smooth operational procedures, students are requested to go through the information about the procedures and the person responsible to be contacted.

No.	Description	Resource Persons to Contact
1.	<p>CLASS SESSION'S LATEST UPDATES</p> <p>For the class session's latest updates, such as class timetable, class cancellation, and makeup class confirmation, please call the Front office/reception for assistance and information. Students may also visit the university's website (www.newports.edu.pk) to check for the latest updates.</p> <p><u>Students are required to view the Notice Board regularly as notices are pasted on the board for perusal.</u></p>	<p><u>FRONT DESK OFFICERS OF THE RESPECTIVE CAMPUS</u></p>
2.	<p>ACADEMIC MATTERS/ISSUES/ASSISTANCE</p> <p>For the following academic issues, please consult the given Resource Persons:</p> <ul style="list-style-type: none"> • Teaching issues/problems/complaints • Suggestions related to course curriculum and syllabus. • Course timing and clashes • Requesting a course for the next semester • Course Exemptions • All other academic problems/issues and assistance 	<p>Business Administration</p> <ul style="list-style-type: none"> • Student Coordinator BA <i>BA@newports.edu.pk</i> <p>Computer Science</p> <ul style="list-style-type: none"> • Student Coordinator CS <i>cs@newports.edu.pk</i> <p>Education</p> <ul style="list-style-type: none"> • Student Coordinator EDU <i>edu@newports.edu.pk</i> <p>Technology</p> <ul style="list-style-type: none"> • Student Coordinator TECH tech@newports.edu.pk <p>Student Affairs Department sr@newports.edu.pk</p>

	<p>EXAMINATIONS</p> <p>Please consult the Examination Department for the following matters:</p> <ul style="list-style-type: none"> • Inquire about examination results/grades. • Course Grade or Marking disputes • Re-examinations Requests • Submit a request to recheck Examination Papers. • Any other examination issues/problems/suggestions 	<p>Examination Department <i>examination@newports.edu.pk</i></p>
No.	Description	Resource Persons to Contact
4.	<p>COURSE REGISTRATION FOR SEMESTER</p> <p>Students must submit a registration form with the Registrar to enroll themselves in the selected courses for every semester within the given deadline.</p> <p>In case assistance is required for course registration or to resolve a query, students may talk to the resource persons mentioned in the right column.</p>	<p>Registration Dept. <i>registrations@newports.edu.pk</i></p>
5.	<p>FEE SUBMISSION / ACCOUNT CLEARANCE</p> <p>Students must visit the Accounts Department for all fee-related issues, including fee submission, examination clearance, penalty or fine payments, etc.</p> <p>Students are requested to obtain a Receipt after any fee or other submissions and always keep all the receipts safely as by losing the receipts, they may lose a fee submission record.</p>	<p>Accounts Departments of Respective Campus</p>

<p>6.</p>	<p>ADMINISTRATIVE MATTERS Please refer to the administration department for any administrative matters, complaints, suggestions, and issues like reporting a breakdown in classrooms and other facilities, report a disciplinary matter or requesting equipment, etc.</p>	<p>Administration Matters are processed and resolved by the Admin Officers of the Respective Campus.</p> <p>Admin related issues shall be communicated to the email given below: <i>admin@newports.edu.pk</i></p>
<p>7.</p>	<p>COMPUTER LABS AND FACILITIES Students are requested to abide by the rules, regulations, and timings of all the computer labs. Please contact the individuals in case of assistance and other queries.</p>	<p>System Administrator and Lab In-charge are available in the respective campus to handle all IT related issues/matters and can be reached at the following email:</p> <p><i>it@newports.edu.pk</i></p>
<p>8.</p>	<p>LIBRARY For all library matters, queries, and requesting or submission of a requisition for new books.</p>	<p>Students may contact the Library Staff of the respective campus for queries and assistance to Library-related matters.</p> <p>They may also email at <i>library@newports.edu.pk.</i></p>

IMPORTANT CONTACT NUMBERS AND EMAILS**ADDRESS AND PHONE NUMBERS OF CAMPUSES**

MAIN CAMPUS	NAZIMABAD CAMPUS
L-40, Block 6, P.E.C.H.S, Karachi.	Lane 13, G-27, Block B, North Nazimabad, Shahrah-e-Humayun Karachi Sindh 74200
021-43495556 021-34547417 0300-2504436 (Mobile) 021-34541089 (FAX)	021-36671234 021-36672345 0318-2750896 (Mobile)

INSTITUTE OFFICIAL WEBSITE:www.newports.edu.pk**USEFUL EMAILS:**

DESCRIPTION	EMAIL ADDRESS
Queries, Complaints & Suggestions	Prime Email: info@newports.edu.pk , Copied / CC to (optional): rector@newports.edu.pk registrar@newports.edu.pk
Library	library@newports.edu.pk
Examinations	examinations@newports.edu.pk
Registrations	registrations@newports.edu.pk
Classroom/Administrative Issues	admin@newports.edu.pk
Accounts	accounts@newports.edu.pk
Student's Council	nsc@newports.edu.pk
IT Related Issues	it@newports.edu.pk

Course / Academic Information Teacher Feedback/Complaints	<u>Business Administration:</u> ba@newports.edu.pk <u>Computer Science:</u> cs@newports.edu.pk , <u>Education:</u> edu@gmail.com <u>Technology:</u> tech@newports.edu.pk
Student Affairs Department	sr@newports.edu.pk
Career Development Centre	cdc@newports.edu.pk
Alumni Association	alumni@newports.edu.pk
Corporate Liaison Department	corporate@newports.edu.pk
Sports Department	sports@newports.edu.pk

APPENDIX

DOCUMENT REQUEST FORM

BONA FIDE LETTER GRADE SHEET OTHER (Please Specify) _____ **SER#:** _____

NAME :			FATHER NAME :		
REG ID:			DATE OF SUBMISSION:		
DEGREE	<input type="checkbox"/> BBA <input type="checkbox"/> BS <input type="checkbox"/> B.ED	<input type="checkbox"/> MBA <input type="checkbox"/> MS <input type="checkbox"/> M.ED	<input type="checkbox"/> B.TEC/B.ED <input type="checkbox"/> BTD/BFD	CONTACT # :	
				EMAIL :	
				CENTER/CAMPUS:	
ACCOUNT CLEARANCE <input type="checkbox"/> YES <input type="checkbox"/> NO			<u>ACCOUNTANT'S SIGNATURE & STAMP:</u>		
<u>STUDENT RECEIPT</u> <u>SER #</u> _____					
Student Name* _____			Reg ID* _____		
Date of Submission* _____			Document Required * _____		
Received by: _____			Receiver Signature: _____		
* - Required to be filled by the student					

NEWPORTS INSTITUTE OF COMMUNICATIONS & ECONOMICS

DEGREE/TRANSCRIPT REQUEST FORM

DEGREE TRANSCRIPT COMPLETION LETTER OTHER (Please Specify) _____

<p>NAME : _____</p> <p>REG ID : _____</p> <p>FACULTY : _____</p> <p style="margin-left: 20px;"> <input type="checkbox"/> BUS ADMNSTN <input type="checkbox"/> TEXT/FASHN DSGN <input type="checkbox"/> COMP SCIENCE <input type="checkbox"/> BTEC/B.ED <input type="checkbox"/> Education _____ </p> <p>DEGREE</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <input type="checkbox"/> BBA <input type="checkbox"/> BCS/BS <input type="checkbox"/> BTD/BFD <input type="checkbox"/> B.ED </td> <td style="width: 50%; border: none;"> <input type="checkbox"/> MBA <input type="checkbox"/> MCS/MS <input type="checkbox"/> BTEC <input type="checkbox"/> (Other) _____ </td> </tr> </table>	<input type="checkbox"/> BBA <input type="checkbox"/> BCS/BS <input type="checkbox"/> BTD/BFD <input type="checkbox"/> B.ED	<input type="checkbox"/> MBA <input type="checkbox"/> MCS/MS <input type="checkbox"/> BTEC <input type="checkbox"/> (Other) _____	<p>FATHER NAME : _____</p> <p>DATE OF SUBMIT : _____</p> <p>PHONE(HOME) : _____</p> <p>PHONE(MOBILE) : _____</p> <p>HOME ADDRESS: _____</p> <p>CREDIT TRANSFER <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>PREVIOUS INSTITUTE NAME: _____</p>
<input type="checkbox"/> BBA <input type="checkbox"/> BCS/BS <input type="checkbox"/> BTD/BFD <input type="checkbox"/> B.ED	<input type="checkbox"/> MBA <input type="checkbox"/> MCS/MS <input type="checkbox"/> BTEC <input type="checkbox"/> (Other) _____		

CHECKLIST OF DOCUMENTS ATTACHED (*Documents copies are required to be attested/certified*)

<input type="checkbox"/> MATRIC MARKSHEET	<input type="checkbox"/> INTERMEDIATE CERTIFICATE	<input type="checkbox"/> GRADUATION CERTIFICATE	<input type="checkbox"/> COPY OF CNIC
<input type="checkbox"/> MATRIC CERTIFICATE	<input type="checkbox"/> O LEVEL CERTIFICATE	<input type="checkbox"/> GRADUATION MARKSHEET	_____
<input type="checkbox"/> INTERMEDIATE MARKSHEET	<input type="checkbox"/> A LEVEL CERTIFICATE	<input type="checkbox"/> PREVIOUS INSTITUTE TRANSCRIPT	_____

FOR OFFICIAL USE ONLY

ACCOUNT CLEARANCE DETAILS

Total Package: _____ Total Amount Cleared _____

Total Course: _____ Total Balance: _____

Accountant Signature: _____ Director Finance: _____

DEPARTMENT APPROVAL

Controller Examination: _____ Registrar _____

V. Chairperson _____ Chairperson _____

STUDENT RECEIPT (** students are required to fill the information below*)

Student Name* _____ Reg ID* _____

Date of Submission* _____ Document Required* _____

Received by: _____ Receiver Signature: _____

IMPORTANT: Please attach the payment receipt with this form if any charges are paid for the document issuance.
 Documents are issued within the given deadline/duration, an additional fee may be charged for urgent document issuance.

DEGREE SUPPLEMENT FORM

The purpose of the supplement is to provide sufficient independent data to improve the international "transparency" and fair academic and professional recognition of qualifications (degrees, diplomas, certificates etc.). It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It should be free from any value judgments, equivalence statements or suggestions about recognition. Information in all eight sections should be provided. Where information is not provided, an explanation should give the reason why.

1. INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

1.1 Full Name (*as per Degree Transcript*): _____

1.2 Father Name: _____

1.3 Date of Birth (*day/month/year*): -

1.4 Nationality: _____

1.5 National Identity Card No:

1.6 Passport No. (*if any*):

1.7 Student Registration No:

1.8 Provide contact information and telephone details below:

Current Address: _____

Telephone Details:

Res: _____ Office: _____ Cell: _____

Email Address: _____

Incase of Emergency:

Contact Person's Name: _____ Relation: _____

Address: _____

_____ Telephone: _____

1.9 Work Experience Details (provide the most recent experience first in the table below):

	Employer/Organization # 1	Employer/Organization # 2	Employer/Organization # 3
Name of Company			
Title / Designation worked as			
Worked From			
Worked Till			
Address			
Telephone(s)			
Email Address			

2. INFORMATION IDENTIFYING THE QUALIFICATION

2.1 Name of qualification (if applicable) title conferred (i.e. Bachelor of Arts): _____

2.2 Main field (s) of study for the qualification (i.e. Accounting/Finance etc.) _____

2.3 Name and status of degree awarding institution: _____

2.4 Language(s) of instruction/examination: _____

3. INFORMATION ON THE LEVEL OF THE QUALIFICATION

3.1 Level of qualification (such as Under Graduation/ Graduation/ Post Graduation/ Doctorate/ Post Doctorate etc.):

3.2 Official length of programme (Number of years/ Credit hours): _____

3.3 Access/entry requirement (s) (such as the title of previous qualification e.g. Intermediate/ Bachelor /Master etc.):

3.4 Mode of study (Part Time/Full Time/Distance etc.): _____

3.5 Overall classification of Qualification (i.e. GPA/Distinction etc.): _____



NEWPORTS INSTITUTE OF COMMUNICATIONS & ECONOMICS

STUDENT QUERY FORM

Student Name:	Father Name:
Registration ID:	Email Address:
Center/Campus:	Degree Program:
Mobile Number:	Landline Number:

Information Required *(Please select the appropriate box below and provide details if necessary)*

Degree/Transcript Issuance Status or Delays
 Apply for Fee Discount or Fee Issues
 Courses Exemptions
 Admissions
 Others (explain Below)

Provide Details (if necessary)

For office use only *(Students are not required to write below this line)*

Tracking/File No:	Date Submission/Receive
Acknowledgment SMS/Emailed:	Date/Time of Acknowledgement:
Query Processed By:	Designation of Staff:
Remarks:	
Application Status:	



NEWPORTS INSTITUTE OF COMMUNICATIONS & ECONOMICS

Course Registration Form for Semester:

**Mandatory fields and required-be filled in 'Capital Letters'. Form can be rejected if required fields are left blank*

Student Name *															
Registration ID *															
Email Address *															
Degree Program *															
	Code	Course Title	Start time	Day*	Teacher's Name										
1	-----	-----	-----	-----	-----										
2	-----	-----	-----	-----	-----										
3	-----	-----	-----	-----	-----										
4	-----	-----	-----	-----	-----										
5	-----	-----	-----	-----	-----										
6	-----	-----	-----	-----	-----										

UNDERTAKING:

- 1) I have studied the pre-requisite of my selected course(s) before making my selection.
- 2) I am aware that my course registration will be cancelled any time during the semester if the pre-requisite of the course(s) is found-be incomplete.
- 3) I undertake that course registration request above will bound me-attend that course and full fee will be charged as per the number of courses selected/mentioned in this form.

Signature of Student

Date of Form Submission

Course Approval (For Official Use)

Designation: _____ Signature: _____ Date: _____

STUDENT RECORD

Student Name		Registration ID	
Receiver's Name		Receiver's Signature	
Receiving Date			
LIST OF SELECTED COURSES (to be filled by Student)			
1		2	
3		4	
5		6	

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**NEWPORTS INSTITUTE OF COMMUNICATIONS &
ECONOMICS**

STUDENT DATA FORM
(FILL THE INFORMATION IN BLOCK/CAPITAL LETTERS)

STUDENT DETAILS																															
STUDENT NAME																															
REG ID																															
		DEGREE										PROG																			
CENTER/CAMPUS																															
HOME ADDRESS																															
WORK/EMPLOYER ADDRESS																															
TELEPHONE DETAILS																															
MOB # 1																															
		MOB # 2																													
HOME																															
		WORK/OFF																													
EMAIL ADDRESS																															
CONTACT IN CASE OF EMERGENCY																															
NAME OF KIN																															
RELATION WITH STUDENT																															
TEL # 1																															
		TEL # 2																													
SIGNATURE OF THE STUDENT																				DATED											

NEWPORTS SCHOLARSHIP POLICY

Newports Institute is awarding generous scholarships to its students in the form of tuition fee waivers/concessions. At the start of a degree program, scholarships are awarded, to continue with awarded scholarship in subsequent semesters, there are continuation conditions, which are primarily based on the applicant's SGPA, CGPA and Academic Load of the last semester. The applicant must fulfill the prescribed conditions to continue the scholarship in the next semester. Failing to comply with these conditions shall lead to the cancellation or revision of percentage of the awarded scholarship at least for one semester. The same can be reinstated once the prescribed conditions are met.

Conditions:

1. Scholarships are offered based on the criteria laid down in the table.
2. Students must secure their admission prior to applying for scholarships.
3. Students must secure a semester SGPA of 3.00 or above to retain their scholarships.
4. Other than Merit Based scholarship, no more than 50% of aggregate scholarships shall be granted during a semester.

The candidate is applicable to apply for the following Scholarships:

Scholarship Name	Percentage of Scholarship		CGPA of Scholarship
Need Based *Each case varies	10% - 30% (Tuition Fees Only)		
	All Programs	DPT Program	Semester Programs
Merit Based (This scholarship will be given based on the percentage gained in the last qualification)	80% & above – 75% 70% & above – 50% 60% & above – 25% 50% & above – 10%	90% & above – 75% 80% & above – 50% 70% & above – 25% 60% & above – 10%	3.80 & above – 75% 3.50 & above – 50% 3.25 & above – 30% 3.00 & above – 20%
Financial Assistance	Installments Available		
Hafiz-e-Quran	20% (Tuition Fees Only)		
Government Servants (Civil & Armed Forces)	20% (Tuition Fees Only)		
Family of Shuhada	30% (Tuition Fees Only)		
Nominees of Orphanage Centers	30% (Tuition Fees Only)		
Special Person	30% (Tuition Fees Only)		
Sports/ Extra-Curricular	20% (Tuition Fees Only)		
Siblings	50% (Tuition Fees Only)		

Note: Scholarship forms are available in Admissions Department.



**NEWPORTS INSTITUTE OF
COMMUNICATIONS & ECONOMICS**

URL: www.newports.edu.pk

Applicant No: _____
(For Office Use Only)

SCHOLARSHIP APPLICATION FORM

Recent
Passport
Size
Photograph

Scholarship Applied for: _____

I. Personal Information		
1. Student Name:	2. Father/Guardian Name:	3. Father/Guardian Mobile#:
4. Father: <input type="checkbox"/> Alive <input type="checkbox"/> Deceased	5. Degree Program Enrolled:	6. Student Registration#:
7. Semester / Session:	8. End of Program:	
9. Permanent/Mailing Address:		10. Residence Details: <input type="checkbox"/> Own (Size _____) <input type="checkbox"/> Rented (Rent per month Rs _____)
11. Religion:	12. Nationality:	13. CNIC/B-Form#:
14. Phone (a) Residential (b) Official		15. Student Mobile#:
16. E-mail address:		17. Marital Status:

**To be filled by the Admission Office*

Total Package:	Scholarship / Financial Aid Percentage:	Package After Scholarship/ Financial Aid:	Installment:

II. Academic Qualification							
DEGREE/ CERTIFICATE	Major/ Subjects	Board/ University	Year of Passing	Total Marks	Obtained Marks	Division/ Grade	Percentage /CGPA
Matric							
Intermediate							
Bachelors (14 years i.e. BA/BSc)							
Bachelors (16 years i.e. BS)							
Masters (16 years i.e. MA/MSc)							

L-40, BLOCK 3, PECHS Karachi. Tel: 02134541067, 34547417,34313070 Fax: 4541089

Email: info@newports.edu.pk URL: www.newports.edu.pk

Is the student receiving any other scholarship or aid? Yes No

If yes, then provide the following details: Scholarship Name: _____ Amount: _____

III. Family Information						
Family Member Name	Relationship	Marital Status	Age	Occupation	Income	Organization Name

III. Reason For Scholarship/Financial Aid:
Any other Information: (If Needed)

Undertaking:

1. I understand all the rules and regulations of Newports Institute.
2. I have provided all correct and true information.
3. In order to continue my scholarship, I have to successfully clear all exams without any blockages.
4. A GPA of 3.00 must be maintained in order to secure my scholarship/financial aid.
5. Intentionally or unintentionally, if I am found participating in any undue and unjust activity, the institute holds the right to withdraw my scholarship/financial and take any necessary action.
6. Dropping of a course or a semester may result in the withdrawal of scholarship.
7. Candidates awarded financial aid under Need Based/Work Study Scheme are required to give 20 hrs/week at the Newports Institute as and when required.
8. Candidates awarded skill based scholarship (Hafiz-e-Quran, Sports, etc) are required to participate in the relevant competitions and activities as Newports representative.

Applicant Signature

Father's/Guardian Signature

Received By
Admission Officer

Reviewed By
Head of Admissions Office

Verified By
Registrar

Approved By
Rector

Acknowledged By
Head of Finance & Accounts

Documents to be submitted with the Form**Instructions for filling out the Scholarship Application Form**

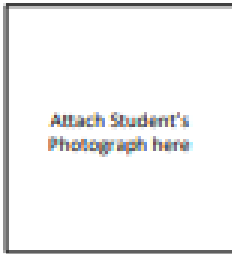
- Read the application form carefully
- Duly filled in the application form and make sure everything is correct and complete.
- Furnish factual, comprehensive and authentic information in the form
- If feeling any difficulty while filling out form, seek help from Admission Office
- Ensure that you have attached all the required documents by putting a tick mark in checklist

Check List	Tick
Two Photograph (Passport size)	
Copy of Student CNIC	
Copy of Father/Guardian CNIC	
Copy of Student Identity Card of the University / Institute.	
Copy of Fee Receipt of the University / Institute (Last paid).	
Copy of Certificate of Domicile of the student.	
Copy of Permanent Residence Certificate of Student	
Copy of Educational Documents	
Copy of Domicile Certificate of Father/Mother/ Guardian	
Copy of stamped Newports Institute Student Card/Admission Letter (in case of new admission)	
Evidence of Relationship with Alumnae/Current Students (For Kinship Scholarship)	
Copy of CNIC of Kin (For Kinship Scholarship)	
Copy of Certificate issued by Government of Pakistan (Family of Shuhada Scholarship)	
Copy of Special Person Certificate issued by government (Special Person Scholarship)	
Letter issued by Orphanage center (Nominee of Orphanage Scholarship)	
Copy of Utility Bills (i.e. Electricity, Gas, Water, Phone) (Need Based Scholarship)	
Copy of Family Member Income Certificate (Need Based Scholarship)	
Copy of Hafiz e Quran Certificate (Hafiz-e-Quran Scholarship)	
Copy of House documents being the evidence of Residence/Rent document.	
Original Salary Slip of Father / Guardian if employed in Government / Semi Government / Private	
Original Income Certificate issued by EDO Revenue of concerned District in case Father / Guardian is a non-salary person i.e. Business man / Landlord etc, along with Bank	
Two Stamped Envelopes with current mailing address.	
Original Affidavit on Rs. 20/= Stamp paper.	
Original Copy of Income Assessment / Return of Income duly issued by Income Tax Department, Government of Pakistan.	



NEWPORTS INSTITUTE OF COMMUNICATIONS & ECONOMICS

L-40, BLOCK#6 PECHS KARACHI. APPLICATION FORM FOR THE ISSUANCE OF DUPLICATE DEGREE/TRANSCRIPT



Note: Please read the instructions overleaf (on page#2) carefully before filling this form
Fill the form in Block (capital) Letters
Also note that incomplete form will not be accepted and processed

Student Name:																														
Father/Husband Name:																														
Degree Program:													Centre/Campus																	
Degree Start Date:	D	D	/	M	M	/	Y	Y		Degree End Date:	D	D	/	M	M	/	Y	Y												
Degree Serial #:													Transcript Serial #																	
Date of Birth:	D	D	/	M	M	/	Y	Y		Gender (Male/Female)																				
Current Address:																														
Email Address:																														
Mobile Number:																														
Landline Number:																														
Skype ID (if available)																														
Document/s Requested:	Degree						<input type="checkbox"/>	Transcript						<input type="checkbox"/>	Tick both boxes if requesting both degree and Transcript															
Reason for Applying:	Lost						<input type="checkbox"/>	Stolen						<input type="checkbox"/>	Other/s (Please Specify)															

DECLARATION: I solemnly declare that the above mentioned information/particulars provided by me are correct and to the best of my knowledge and belief. In case of any false information found therein, I shall be responsible for the consequences.

Dated: _____ Signature of the Student: _____

For Office Use Only (students are not required to write below)

Form Received by: _____ on (dd/mm/yy) _____

Comments/Remarks _____

ACCOUNTS INFORMATION: Fee Received (amount): _____ on _____

Name & Signature _____ (_____)

Controller of Examinations: Approved Disapproved Signature: _____

Registrar: Approved Disapproved Signature: _____

INSTRUCTIONS / GUIDELINES FOR THE ISSUANCE OF DUPLICATE DEGREE / TRANSCRIPT

- 1) All requests of degree/transcript issuance are forwarded to the Degree Release Cell (DRC) for initial screening and processing of documents
- 2) Student must fill this form carefully as the Institute shall not be responsible for any delay in the issuance of Duplicate Degree/Transcript, in case this form is incomplete or wrongly filled
- 3) Student must provide a valid copy of CNIC and paste one photograph in the specified box
- 4) Student must attach the following document/s (whatever applicable) with this form in support of the request:
 - i. *An Affidavit on a Stamp Paper (please obtain the contents/material from DRS)*
 - ii. *Original Advertisement of National Level Newspaper to report the lost/stolen etc. of document*
 - iii. *Original FIR or Police Report filed for misplacement of the document*
 - iv. *Copies of Previous Issued Degree and Transcript*
 - v. *Authority Letter for the Collection of Document/s (if applicable)*
 - vi. *Copy of paid Bank Challan/Receipt or other support for fee payment*

NOTE

Only forms with relevant and required information will be accepted.

Incomplete forms shall not be entertained and returned to the candidates

NEWPORTS INSTITUTE OF COMMUNICATION AND ECONOMICS

Main campus

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North Nazimabad Campus

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Shahrah-e-Humayun Karachi Sindh 74200 Pakistan

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