



## NOTIFICATION

Subject: Revised Policy for Full Implementation of PITMAN English Course

As per MUL policy, PITMAN English course is mandatory for fresh students of every department. This course develops and improves students' listening, speaking, reading, and writing abilities of the English language. Additionally, it improves vocabulary, grammar, and communication skills as well.

The revised policy for full implementation of PITMAN English course has been mentioned hereunder.

### **Process Mapping**

**Step 1:** Filling the code of conduct form (via MUL email ID).

**Step 2:** Allocation of the PITMAN English course.

**Step 3:** Completion of the '*Proficiency Assessment*' (to gauge the initial level).

**Step 4:** Daily practice (for at least 60 minutes) in addition to spending 20 minutes on Grammar/Word-bank.

**Step 5:** Completion of the '*Final Assessment*' before the Final Term Examination.

### **Policy Guidelines**

- a. Students must complete PITMAN English Course in the very first semester of any degree program.
- b. Appearing in both assessments (Proficiency as well as Final) is mandatory for the completion of the course.
- c. Students must complete at least 30 CPD hours (out of 62 CPD hours) to complete the course.
- d. Students must achieve a higher level in the Final Assessment as compared to the Proficiency Assessment.
- e. A student getting minimum 30 CPD points, with improved assessment level, will earn 1 Cr. Hr.
- f. Completion of the course with minimum 30 CPD-hours is an essential requirement for the award of the degree. If a student fails to earn/complete 30 CPD-hours, he/she will have to repeat the course in the next semester.



- g. Students repeating the semester but having completed the PITMAN course with all its requirements, will NOT be liable to repeat the PITMAN course.
- h. A student giving any negative remarks/comments for the instructor(s) or found not complying with the PITMAN code of conduct will be dealt with under the disciplinary case which may lead to rustication from the University permanently.

**Criteria for the award of Certification**

The eligibility criteria to qualify for award of certification is as follows:

- a. The students must complete the required minimum hours of practice i.e. 30 CPD hours.
- b. The course, including all assessments, must be completed before the final term examinations of the semester.
- c. The students must complete the course with an improved assessment level compared to the Proficiency Assessment.

**Note:** This office notification No. MUL/Regr./ 276 dated 25-01-2022 is hereby superseded.

**Dr. Khurram Shahzad**  
Registrar

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