

UNIVERSITY OF MANAGEMENT & TECHNOLOGY

PARTICIPANT'S HANDBOOK FOR ADVANCE STUDIES (PART II)

GENERAL ACADEMIC POLICIES/RULES/PROCEDURES



**OFFICE OF GRADUATE STUDIES
&
OFFICE OF REGISTRAR**

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2. Abbreviations used in Handbook

- 1. Chairperson:** Chairperson of the concerned Academic Department
- 2. COD:** Chairperson of the Department
- 3. Cr. Hr.:** Credit Hour
- 4. DAI:** Degree Awarding Institution
- 5. Dean:** Dean of the concerned Faculty/School
- 6. FT:** Final Transcript
- 7. HEC:** Higher Education Commission of Pakistan
- 8. HOD:** Head of Academic Support Department
- 9. ID:** UMT Identification of Participant
- 10. IPC:** Information Processing Center
- 11. OCE:** Office of Controller Examination
- 12. ORG:** Office of the Registrar
- 13. OTS:** Office of Technology Support
- 14. Participant:** Student
- 15. Resource Person:** Teacher/Faculty Member
- 16. SGPA:** Semester Grade Point Average
- 17. University:** University of Management and Technology
- 18. Website:** UMT website www.umd.edu.pk

6.0. EXAMINATIONS/PARTICIPANT EVALUATION RULES

6.1 Evaluation

The final standing of each participant, in each course, can be accessed through the midterm examination, sessional work (presentations, assignments, quizzes, class attendance, class participation, practical(s)) and final examination at the end of each semester or according to the criteria agreed upon by the concerned Academic Department.

- a. During a session, 25-40% of work shall comprise of combination of assignments and quizzes or according to the criteria agreed upon by the concerned Academic Department. The number and nature of tests and assignments are at the discretion of the faculty members.
- b. In case a participant joins a course after it has started, he/she will be responsible for submitting any missed quizzes, assignments and lectures. The marks in missed quizzes and other tests shall be considered zero while make-up tests, assignments, projects and labs can be arranged in consultation with the teacher/ head of department.
- c. There is no supplementary/special examination in a semester system; if a participant fails in a course, he/she is required to repeat it.
- d. The midterm examination is usually held during the 8-10th week of a semester while final examination is scheduled at the end of the semester.
- e. The script of midterm/final examination will be shared and returned back to the participants concerned by the teacher.
- f. To pass a course, a participant must obtain 50% marks in bachelor and master level degree programs equivalent to 16-years of education whereas, 60% in all master/MS/MPhil programs equivalent to 18 years of education and 70% for PhD.
- g. Rules and regulations of accredited bodies will be observed for the accredited degree programs.

6.2 Duration of Examinations

Besides home assignments, term papers, quizzes, etc., the duration for various examinations shall be as follows:

Midterm Examination One hour during class period

Final Examination 1.5-2.5 hours during examination week

6.3 a). Grading System

Performance of participants will be assessed on the basis of the following grading criteria:

Letter Grade	Master/MS/MPhil/PhD (equivalent to 18-years of education or above)
	Grade points
A+/A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
F	0.0
P (Pass)	-
I (Incomplete)	-
W (Withdrawal)	-
S (Satisfactory)	-
NC (Non Credit)	-
AU (Audit)	-
IP (In process)	-

Maximum grade point average is 4.00.

Grading will be based on the norms of relative grading system.

c. Award of Incomplete (I) Grade

- i. A participant, owing to an emergency or a plausible reason, may apply for the award of 'I' (Incomplete) grade. Such application is acceptable upon recommendation of the Advisor/COD and approval of the Dean/ Director. Approval on application form is mandatory. The approved application form shall be submitted to the Controller of Examinations at UMT.
- ii. The participant has to take only the end term exam for the course(s) graded 'I', with end term examinations for the relevant course(s) being taken along with the end term examination of that course(s) the very next time that

course(s) is offered. Attendance, midterm and sessional evaluation for such course(s) will be considered as it was at the time of awarding 'I' grade. If a participant fails to take end term exams in the very next semester when the course is offered, the 'I' grade will be changed into 'F' and participant will be required to study the course(s) for the entire semester in order to appear in the end term exams.

- iii. The "I" graded exam must be taken with the end term examination of the course(s) in the very next semester when the course(s) is offered. This will be coordinated by the Controller of Examinations in consultation with the instructor(s).

iv. Condition of I Grade

- ❖ A Participant is required to attend minimum 80% of classes and attempt all assignments, projects and midterm exams. His class evaluation must be complete by the end term exams.
- ❖ Private arrangements for an "I" graded examination between a participant and an instructor are not allowed.
- ❖ The participants who miss a re-scheduled exam will not be given a *second chance*.

d. Award of Grades "P", "NC" and "S"

- i. In some courses, "P" or "S" is awarded as the final grade. The credits of these courses are counted towards completion of the degree but these are not used for computation of CGPA.
- ii. In some courses, "P" or "S" is awarded as final grade.
- iii. Non Credit (NC); NC course(s) allows a participant to take regular classes with complete attendance. He/she will submit all quizzes, assignments, mid-term and final-term exams etc. to fulfill the course requirements. The course(s) will be evaluated with marks and regular grades. It will not be counted in Credit Hours and CGPA. Following condition would need to be followed:

- ❖ Certificate course(s)
- ❖ Graded Elective course(s), substitute of any other elective course(s)
- ❖ Core and compulsory course(s) will be not converted into 'NC' e.

Calculation of Grade Point Average (GPA) for a Semester

Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated using the following relationships:

$$\text{SGPA} = \frac{\text{Sum of GPA Courses in Semester (Course Credit Hours} \times \text{Grade Point Earned)}}{\text{Total Semester Credit Hours}}$$

CGPA= Sum of GPA of All Courses Taken in All Semesters (Course Credit Hours ×Grade Point Earned) / Total Credit Hours Taken in All Semesters

6.4. Degree Completion Requirement

The degree completion requirements in terms of CGPA (Cumulative Grade Point Average) at Graduate Level are given below:

Sr. No.	Programs	Minimum CGPA requirement
1.	MS/M.Phil and equivalent programs	2.50
2.	PhD	3.00

6.5 Report Based Results

All the participants will have to stringently follow the rules and procedures regarding written assignments, class preparations, projects, quizzes and examinations for a course.

- a. The participants will have to submit the Plagiarism report to resource person with final report/project, thesis and assignments etc.
- b. Respective faculty and Chief Library Officer shall sign the plagiarism report.
- c. Signed Plagiarism report will be submitted to OCE with the result of final project, thesis.

6.6 Make-up of midterm examination policy

- a. Absence from examinations is permissible only in extreme situations beyond the control of the participant. Serious illness/injury of the participant or death in the immediate family is regarded as a legitimate reason for rescheduling a make-up of midterm exams.
- b. The request for scheduling a make-up exam must be made by the participant or someone on his/her behalf, through the make-up exam petition form which must be submitted to COD, along with other required documents within three working days of missing the exam.
- e. The makeup exam will be taken within two weeks of the original exam by the course instructor.
- d. The participants who miss a scheduled make-up exam shall not be given another chance to sit for the missed exam.
- e. The participants involved in extracurricular activities, arranged by the societies or other institutions, would get prior approval from the Resource Person and COD/Dean regarding their absence from a quiz or an exam.

Note

This policy is not applicable for end term exam

6.7 Communication of Results

The results of quizzes, midterms and assignments are communicated to the participants during the semester and answer books are returned to them. It is the responsibility of the course instructor to keep the participant informed about his/her progress during the semester. The course instructor will inform a participant at least one week before the final examination related to his or her performance in the course. All objections of the participants regarding their performance must be addressed prior to the commencement of final examinations. The participants can view their final grades on my.unt account by the result declaration date, as per the Academic Calendar. The semester progress report shall be dispatched by Office of the Controller Examinations, to the participants' at the available mailing address.

6.8 Conduct of Tests and Examinations**Use of Reference Material during Tests/ Examinations**

Prior to class test/final examination, the concerned faculty member needs to inform the Controller and participants about the books, notes or other material that can be referred to by the participants during the test or examinations. All other books, notes, papers, etc., cannot be used by examinees.

6.9. Examination Schedule

- a. **Dean's office publishes tentative examination schedule at least three weeks before the start of the final examination to remove clashes.**
- b. The Controller of Examinations publishes the final examination schedule at least two weeks before beginning of the final examination on OCE website.

6.10 Examination Rules

- a. Participants should reach examination room at least 10 minutes before the schedule time. No additional time shall be given to Participants arriving late.
- b. Participants who have short attendance in any of their courses shall not be allowed to sit in the examination room for that particular course.
- c. Participants may only bring basic writing material or authorized material in the examination room as permitted by invigilator.
- d. Participants are not allowed to bring weapons of any kind in the campus and examination hall.
- e. Personal belongings such as bags/books/files may be taken into examination room and will be kept at the location specified by the invigilators.

- f. **DON'T BRING YOUR MOBILE PHONE!** Please leave your mobile phone (and headphone, hands free, MP3 Player, iPad, iPod or similar gadgets) at home or somewhere safe. If you bring it to an exam, you should be aware of the following:
- i. The University of Management *and* Technology accepts no responsibility for any loss or damage to your mobile phone if it is brought into the examination hall. You will be unable to claim it from the University if it is lost or damaged.
 - ii. If you bring mobile phone in the examination room it must be **SWITCHED OFF** (not just on silent mode). You must keep your mobile in your pocket or handbag and must not take it out for any purpose during the exam.
 - iii. If you do not switch off your mobile phone and place it in the pocket or handbag and it rings or vibrates, or is found on your desk or amongst your belongings, it will be confiscated until such time that it can be checked that it does not hold unauthorized material. This may cause a delay in returning it to you of at least 24 hours and may be considered fit for UMC.
- f. Participants must maintain complete silence in the examination room. If a participant has any kind of query he/she should raise his/her hand and wait for the invigilator.
- g. Lending/borrowing of pen, pencil, ruler, calculator, etc. is strictly prohibited in the examination room.
- h. Participants must produce UMT ID Card on the request of resource person/invigilator/Controller Examinations.
- i. Participants must immediately complete particulars mentioned on answer books/extra sheets and write down their ID No. on the question paper as well.
- j. No rough work is to be done on the question paper. Any participant found writing on anything other than the answer book will be considered using unfair means.
- k. Participants must mark their attendance on the attendance sheet during the examinations. In case, their name is not listed, they need to report to an invigilator immediately.
- l. Participants must remain silent and seated while the examination material is being distributed or collected.
- m. Participants found cheating, chatting, gesturing or misbehaving in the examination room shall be dealt with under the UMC rules.
- n. Any participant using abusive or obscene language in the answer sheet shall be dealt with under disciplinary rules.
- o. Participants cannot leave the examination room without prior permission of the invigilator.
- p. Participants must adhere to the examination rules prescribed by the University failing which strict action shall be taken.

- q. In case of open book/open notes exams, Participants must follow instructions given on the front page by the resource person and should not indulge themselves in conversation with one another. They are strictly not allowed to exchange their books/notes during the examination.
- r. Participants are not allowed to leave their seat during the exam without getting permission from the invigilator.
- s. Participants are not allowed to keep any other participant's notes or photocopies and loose pages, except for the allowed material.
- t. Participants are only allowed to keep their own notes/book for the examination.
- u. Participants are not allowed to look around under any circumstances, in case they need anything participants should raise their hand.

6.11. Unfair Means

- a. Any participant found using unfair means or assisting another participant during a class test/quiz, assignments or examination would be liable to disciplinary action. Use of unfair means generally covers the following:
 - i. An attempt to gain access to a question paper before the test or examination.
 - ii. Use or possession of unauthorized reference material during a class test/quiz, or examination.
 - iii. Any form of communication among the examinees in or outside the examination room while the test or examination is in progress.
 - iv. Unauthorized entry into faculty member's office with the intention of accessing or tampering with official documents.
 - v. Plagiarism reported in assignments, projects and thesis.
 - vi. In the case invigilator finds negligence, participant shall be allowed to complete the exam but the exam is to be held in escrow until UMC is conducted and final exam rendered.
- b. A participant found guilty of such an act by the relevant committee will be liable to one or more of the following disciplinary actions:
 - i. Grade "F" in the subject; and/or
 - ii. Fine of 10,000/15,000/20,000/25,000 to be fixed by the committee and/or
 - iii. Suspension from the semester and/or
 - iv. Expulsion from university
 - v. Any other punishment recommended by the committee

6.12. Final Transcripts and Degrees

- a. **Process of Final Clearance**

- i. Participant who has completed all the degree requirements will apply for FT through the prescribed clearance form and follow the given process.
- ii. Participant may collect the form from photocopier on premises.
- iii. Participant will fill the required fields and get clearance from departments mentioned on the clearance form.
- iv. In case participant has availed financial assistance in his/her academic life, he/she is also required to visit scholarship department (Treasurer Office) to fill the undertaking for return of Qarz-e-Hassana.
- v. Participants must submit the form in the Office of the Registrar along with all the attested credentials and a passport sized photograph required for FT and degree.
- vi. In case of any liability, ORG will contact the participant through email. In this case, participant is required to visit OGR to clear his/her liability.
- vii. Final FT can be collected by the Participant after three weeks from the date of submission of clearance form; to collect the FT participant would need to bring his original CNIC along with its copy.

b. **Guidelines for Issuance of Final Transcript and Degree**

- i. It is preferred that the participant who has graduated must receive his/her FT/degree personally from Office of Controller Examinations (OCE) during office hours.
- ii. It is encouraged that the graduates receive their degrees in person on the eve of Convocation which is a biannual feature of UMT.
- iii. However, if the participant cannot collect the FT/Degree personally, an authorized person can collect the FT/Degree on the participant's behalf, by producing a letter of authority, copy of his/her CNIC and attested copies of participants CNIC.
- iv. Participants living abroad will send their authority letter duly attested by Pakistan Embassy/Consulate General Office for issuance of their FT/degree through courier from Pakistan. University will not be responsible for any damage/loss caused to the FT/Degree in transit.
- v. The University reserves the right not to issue the FT/Degree while investigating the applicant's identity and may ask him/her to produce further evidence for his/her identification.
- vi. The receipt of FT/Degree will be acknowledged not to issue the.

6.13. Award of Degrees

Degrees will be issued on the eve of the biannual Convocation to those who have completed all degree requirements of a particular program and have been issued final transcripts. For the issuance of urgent degree, participant will apply through the prescribed urgent degree form, submitted to Office of the Registrar along with copy of CNIC, receipt of payment of urgent degree fee and copy of FT. Urgent degree will normally be issued within one week of the application, by the Controller of Examinations.

6.14. Duplicate/ Revised (FT/ Degree)

a. Duplicate FT/Degree

In case FT/Degree is lost or misplaced, the participant can apply for duplicate FT/Degree by paying the duplication fee in the accounts office. The word “Duplicate” will be written on the FT/Degree. It is mandatory for the participant to provide the following documents:

- i. Photocopy of lost FT/Degree
- ii. Original copy of FIR lodged with police station regarding the loss of FT/Degree (in case it is lost)
- iii. An affidavit on a stamp paper of Rs 50/-
- iv. Original clipping of newspaper advertisement announcing the loss of FT/Degree (in case of loss)

b. Revised FT/Degree

In case of any error/change in FT/Degree, the participant can immediately apply for revised FT/Degree by paying the revision fee in the accounts office. The word “Revised” will be written on the FT/Degree. It is mandatory for the participant to provide the following documents:

- i. Original FT/Degree shall have to be surrendered.

6.15. OCE Service Charges

S.No.	Name of the Document	Fee in (Pak Rupees)
1	Progress Report (with incomplete Status)	500/-
2	Final Transcript (FT)	Nil
3	Urgent Degree (before Convocation)	6000/-
4	Degree (on/after Convocation)	Nil
5	Duplicate Final Transcript (UMT / ILM)	6000/-
6	Duplicate Degree (UMT)	6000/-
7	Verification of UMT Final Transcript and Degree for five sets	500/- for each document
8	Provisional Semester Progress Report (Current semester)	Nil
9	Provisional Semester Progress Reports (each semester prior to current semester)	50/-

Note: The above mentioned charges may be revised without prior notice.

7.0 CONVOCATION

7.1. Code of Conduct

The University of Management and Technology, Lahore, holds its Convocation twice a year to honor the graduating Participants' commitment and dedication to academic success.

Rehearsal is mandatory for all graduates. Rs. 5000/- registration fee will be charged.

Keeping in view the decorum of the ceremony, the participants are requested to please observe the following rules during the proceedings of the Convocation. Failure to comply with the following rules will result in the expulsion of the concerned from the ceremony.

- i. Only formal dressing is allowed on the day of rehearsal and Convocation.
- ii. Participants' use of mobile phones, cameras and other electronic devices should not disrupt the ceremony and inconvenience any people present.
- iii. All graduates should be wearing their gowns properly ironed as approved by their respective schools.
- iv. Unnecessary movements, gossips, exchange of seats will not be tolerated inside the convocation hall.
- v. Do not leave the hall till the closing of the ceremony.
- vi. For group photograph, you may come out of the hall only after the announcement.
- vii. Full cooperation from participants for maintaining discipline and sobriety during the ceremony is expected.

7.2. Rector's Research Recognition Award

Rector's Research Recognition Award is given to the graduating participants of MS/MPhil on the Convocation Day, fulfilling the following conditions:

- a. Participant must have a minimum CGPA of 3.0/4.0.
- b. Participant must have completed his/her degree program in the stipulated time period i.e. maximum 3 Years.
- c. The Award shall be given to those who publish at least one paper in HEC/UMT approved international/local journal, as first author.

- d. The participant should not have been penalized as a result of disciplinary and/or unfair means.
- e. The Research Grants Committee shall review and short-list the papers for this Award.
- f. Participant will be awarded certificate and cash prize.

8.0 FINANCIAL AID & SCHOLARSHIPS AND PAYMENT OF DUES

8.1 Merit Based & Other Scholarships

Merit based scholarships are awarded at the time of admission while the need based financial assistance can be requested during the course of study only in exceptional circumstances. Some awards, are based on the academic performance during a semester, however double awards will not be given. The detail about all types of awards is given below:

Participants entitled for any other scholarship and applying for Financial Assistance (Qarz-e-Hasana) can only avail Qarz-e-Hasana if approved. Such participants shall be treated under the policy of Qarz-e-Hasana and any fee reduction under the scholarship shall stand cancelled. The participant will pay all the dues of the entire program without any scholarship, minus the Qarz-e-Hasana.

Following Fee Waiver Structure shall be applicable for the year 2016-17.

a. Alumni Policy:

There will be no admission fee for the alumni but an amount of Rs 10,000 (non-refundable) will be charged from Alumni as contribution to ILM Scholarship Fund, along with Rs 5000 as library fee (non-refundable). Contribution to ILM Scholarship Fund will be spread out to over the duration of the program in equal quarterly installments, and shall not be charged as onetime payment.

b. Policy for Alumni for Master/MS/MPhil:

UMT alumni continuing their education in Master/MS/MPhil programs will be awarded scholarship based on CGPA scored in their previous degree at UMT as per the table provided below. The minimum CGPA requirement for the continuation of scholarship is 3.00 for Masters & 3.25 for MS/MPhil programs, securing a CGPA in any semester below this will result in the cancellation of the scholarship.

Sr. No.	Academic CGPA	Financial Award on tuition fee
1	4.00 (including medalists)	100%
2	3.91 to 3.99	90%
3	3.75 to 3.90	80%
4	3.50 to 3.74	70%
5	3.00 to 3.49	60%
6	Up to 2.99	50%

c. Policy for Alumni for PhD:

UMT alumni continuing their education in the PhD program will be awarded scholarship based on CGPA scored in their MS/MPhil degree at UMT as per the table provided below. The minimum CGPA requirement for the continuation of scholarship is 3.25, securing a CGPA in any semester below this will result in the cancellation of the scholarship.

Sr. No.	Academic CGPA	Financial Award on tuition fee
1	3.75 & above including medalists	70%
2	3.50 to 3.74	50%
3	3.25 to 3.49	35%

d. Kinship Policy:

The Kin of Alumni and existing participants (brother, sister, husband, wife, father, mother, son and daughter) are allowed tuition fee waiver as given below:

Sr. No.	Relationship with Alumni	Financial Award
1	First Kin	20% waiver of tuition fee
2	Second Kin	30% waiver of tuition fee
3	Third Kin	40% waiver of tuition fee

e. Merit Scholarships:

Merit bases scholarship are made according to the admissions merit list. These scholarships are divided into two categories and their values are detailed in the tables provided below.

Continuation of Merit scholarships in subsequent semesters is subject to maintenance of CGPA not less than 3.25 for MS/MPhil/PhD programs.

i. Merit Scholarship for participants applying for Masters/MS/M.Phil degree with 4 Year BS degree from Recognized DAI/Universities):

Sr. No.	Academic CGPA	Financial Award on tuition fee
1	4.00/1st Position	100%
2	3.91 to 3.99	50%
3	3.75 to 3.90	40%
4	3.50 to 3.74	25%

ii. Merit Scholarship for participants applying for Masters/MS/M.Phil& PhD degree (Only For Recognized DAI/Universities):

100% tuition fee waiver for Gold Medalist or overall 1st position holder in any degree program, from HEC recognized university/DAI, on which admission is granted.

Percentage Criteria:

- Σ 80% and above marks in 14 years, 16 years or 18 years of education (last degree on which admission has been awarded) 40% tuition fee waiver

- Σ 70% to 79.99% marks in 14 years, 16 years or 18 years of education (last degree on which admission has been awarded) 20% tuition fee waiver

CGPA Criteria

- Σ CGPA 3.75 – 4.00: 40% tuition fee waiver
- Σ CGPA 3.50 – 3.74: 20% tuition fee waiver

However if the CGPA and percentage, both are mentioned on the degree, the university shall consider the CGPA, while processing the scholarship.

The Doctoral Dissertation fee of Rs 150,000/- shall be charged from all PhD participants.

f. Discount Policy for ILM Colleges Students

Alumni of ILM Colleges who have done Bachelor/Master degrees from other University/DAI and apply to UMT for higher degrees will be eligible for 25% tuition fee waiver, except for applicants of Medical and Engineering programs.

g. Discount Policy for Leadership Colleges Students

- Σ 30% waiver in Admission Fee
- Σ 15% waiver in Tuition Fee

h. Corporate Group Discount

- Σ 30% waiver in tuition fee of each participant for organizations nominating minimum three candidates.

i. Discount for SOS Village

- Σ 100% waiver of full fee for two participants, every academic year to be nominated by SOS.

j. Shaheed Hakeem Said Scholarship

This scholarship has been established to honor the great educationist, one of the finest exponents of eastern medicine and member of the ILM Board of Trustees ---- Mr. Shaheed Hakeem Said. The scholarships are granted to exceptional Pakistani nationals who are domiciled outside Punjab as per the following criteria:

- i. 50% waiver in tuition fee for ten participants to be determined on merit, in a semester, having domicile outside Punjab and belonging to remote areas with at least 65% marks in intermediate or Graduation.
- ii. For graduates of Semester based system minimum eligibility criteria is 3.25 out of 4.0 CGPA.

k. **Khurram Murad Scholarship**

This scholarship has been established to honor the memory of the great thinker, Mr. Khurram Murad, whose writings and speeches inspired thousands of young men and women throughout the world. He was also a member of the ILM Board of Trustees. This scholarship is awarded to outstanding foreign participants as per the following criteria:

- i. 50% waiver in tuition fee for two participants in a semester, with foreign nationality who fulfill the admission requirements of UMT.

l. **Justice A R Cornelius Scholarship**

This scholarship has been established to honor the memory of the former Chief Justice of Pakistan Justice A R Cornelius and to show UMT's dedication to minority rights. The scholarship is a merit based award granted to Pakistani nationals belonging to a minority community, as per the following criteria.

- i. 50% waiver in tuition fee for three participants, in every academic year, belonging to a minority community, who scores 65% or higher marks or equivalent in intermediate or graduation.

m. **Outstanding Sportsmen and Extracurricular Scholarship**

- i. 100% waiver in tuition fee for outstanding sportsman who have played at the national level with 65% marks or equivalent in intermediate or graduation. Ten such scholarships will be awarded every admission cycle.
- ii. During the course of study, the participant admitted on sport basis will be exempted from the condition of maintenance of minimum CGPA; however the participant will have to achieve the degree completion requirements. He/she will also be required to continue playing the sport at the same or higher level during the duration of the degree.

n. **ILM Scholarship Fund (ILM Study Support/Aid Fund)**

This Need based scholarship or Qarz-e-Hassana is awarded based on the financial need of the applicants. The Applicant will fill out the scholarship form and his case will be judged by the Financial Assistance and Loan Committee based on evidence provided and interview. The scholarship/fund is treated as Qarz-e-Hassana which participant will return in installments over a maximum period of five years after the completion of the degree.

Refer to 7.2 for more details.

o. **Special Person (disabled) Scholarship**

All certified special participants and those with learning impairment will pay a maximum of 50% fee of any program they are admitted to.

O. Employees of National Highways & Motorways Police Scholarship

25% discount in tuition fee will be given to children/spouses/brothers and sisters of National Highways & Motorways Police after scrutiny of evidence to be provided by the participant.

P. Discount Policy for The Knowledge School (TKS)

Alumni of TKS who have done Bachelor/Master degrees from other University/DAI and apply to UMT for higher degrees will be eligible for 25% tuition fee waiver.

Q. Discount Policy for ILM/UMT Alumni

Alumni of ILM/UMT who have done Bachelor/Master degrees from other University/DAI and apply to UMT for higher degrees will be eligible for 25% tuition fee waiver.

8.2 Need Based (Qarz-e-Hassana) ILM Scholarship Fund

- a. Participants desirous of need-based financial assistance (Qarz-e-Hassana) will apply through financial assistance (Qarz-e-Hassana) form and will submit it to Office of the Registrar along with the following documents:
 - i. Evidence of father's/guardian's income, such as authenticated salary certificate, income tax returns etc.
 - ii. Evidence of property, if any, owned by father/guardian
 - iii. Evidence of agriculture property and income arising from this property
 - iv. Copy of all documents related to previous academic record
 - v. Result card of previous semesters
 - vi. Copies of latest utility bills (i.e. Electricity, Sui-gas, Telephone, Water & Sewerage)
 - vii. Copy of bank statement of father/guardian
 - viii. Copy of rent agreement in case of income coming from rent, and in case the applicants home is rented
 - ix. Copies of fee receipts of brothers and sisters in case they are participants
 - x. Any other document which the Financial Assistance and Loan Committee (FALC) deems necessary
- b. Financial Assistance and Loan Committee considers all applications for need-based assistance in the light of evidence submitted in its regular quarterly meetings. The Financial Assistance Officer informs applicants about the outcome of their applications through emails. The officer will also prepare a list of applicants who have been granted assistance and dispatched the prepared list to the Office of the Treasurer for their records.

- c. Need based financial assistance have been converted into Qarz-e-Hasana with effect from Fall2006 Semester. Qarz-e-Hasana is returnable in easy monthly installments after the completion of participant's degree. Final Transcript will be issued but degree will not be granted till the complete payment of dues.

8.3 **Fee Refund Policy**

For fresh entrants in a semester, the tuition fee may be refunded in case of admission cancellation provided the application for refund is submitted as per the following schedule:

During first week of commencement of classes:	100%
During second week of commencement of classes:	50%
After second week of classes:	No Refund

Note

The admission fee and library fee are non-refundable and non-transferable.

8.4. **Payment of Dues**

- a. Participants may opt to deposit lump sum dues. A pre-payment discount of 15% is given on total amount admissible for four years, 10% discount on amount admissible for three years, and 5% discount on amount admissible for two years. In case a participant who had deposited lump sum dues discontinues studies at UMT before completion of the pre-paid period, refund will be made by the accounts department according to the Treasurer's prescribed policy.
- b. Regular semester dues are paid on the dates specified in the fee card issued by the accounts department each year for each participant. The annual fee amount is calculated based on average course load of a participant incorporating all financial assistance committed to him/her.
- c. The annual fee estimate is payable in four equal installments **on or before the 10th day of March, June, September and December every year**. Those who are unable to pay their dues by the deadline will be charged with a fine of Rs 100/- per day.
- d. Participants will be allowed to register for courses, attend classes, take examinations and receive degrees only if they have cleared all their dues. **Failure to pay the dues and fine by the end of the grace period will result in dismissal of the participant from the program.** Re-instatement is permitted only at the discretion of the Registrar and on payment of outstanding dues.
- e. Accounts department will issue supplementary fee bills to the participant for repeating courses and for studying pre-courses.
- f. **Options Available for Payment of**

Dues Online Payment

Fee challan forms can be deposited through online banking facilities in Pakistan.

Online Bank Accounts

Bank Name /Branch

Current Account No.

- i. HABIB BANK LIMITED
Fortress Stadium Branch, Lahore A/C. # 1025-79003167-03
- ii. ASKARI ISLAMIC BANK, LIMITED
Peco Road Branch, Lahore A/C. # 91802000033801

- g. Participants can collect their challan forms from accounts staff from 09:00 am to 07:00 pm. Please ask the fee receiving officer at the bank to mention your UMT Participant ID in online narration for branch to branch dealing.
- h. Outstanding dues can be sent through demand draft/pay order in favor of UMT only. The demand draft/pay order must reach at the following address through courier before due date. The mailing address is as follows:

Office of Treasurer
University of Management and Technology
C-II, Johar Town, Lahore
Phone No: +92 42 35212801-10

Participants must get fee payment confirmation through the online account after three days of depositing the fee. They should also present copies of original deposit fee receipts at accounts office for re-confirmation of deposited fee.

- i. HEC scholars will pay the dues as per UMT fee package.
- j. **Payment of fee for MS/Bachelor courses by Bachelor/MS participants**
Bachelor participants who are taking courses in the MS/Master programs will be charged the per credit tuition fee of the bachelor program for these courses. MS participants registering for bachelor courses to fulfill their deficiencies or for fulfilling the degree requirements will be charged bachelor fee rates.

k. Bank Details for Overseas Transfer

For Overseas Participants

Amount US\$ / _____

Favoring:

Beneficiary:

University of Management and Technology

Beneficiary address:

C-II, Johar Town Lahore

Inter-bankers Routing

HABIB BANK LIMITED (UMT BRANCH LAHORE)

Σ **ACCOUNT TITLE** : UNIVERSITY OF MANAGEMENT AND TECHNOLOGY
Σ **ACCOUNT NUMBER**: 23497000000303
Σ **BRANCH CODE**. 2349
Σ **IBAN NO**: PK22 HABB 0023 4970 0000 0303
Σ **BANK ADDRESS** : UMT BRANCH, C-II, JOHAR TOWN LAHORE, PAKISTAN

ASKARI ISLAMIC BANK (PECO ROAD LAHORE)

Σ **ACCOUNT TITLE** : UNIVERSITY OF MANAGEMENT AND TECHNOLOGY
Σ **ACCOUNT NUMBER**: 9180200033801
Σ **BRANCH CODE**. 918
Σ **IBAN NO**: PK 49 ASCM 0091 8020 0003 3801
Σ **BANK ADDRESS** : BLOCK –D FAISAL TOWN PECO ROAD LAHORE, PAKISTAN

9.0 GENERAL POLICIES

9.1. Participant ID card Policy

- a. The University ID card identifies a participant as a current member of the UMT participant body. Provision of all UMT facilities shall be subject to availability of UMT ID Card. Therefore, participants are encouraged to receive their ID cards from Office of Registrar, immediately after admissions.
- b. It is mandatory for all participants to properly display UMT ID card while entering the premises of the University. If a participant does not possess UMT ID card, s/he will be fined Rs. 500/- every time this happens. If someone misuses the ID card s/he will be fined Rs. 5000/-. In the above mentioned cases, participants shall be allowed to enter UMT premises upon presenting CNIC, to ensure that they do not miss any classes, quizzes or exams, but they would not be allowed to make use of UMT facilities.
- c. The UMT ID card is non-transferable, must be carried at all times, and presented upon demand by a University official or security guard; failure to do so may subject the participant to disciplinary action. Additionally, presentation of expired ID card to University officials shall be considered violation of University Policy, and shall be subject to fine, disciplinary action, or both.
- d. If the ID card expires or becomes unusable due to wear and tear, it shall be reported to Office of Registrar immediately. Similarly, lost and stolen cards must also be reported promptly to the Office of Registrar. ORG shall issue a new ID card upon submission of ID issuance application and a non-refundable ID card replacement fee payable by cash.
- e. ID cards found by a non-owner should be returned to the Office of Registrar as soon as possible. ORG shall send an email to the owner of the found ID card with notification that the ID card was found and should be claimed as soon as possible.
- f. Any transfer, alteration, falsification, or forgery of a Student ID card constitutes a violation of University policy and may result in an appropriate disciplinary action to be determined by the Office of Registrar. In addition, fraudulent or illegal use of the campus identification card may result in criminal charges and/or civil proceedings.
- g. The card is void upon termination or interruption of enrollment.
- h. The participant is supposed to surrender the ID card upon the request of a University official or in case of breach of the university code of conduct.

9.2. Transport Card Policy

The policy is designed to ensure smooth and seamless provision of transport services to participants of the University of Management and Technology.

- a. It is mandatory for all the participants using University transport facility, to renew their transport cards between 1st and 3rd of every month.

- b. If the card is renewed after 3rd but before 10th of any month, Rs. 100/day shall be charged as fine for each day.
- c. Office of Treasurer shall make cards (as per list) in advance for issuance on request (no cash payment).
- d. It is mandatory for all the participants to keep in possession valid University transport card, University ID card and CNIC while travelling through University transport facility, and show to the relevant personnel whenever demanded.
- e. If a participant is reported to enter the transport bus without valid transport card or written prior approval, s/he shall be charged full month's transport fee and an additional fine of Rs. 1,000/- which shall be paid in cash. In case of non-payment of fine within 7 days, the fine shall be increased to Rs. 1,200/- and shall be credited to participant's fee.

9.3 Academic Guidance

Participants are encouraged to meet faculty members during faculty members scheduled office hours for the purpose of seeking guidance and counseling.

9.4 Disciplinary System

- a. The UMT Disciplinary System provides for procedures under which alleged violation of the University's Code of Participant Conduct and Code of Academic Integrity and other policies, rules and regulations are investigated.
- b. The Code of Participant Conduct sets forth the responsibility of all participants at the University to exhibit responsible behavior and good conduct on university premises and wherever and whenever they are representing the university.
- c. The Code of Academic Integrity sets forth standards of integrity, honesty and discipline that should be adhered to in all academic activities.
- d. The worthy Rector has constituted a Student Disciplinary Committee (DC) to examine and decide, judiciously, participants' cases of breach of discipline.

9.5 Disciplinary Actions

Strict adherence to standards is expected from UMT participants at all levels. In case of breach of discipline by any participant, the DC is authorized to take any one or more of the following actions in the best interest of the University's image, integrity, academic discipline, and quality of education.

- a. Recommend expulsion cases to the Rector
- b. Recommend temporary suspension from program and/or course(s) to the Rector
- c. Recommend course repetition
- d. Recommend withdrawal of full or partial fee concessions
- e. Demand affidavit of apology
- f. Issue letters of warning and displeasure
- g. Ask for parental guarantee for improved/correct behavior

- h. Levy fine up to Rs 25,000
Any other action deemed appropriate and proportional to the proved offence.

9.6 Punishment or Penalty for Acts of Indiscipline

Punishment or penalty for acts of indiscipline shall be proportionate to the gravity of the offence and may comprise any one or more of the following penalties/punishment:

a. Minor Punishments

- (1) Warning: Notice to the offender, orally or in writing, that continuation or repetition of prohibited conduct may lead to further disciplinary action.
- (2) Probation: Probation for a specific period.
- (3) Fine: Fine which may amount up to Rs10, 000
- (4) Hostel Suspension/Permanent Removal: Expulsion from the hostel for a specified period or permanent removal from the hostels.
- (5) Withholding of Certificate: Withholding of a character certificate.
- (6) Removal of Privileges: Deprivation from the privileges enjoyed by the Participants.
- (7) F Grade: Award of “F” grade in a course.

b. Major Punishments

- (1) Expulsion: Expulsion from the class for a specific period with a maximum period of one semester.
- (2) Fine: Fine which may amount up to Rs 50, 000.
- (3) Exam Result: Cancellation of examination(s) result.
- (4) Rustication: Expulsion or rustication from the institution for a specific period.
- (5) Degree: Non-conferment of degree/transcript.
- (6) Relegation/withdrawal from course, program or university.
- (7) Other sanctions or a combination of above-mentioned punishments as are deemed appropriate.

Note: In every case investigated by the Student Disciplinary Committee the accused participant will be given full opportunity to present his stance and defend himself.

9.7. Code of Conduct for Disciplinary Hearings

Abusing the Code of Conduct for Disciplinary Hearings include:

- (1) Failure to obey the notice from a University official to appear for a meeting or hearing as part of the Participant conduct system.
- (2) Falsification, distortion or misrepresentation of information before a hearing body or designated hearing officer of the University.
- (3) Disruption or interference with the orderly conduct of a hearing proceeding.
- (4) Causing a violation of University Code of Conduct hearing to convene in bad faith.
- (5) Any action/statement deemed inappropriate.

9.8. Academic Culture

UMT management strives to provide the participants an academically congenial and culturally conducive learning environment. Hooliganism, agitation or pressure tactics will not be tolerated. In case of any problem, participants will directly communicate with the concerned official or faculty member.

9.9. Respect of Teachers

All participants are advised to give full respect to teachers. Any misbehavior or misconduct may lead to the cancellation of registration in that course by the teacher.

9.10. Eating/Drinking

Eating and drinking by the participants in the classrooms are strictly prohibited. In case of special occasions, permission should be sought from the concerned officials.

9.11. Abuse, Assault, Threatening Behavior

Abuse, assault and threatening behavior includes intentional or reckless acts endangering, threatening or causing physical or mental harm to any person, including the perpetrator, on the University premises or at University-sponsored activities, or intentionally causing reasonable apprehension of such harm including, but not limited to abusive language and/or physical or verbal intimidation, harassment, coercion, and all such acts are strictly prohibited.

9.12 Firearms, Explosives and Other Weapons

On UMT Campuses, there is a total ban on illegal or unauthorized use, possession, or storage of firearms, explosives (including, but not limited to fireworks), other weapons, dangerous and toxic chemicals (except for those used in laboratories under the supervision of designated UMT official),, whether or not the possessor is duly licensed to hold that firearm or chemicals.

9.13. Alcohol/Drugs/Intoxicants

- a. The University of Management and Technology prohibits the unlawful manufacture, distribution, dispensation, sale, possession or use of alcohol or any drug by any of its participants on its premises or as part of any of its activities.
- b. In case of recovery of drugs from any of the participants, strict disciplinary action shall be taken to ensure compliance with this policy in the future, which can range from heavy fines, suspension or even rustication/termination.
- c. If necessary criminal action will be taken according to National law.
- d. UMT campus except for designated smoking areas is smoke-free: academic building, library, cafeteria, lawns, grounds and parking corners are smoking-free, smoking is only allowed in designated smoking areas.
- e. Smoking is prohibited at all times in escort and shuttle buses.
- f. Display of cigarette packs, cigarettes and lighters is strictly prohibited in smoke-free areas of the University, as it gives motivation and encouragement to others as well.
- g. The sale of tobacco is banned on University's premises.
- h. Violation of this policy (either smoking or displaying cigarettes in smoking-free area) is subject to fine of Rs. 10,000/-.
- i. Payment of this fine shall be in cash. In case of non-payment, an additional charge of Rs. 200/- shall be added to the principal amount every day.
- j. All participants will be made aware of the policy during orientation.
- k. Visitors not adhering to the policy will be asked to comply or leave the premises.

9.14 Violation of Disciplinary Sanction

It means knowingly violating terms of any disciplinary sanction imposed in accordance with UMT Statutes, rules and regulations.

9.15 Inappropriate or Indecent Behavior

Indecent and Inappropriate behavior is prohibited on the campus and at University sponsored events and activities. Indecent and inappropriate behavior includes defying the norms of social, religious and cultural decency by a participant or group of Participants.

Indecent and inappropriate behavior may also include the following:

- a. Damage to the university fixtures/furniture, scribbling/carving on desks, wall chalking, misuse of lab/university equipment, etc.
- b. Use of mobile phones in class rooms, examination halls, labs and library, thus disrupting the calm of these places.
- c. Engaging in disorderly or indecent conduct, breach or attempt to breach peace or aiding, abetting, or procuring another person to breach peace on University premises or at University sponsored functions/activities. Any unauthorized use of electronic or

other devices to make an audio or video record of any person while on University premises without his or her prior knowledge and approval.

Conduct and actions mentioned in Rule 8.16 to Rule 8.25 are prohibited and any participant found engaging in them may be subject to disciplinary proceedings.

9.16 Provoking Others to Misconduct

Intentionally using words or actions to incite or encourage others to violent or retaliatory behavior or other acts of misconduct.

9.17 Non-Compliance with Official Direction

Failure to comply with reasonable direction of University officials acting in performance of their duties.

9.18 Violation of University Regulations and Policies

Violating University regulations or policies including amendments and additions adopted since the date of publication.

9.19 Theft

Theft & Stolen Property

Theft or attempted theft or unauthorized use of University or others' personal property is prohibited. Theft or attempted theft of property or services on University premises or at University sponsored activities is prohibited. OFM will be informed of all cases of stolen property. OFM may choose to refer the participant to the Academic Disciplinary Committee and may file criminal charges.

Personal Property

The University is not responsible for loss or damage of any personal property

9.20 Furnishing False Information, Forgery or Unauthorized Use of Documents

Intentionally furnishing false information to the University and its officials or misusing affiliation with the University to gain access to outside agency/services or using false information or University resources to adversely affect the reputation of the University. Forgery, unauthorized alteration, or unauthorized use of any University document or electronic transmission, or instrument of identification, or academic and non-academic records, signatures, seals, or stamps thereof.

9.21 Unauthorized Access to Facilities

Unauthorized access or entry to or use of, University facilities and equipment. Unauthorized possession, duplication or use of keys to University premises, offices, facilities or equipment or unauthorized entry to or use of University premises, offices.

9.22 Animals

Bringing an animal into any University building with the exception of animals used for authorized laboratory purposes or animals being used for security purpose for which express permission has been granted, or emotional support animals or use service animals for the disabled.

9.23 Demonstrations

Demonstration exceeding the bounds of free assembly and demonstrations engaging in unlawful acts that cause or imminently threaten injury to person or property, infringes on the rights of other members of the University community leading to or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

9.24. Political Activities

Unauthorized use of University facilities or equipment for political activities.

9.25. Gambling

Unauthorized and/or illegal exchange of money or services as a result of an organized or unorganized game or competition.

9.26. Off Campus Conduct

Participants as representatives of the University are expected to conduct themselves off University premises in such a manner that it does not adversely affect the interests and image of the University.

9.27. Environmental policy

- a. The Environmental Policy aims to express University's commitment to environmental protection, to provide instruments for implementation of the policy and to enhance quality of participant experience at the University.
- b. The University will implement and promote initiatives to decrease the University's use of non-renewable resources, including fuel, paper, water, etc.; decrease waste generated by the University and planting of plants.
- c. University shall adopt a full-time, zero tolerance policy for littering violations, and shall encourage everyone on campus to participate in the "Zero Tolerance for Litter" initiative.

- i. Discourage people to harm plants, including but not limited to plucking flowers and leaves.
 - ii. Send a courtesy letter to people whose trash is identifiable.
 - iii. Take necessary action against litterers.
- d. Enforce litter control with existing and new programs.
- e. The aforementioned policies shall be vigorously enforced through:
 - i. Reporting participant violators to the Office of Facilities Management.
 - ii. Reporting employee violators to the OHR or an immediate supervisor.

10.0 CODE OF CONDUCT

10.1 Greetings

Participants are advised to adopt the habit of greetings others using culturally accepted methods. This is an important aspect of civilian etiquette and obligation that University would like to promote.

10.2 Safe Driving

Participants are REQUIRED to avoid reckless driving on the campus and abide by the laid down speed limits and sign postings to avoid penalties. Over speeding and dangerous driving on the campus will result in initiation of disciplinary action against the concerned participants.

10.3 Good Conduct

- a. Participants are required to observe the following guidelines in their interactions at the Campus and University Sponsored Events/Activities:
- b. Adhere to UMT rules, regulations and disciplinary standards.
- c. Regularly read, understand and comply with all notices displayed on the notice board and in case of query, seek clarification from the relevant department/office.
- d. Meet all deadlines mentioned in any notice(s) displayed from time to time or given by University officials.
- e. Ask for explanation and seek clarification of what has been communicated to them in writing only from the issuing authority and not to assume or conclude anything from a procedure, rule or regulation themselves.
- f. Contact and convey to chairpersons or Deans any grievance or vital suggestion for necessary action and appropriate measures.
- g. Attend all courses of instruction as per their respective program requirements and undertake all sessional work and examinations in true spirit.
- h. Inform Office of the Registrar regarding any change in their addresses and contacts to ensure smooth and instant delivery of necessary messages, reports, etc.

- i. Protect and safeguard their personal belongings, books and other items at all times. In case of loss, UMT will not be responsible for loss or damage.
- j. Keep UMT campus clean. Littering trash is highly undesirable and environmentally unfriendly.

10.4 Gender Mixing

Participants are strictly reminded to follow the accepted social and cultural norms of the society regarding gender relations. Participants engaged in sexual harassment and obscene behavior (as per social norms) will face strict disciplinary action,

10.5 Harassment

It covers the following:

- a. Sexual harassment is prohibited and is constituted as a punishable offence.
- b. Sexual harassment is demeaning to human dignity and is unacceptable in a healthy work environment and sexual harassment of any participant will not be tolerated.
- c. Reprisals and threats against any person who makes use of this policy or participates in proceedings held under its jurisdiction to hold participants accountable for prohibited acts, is prohibited. Any individual or body found to be making such reprisals or threats will be subject to disciplinary action, and appropriate legal action.
- d. The intention of this policy and its procedures is to prevent sexual harassment from taking place, and where necessary to act upon complaints of sexual harassment promptly, fairly, judiciously and with due regard to confidentiality for all parties concerned.
- e. All the actions categorized as sexual harassment when done physically or verbally would also be considered as sexual harassment when done using electronic media such as computers, mobiles, internet, e-mails etc.

10.6 Enforcement of Code of Conduct

Matters falling under breach of University Code of Conduct, rules and regulations would be referred to the relevant UMT authorities authorized to investigate such matters. Parents/guardians of those Participants subject to such investigation will be informed. Participants who are charged with violations of this Code are subject to disciplinary action in accordance with UMT rules/regulations/statutes.

10.6.1 Accountability for Guests

Participants may be held accountable for acts of misconduct of their guests while on University premises or at University sponsored activities.

10.7 Dress Code

In order to maintain academic dignity and sanctity of the institution, Participants are required to dress in culturally and socially accepted clothes. In compliance of the dress code, Participants shall avoid:

Σ For Males

- a. Wearing tight or see-through dress.
- b. Wearing shorts, sleeveless shirts, and clothes bearing language or art, which is indecent, racist and religiously insensitive.
- c. Wearing shabby or torn clothing.
- d. Wearing jogging or exercise clothing during classes.
- e. Wearing untidy and immodest dress in classrooms, cafeteria and university offices.
- f. Wearing unprofessional attire in formal programs and interviews.

Σ For Females

- a. Wearing tight or see-through dress.
- c. Wearing shorts, sleeveless shirts, and clothes bearing language or art, which is indecent, racist, and religiously insensitive
- d. Wearing shabby or torn clothing.
- e. Wearing jogging or exercise clothing during classes.
- g. Wearing untidy, or immodest dress in classrooms, cafeteria and University offices.
- h. Wearing unprofessional attire in formal programs and interviews.

Participants are advised not to wear expensive accessories. If they do so they will do so at their own risk.

All faculty members, administrative staff, support staff and Participants are expected to monitor this code of conduct and report any disregard or violations thereof for taking appropriate corrective action/remedial measures.

11.0 HOSTEL

UMT Hostels with a capacity to house 975 boarders, 700 boys and 275 girls, are situated at Wahdat Road, Lahore. Female participants are strongly advised to take up accommodation in UMT provided hostels, only.

Rooms are available on double occupancy first come first served basis. However, single occupancy may also be provided subject to availability.

All rooms are provided with necessary furnishings. Bathrooms are detached.

11.1 Dining and Laundry Services

Dining and laundry services are provided by contractors. Participants may avail these services on monthly payment basis. Participants are required to pay their dining and laundry bills regularly to the respective contractors directly. In case they do not pay their monthly bills on time, their names will be reported to PSD for necessary recovery action.

(For detailed information about hostel, contact Superintendent Hostel/Head Environment and Services Department).

11.2 Payment of Hostel Dues

Hostel rent for a semester and security (refundable), will be paid in advance to accounts department to get accommodation at UMT Lodges. Thereafter, only rent will be paid on semester basis.

11.3 Transportation Facilities

The University has a fleet of buses that are used for transporting the participants from hostel to campus according to the schedule provided by OFM.

11.4. Cafeteria

Contracted canteen facilities are provided at UMT campus and hostels where snacks and meals can be purchased on cash payment.

12.0 PARKING

The policy is designed to establish rules and regulations under which the parking of motor vehicles by participants shall be governed.

- a. Parking timings shall be from 7am till 10pm. Parking before and after official timings shall not be allowed.
- b. All participants must have a valid parking permit. All vehicles parked within the premises of the University shall be required to display a valid University parking permit/Sticker. The renewal of the permit shall be done between 1st and 5th of every month.

- c. The facility shall be availed at vehicle owner's/operator's risk. Owner/operator of a vehicle shall be responsible for checking the vehicle's security system, windows and taking all such precautionary measures. The University shall not be liable for any inconvenience, loss or damage caused to the vehicles on University premises.
- d. In case of any damage caused to the University premises due to the negligence of the vehicle's owner or operator s/he shall be liable for the caused damage/loss.
- e. Violation of parking lines is subject to a fine of Rs. 500/-

13.0 Extra/Co-Curricular Activities

Sports athletics and other recreational activities provides for an enriched academic environment. At UMT, we encourage participants to actively take part in these activities by joining the following Clubs and Societies:

Debating Society

Dramatic Society

Cricket Team

Editorial Board

Overseas Participant's Club

Eagle's Crest (IT Based)

Leaders Forum

The Office of Participants Affairs (OPA) sponsors, organizes and supervises these activities. Co-curricular activities are organized by the respective Schools.

14.0. TRIPS AND TOURS

14.1. Educational Field Trips

Field trips provide excellent opportunities to enhance and reinforce knowledge gained in the classroom and laboratory. When planning such a field trip, the following requirements must be met:

- a. All field trips must be approved by the concerned department Chairperson, prior to scheduling. The department must be advised, in writing, of the date, time, place and purpose of each field trip. Courses complemented, (if any), must be recorded.
- b. The maximum duration of the field trip would be half a day. Field trips requiring more time will be planned separately for boys and girls.
- c. At least one faculty member must accompany such a field trip. In case of an all-girls field trip, one female faculty member must accompany the trip.

- d. The department Chairperson will keep a file of all documents related to the field trip for a period of three years.

13.2 Recreational Trips

Combined girls and boys trips of any duration, for recreational purposes, are prohibited. However, separate all-girls trips and all-boys trips may be arranged through approval from the Chairperson of the department. At least two faculty members will accompany any planned recreational trip. An all-girls trip must be accompanied by at least one female faculty member.

15.0 ADVERTISEMENT POLICY

The policy is designed to establish rules and regulations that govern advertisements and publicity acts, in the form of posters, signs, flyers, banners, etc., in University of Management and Technology. Such advertisements and publicity acts shall be permitted to participants subject to prior approval from Head ‘Office of Facilities Management’,

- a. All such items must be restricted to Advertisement Points as designated by ‘Office of Facilities Management’, and affixed in such a way so as not to damage the wall, or surface to which they are affixed.
- b. Upon approval from Head ‘Office of Facilities Management’ and consent of that Department’s Chairperson/Office’s Head, such items may be affixed within an Academic Department or Support Office. In such a situation the Department’s Chairperson or Office’s Head assumes responsibility for any damages that may occur thereafter.
- c. All the departments, clubs, groups and/or individuals responsible for the affixation of such items are also responsible for ensuring their removal, and the removal of all items used in affixing those postings/items. Damage resulting from the removal of improperly affixed such items will be repaired at the expense of the party responsible for the placement of such items.
- d. The content of such items must not promote any political, religious, racial or cultural hatred. Content of such items must not promote and/or encourage the use of tobacco or other illegal and recreational drugs.
- e. If any party or individual feels any concerns regarding the contents of any such item, the ‘Office of Facilities Management’ should be contacted for further guidance.
- f. ‘Office of Facilities Management’ and Security personnel reserve the right to refuse to display such items or remove any such items that do not comply with this policy, or any applicable University policy. Moreover, Head ‘Office of Facilities Management’ is also authorized to take any disciplinary action in case of non-compliance with this policy.

16.0 SPORTS RULES AND REGULATIONS

All individuals and teams involved in sports are expected to show sportsmanship, respect, consideration and appreciation towards their opponents, team-mates, officials and University staff at all times.

- a. Under no circumstances should a player or sportsperson react in a violent manner nor use any form of foul or abusive language, whether it is directed at a member of the staff, match official, opponent, playing colleague, team official or spectator.
- b. Individuals signing the player registration form agree to abide by this code of conduct and will accept that any deviation from these rules will result in disciplinary action by the University.
- c. Persons under the influence of drugs are not permitted to participate in sports activities at the University and as such the defaulters shall be liable to disciplinary action by UMT.

NOTE: please remember that no referee, umpire or official is perfect. You may not agree with every decision that is made and, just like players; the umpires and sports officials too may make mistakes.

17.0. INFORMATION PROCESSING CENTER (IPC)

Participants of the University are provided the latest IT facilities and support. These services include:

17.1 Login Accounts

Each participant is issued a unique login ID to avail domain, email, mobile and help desk facilities. Login accounts are necessary to access domain resources, for secure data storage, email correspondence and online access of results, registration and participants account history.

17.2 Internet Access

IPC is facilitating high speed unlimited Internet access of 14Mbps CIR internet bandwidth, 6Mbps from PERN (Pakistan Education and Research Network), a project of Higher Education Commission (HEC), and 8Mbps optical link from World Call.

17.3 Access to HEC Digital Resources

Participants can access digital resources managed and provided by Higher Education Commission (HEC) via UMT website at IPC as HEC allows access to these resources in their recognized institutions.

17.4 IPC Rules and Policies

- a. Information Processing Center (IPC) users are expected to behave in a responsible and courteous manner and observe the following rules while using IPC Computer Center.
 - i. For entry to IPC Computer Center, possession of ID card by each Participant is mandatory.
 - ii. IPC users must log into their own accounts. Account login/password sharing is strictly prohibited. Participants are expected to protect their and University's privacy.
 - iii. IPC users must log out after finishing their work.
 - iv. Unauthorized visitors are not allowed.
 - v. One person per workstation is allowed.
 - vi. NETSEND utility/command is not allowed in computer lab.
 - vii. Mishandling of Internet: Access to pornographic material and material banned in Pakistan, playing games and watching of videos for recreational purposes is not allowed in IPC.
 - viii. Food or drink is not allowed in IPC at any time.
 - ix. Smoking is not permitted in IPC.
 - x. Disruptive behavior such as loud talking and using mobile phones is not allowed in IPC.
 - xi. Participants found responsible for causing damage to the IPC equipment will be liable for such damages.
 - xii. Participants are not allowed to reboot, turn off or move any workstation, PC or any other devices. Participants are not allowed to download/install any software on any IPC computer. Only IPC operators and technical support personnel are authorized to carry out these tasks.
 - xiii. Everyone including Participants and staff are informed that no personal devices can be brought in or taken out of IPC. You should get a gate pass for it.
- b. Personal systems (laptops) and headphones are not permitted in IPC. Only final project presentation systems are allowed in IPC. The violation of any of the above mentioned rules may incur a fine up to Rs 5000/-.

17.5 Web Browsing Policy

17.5.1 Purpose

UMT encourages its community (faculty, participant, and staff) to use the Web as a useful repository of information, and an effective medium of communication and learning. The purpose of this section is to make members of our community aware of the type of unacceptable Web related activities and of the repercussions of not following this policy.

17.5.2 Policy

The UMT community should use the Web for work-related activities only because any other activity on the Web adversely affects academic use of the Internet bandwidth. Whereas, some non-academic activities such as browsing of web-based daily newspapers is understandable, it should be kept to a minimum. The following e-activities are not permitted on campus:

- i. Downloading or streaming movies
- ii. Downloading or streaming music
- iii. Online trading of shares in local or international financial markets (stock exchanges)
- iv. Excessive browsing of sports websites, in particular those whose content is updated periodically (e.g., cricinfo.com)
- v. Browsing sites with pornographic, obscene material, or browsing banned sites (in Pakistan) or downloading pornographic material

17.5.3 Browsing Log

UMT maintains a log of all internet activity done through the use of University's IT resources. This log contains relevant information about Web activity, including user name, computer used (IP address of the machine), date and time of activity, duration of activity, and URL (Universal Resource Locator or Web address) of the web page browsed.

17.5.4 Penalty for Abuse

The University expects a high degree of responsibility on part of the users of this facility. Violation of this policy may lead to disciplinary action including expulsion from the University. Note that it is the responsibility of a user to protect his/ her password and not share it with others. A user will be held responsible for any activity done with his/ her username.

17.5.5 Unauthorized Use of Computer or Electronic Communication Devices

Theft or other abuse of computer facilities and resources including but not limited to:

- (1) Unauthorized access to a file with the intention of using, reading or changing the contents, or for any other purpose.

- (2) Unauthorized transfer of a file.
- (3) Use of another individual's identification and/or password.
- (4) Interference with the work of another Participant, faculty member or University official.
- (5) Sending obscene, abusive or threatening messages.
- (6) Transmission of computer viruses.
- (7) Interfering with normal operation of the University computing system.
- (8) Unauthorized duplication of software or other violation of copyright laws.
- (9) Unauthorized access to or unauthorized, mischievous or malicious use of University computer equipment or networks or electronic communication devices, or the use of such equipment or devices to gain unauthorized access to and/or use of, off-campus computer equipment.

17.6 Participant Moodle Account

UMT-LMS (Moodle) is an Open Source Course Management System (CMS), also known as a Learning Management System (LMS) or a Virtual Learning Environment (VLE). All participants and Faculty members will have access to Moodle and are expected to utilize it.

If you are facing any problem using Moodle, visit <http://oit.umt.edu.pk/moodle>.

For further query send your queries to moodle@umt.edu.pk.

18.0. LEARNING RESOURCE CENTER (LRC)

UMT supports its academic programs and research initiatives through a fully automated library, on-site collections and a variety of online services. UMT library is an indispensable source of information and is one of the finest working libraries in Pakistan. The number of corporate clients and alumni who continue to use its services on regular basis testifies to the quality of UMT library. Experienced library professionals and staff always assist the users with the library's comprehensive information and research materials. The integrated library system facilitates lending, reference and information services and also offers a comprehensive service portfolio for the participants, faculty and researchers. Library services are supported through a dedicated line, which provides participants access to periodicals, databases, online searching and browsing.

18.1 Information and Orientation Sessions

Regular library orientation sessions are held to enhance information-handling skills of the library users and also to increase the effectiveness of research.

18.2 Timing and Access

Except for designated official holidays, the library is open six days a week from 0800 hrs to 2100 hrs for participants with valid UMT Identification Card.

18.3 General Library Rules

Library participants are expected to observe the following rules while using the library facilities. Any violation may incur disciplinary action.

- a. Leave your personal belongings (bags, briefcases, handbags etc.) at the library entrance.
- b. Take care of your belongings as library disclaims any responsibility for loss or damage.
- c. Keep your cell phones on silent mode/switch off within library premises.
- d. To make the library environment more conducive for reading and research; gossiping, cell phone calls, sleeping, eating, drinking, smoking, chatting, and disturbing the order of library furniture is strictly prohibited.
- e. Submit library material(s) for inspection, if requested.
- f. Underlining, marking, folding and tearing pages of library materials is prohibited.
- g. Leave the library materials on tables after consulting/reading.
- h. Observe IPC rules while using library computing facilities.
- i. Library membership could be suspended or canceled along with a penalty in the following cases:
 - i. Nonpayment of library fine(s)
 - ii. Theft of library material(s)
 - iii. Nonpayment of damage fine
 - iv. Non returning of the temporary issued material within due time
 - v. Any kind of disturbance in library
 - vi. Misconduct with the library staff
 - vii. Breaching of established library rules and norms
- j. Photo copying facility is available in the library within copyright provisions.
- k. Participants may get photocopy card from the library circulation desk @PKR 60 that is valid for 40 copies.

18.4 Borrowing Rules

All registered members with valid UMT ID are entitled to borrow library materials. The borrowing privileges may differ depending upon the membership category. The borrowing privileges for different membership categories are:

Category	Borrowing Privileges	Time Period
Graduate participants (MBA, MS)	6	14 days

Postgraduate participants (MPhil/PhD)	10	14 days
Faculty	30	90 days

- a. Valid UMT identification card is necessary to borrow library materials.
- b. Books borrowed by any individual can be reserved.
- c. Reserved books may be collected within 3 days from the circulation desk.
- d. Book(s) borrowed by any individual can be renewed for a period of 14 days as long as the same is not reserved by another patron.
- e. Non-circulating materials such as reference books, CAD collection, CD-ROMs, annual reports, current journals, journals and newspaper archives, audio/video materials, text books, and research projects cannot be borrowed.
- f. Non-circulating materials can only be used within the library.
- g. Any of the borrowed library materials is subject to recall as and when needed by the library.
- h. If the participants misplace any library material s/he should immediately report the incident to the circulation desk to avoid overdue fines.
- i. Any library materials not returned within 30 days after the due date will be considered as lost.

18.5. Library Fines

Certain fines are charged for overdue (not returned on time) library materials. This is an effort to provide Participants an equal opportunity to make use of library materials and to maximize sharing of library collections.

- a. Overdue fine is charged from the first overdue date/day.
- b. Overdue fine on general books would be PKR 10 per book per day.
- c. Overdue fine on temporarily issued materials would be PKR 50 per hour.
- d. Loss of library materials would be charged three times the current price OR replacement of the material(s) with PKR 100 additional as processing charges.
- e. PKR 5000 in addition to the current price would be charged in case of stealing library materials.
- f. In case of any disciplinary violations PKR 200 would be charged on the first violation and PKR 500 on second violation. In case of repeated violations, the issue may be referred to the concerned disciplinary committee.

19.0. ORG Services Fee Structure

Serial #	Name of Document	Normal Fee (PKR)	Urgent Fee (PKR)
1	Issuance of Participants reference letters except internship letters	100/-	500/-

2	Issuance of Duplicate ID Card	500/-	NA
3	Issuance of No Objection Certificate(NOC)	1000/-	1500/-
4	Registration of Independent Study	10000/-	NA
5	Program Change (from old program to new Program) Program change for the second time	15000/- 25000/-	NA
6	Readmission	20,000/-	NA
7	Semester freeze after due date till midterm	5000/-	NA
8	Progress Report (complete)	500/-	NA
9	Urgent Degree	NA	6000/-
10	Urgent Final Transcript (5 working days)	NA	5000/-
11	Duplicate Final Transcript (UMT/ILM)	6000/-	NA
12	Duplicate Degree	6000/-	NA
13	Verification of FT/Degree (UMT/ILM) up to 5 sets	500/-	NA
14	Current Semester Progress Report	Free	NA
15	Semester Progress Report other than the current semester	50/-	NA
16	Convocation Registration Fee	5000/-	NA

It is the participant's responsibility to remain up to date about all rules and regulations of the University. He/she must read carefully the Participants' Handbook that is available on the following web link <http://umt.edu.pk/org/Academics-and-Academic-Affairs/Participant-Handbook.aspx>

The University reserves the rights to alter, add and/or withdraw any policy without prior information. However, all such changes shall be posted on the website in the relevant section of the Participants' Handbook.

20.0. Student Grievance Procedure

Purpose: The Participant Grievance Procedure is available to any UMT participant(s) who seeks to resolve any grievance involving an alleged violation directly affecting that participant, by any member of the University community while acting in an official capacity (e.g. faculty member, administrator, staff member), of any of the written policies of the University or the school in which the participant is enrolled.

Phase One: Attempt to Resolve the Matter Through Informal Resolution:

1. **Direct Discussion:** Students wishing to grieve an alleged violation of the University's policies shall first contact, within twenty (20) working days of any occurrence giving rise to the grievance or the time they could reasonably have learned of such occurrence, the person responsible for the matter being grieved (the respondent) and attempt to resolve the grievance informally.
2. **Informal Mediation:** At the request of the grievant or respondent the concerned Chairperson or Dean/Director shall arrange for a meeting of the parties, attend such meeting(s), and attempt to aid in the resolution of the grievance.
3. **Advisement:** Students uncertain about how to proceed may consult their Advisors who shall identify the appropriate person.

Phase Two: Formal Review

(If the matter is not resolved in Step One)

1. **Filing of a Written Complaint:** If the grievance is not resolved informally within fifteen (15) working days after the grievant contacted directly the appropriate person to attempt an informal resolution, a participant may obtain review by submitting a written complaint to the Office of the Rector, the Office of the Registrar and the respondent. The letter must be sent within twenty (20) working days of the first direct contact that the grievant had with the respondent (person he/she felt to be responsible for the situation). In his/her letter of complaint, the grievant must include the following:
 1. The specific written University policy that allegedly has been violated
 2. A description of the facts and evidence supporting the alleged violation
 3. A description of the redress that the grievant seeks

Appointment of the Ombudsman and the Dispute Resolution Board: The Board shall be convened by the Rector in conjunction with the Registrar and will be chaired by the Ombudsman (appointed by the Rector). The Board will include the Dean or Director of concerned school or institution, Chairperson of the Department which offers the program the participant is enrolled in, the participant(s) faculty advisor(s), Head OHR and one other faculty member as appointed by the Rector.

The Dispute Resolution Board shall –

4. Meet with the complainant

5. Meet with other persons as he or she shall deem appropriate for the purpose of ascertaining the facts and attempting to resolve the complaint

Render a written report on the merits of the matter to the grievant, the respondent, and the Rector.

Phase Three:

Decision by the Rector: Based on the written report by the Dispute Resolution Board the Rector will take appropriate action concerning the dispute.

Notice of Non-Discrimination

UMT is committed to providing a working, learning and living environment free from discrimination and harassment and to fostering a nurturing and vibrant community founded upon the fundamental dignity and worth of all of its members.

Disability Services

Disability Services facilitates equal access for participants with disabilities by coordinating accommodations and support services, cultivating a campus culture that is sensitive and responsive to the needs of participants. Students seeking accommodations or support services from Disability **Services are required** to register with the office.

21.0. TA/RA Code of Conduct:

Participants appointed as Teacher Assistant (TA) or Research Assistant (RA) should act in an ethical and professional manner. They should not by any means abuse their position and indulge in unfair activities. TA/RAs should:

- Σ Mark and grade with consistent and transparent standards
- Σ Respond to emails in a timely manner and keep copies of communication
- Σ Be aware of ethics of behaviour outside of the classroom
- Σ Give constructive criticism on sensitive matters or to sensitive participants professionally
- Σ Ensure discussion groups are inclusive
- Σ Show up to all lectures and take notes, if appropriate
- Σ Maintain professional distance
- Σ Respect confidentiality of participants
- Σ Have integrity
- Σ Respect diversity
- Σ Treat participants with respect
- Σ Acknowledge boundaries
- Σ Be fair, equitable, and must not practice favouritism

22.0. Relationship between Students and Faculty/Staff:

The University considers that close, intimate and/or exclusive relationships between staff and the participants whom they teach, assess or are otherwise responsible for, raise

serious questions of conflict of interest, trust and confidence and dependency in working relationships and of equal treatment in teaching, learning, selection, assessment and research. There is a danger that such relationships exploit the relationship of authority and trust that is inherent in the relationship between members of staff and participants. Amorous relationships and relationships which demonstrate disrespect for others or lack of professionalism in interpersonal conduct between faculty/staff members and participants are strictly prohibited. Although there is inevitably a subjective element in the witnessing or experiencing of such behaviours, certain actions are clearly inappropriate and will not be tolerated by the university. These include, but are not limited to, the following:

- Σ unwanted physical contact (e.g. hitting, slapping, kicking, pushing) or the threat of the same;
- Σ after hours meetings in office, inviting participant(s) to office without any academic reasons;
- Σ exchange of personal information, such as Phone numbers, pictures, personal email IDs;

- Σ be-friending on social media (including but not limited to: Facebook, Twitter, Instagram, Snapchat, Messengers, Myspace, Google+, WhatsApp, Viber);
- Σ communications done via any means other than the university issued email IDs, or designated Class Representatives (CRs) are strictly prohibited;
- Σ social gatherings outside of university premises, at homes, hostels, cafes, restaurants, parks, etc.;
- Σ sexual harassment (including romantic relationships between teachers and learners in which the teacher has authority over the learner's academic progress) or harassment based on age, gender, race, ethnicity, national origin, religion, disability or sexual orientation;
- Σ loss of personal civility including shouting, personal attacks or insults, displays of temper (such as throwing objects);
- Σ discrimination of any form including in teaching and assessment based upon age, gender, race, ethnicity, national origin, religion, disability, or sexual orientation;
- Σ requests for others to perform inappropriate personal errands unrelated to the didactic, investigational, or clinical situation at hand;
- Σ grading/evaluation on factors unrelated to performance, effort, or level of achievement;

- Σ Unnecessary delay in posting of grades or evaluation of assessments.

23.0. Sexual Misconduct

In case Sexual Misconduct occurs, participants can follow the instructions given below:

A. If assault occurs:

- i. Exit the situation and seek safety. If needed, call OFM or police to assist by dialling OFM contact number or 15.
- ii. Seek prompt medical attention, preferably at On-campus clinic Hospital or the closest hospital to you if you are outside of the UMT area. It is essential that

survivors of sexual assault receive medical treatment and support as soon as possible. The sooner a sexual assault is reported, the easier it is to collect valuable evidence, regardless of desire to use the evidence to pursue any type of legal or judicial action.

- iii. Evidence collection is most effective within 72 hours. To facilitate evidence collection, the survivor:
 - a. Should not bathe;
 - b. Should not urinate;
 - c. Should not drink any liquids;
 - d. If oral contact has occurred, the victim should not smoke, eat or brush teeth, and;
 - e. The survivor should not change clothes. If clothes have been changed, soiled clothes should be placed in a paper bag (plastic destroys crucial evidence), separating items to prevent contamination.

B. If harassment occurs:

- i. Exit the situation and seek safety. If needed, OFM or police to assist by dialling OFM contact number or 15
- ii. If possible, clearly explain to the person causing the harassment that the conduct ceases immediately.

Participants may resolve their grievances via the Participants Grievance Procedure.

24.0. On-Campus Student (Participant) Counseling Service (Student counselor):

The Counseling Services staff provides participants with a safe place to express their thoughts and feelings and manage the stresses of university life. All sessions are completely confidential. Information regarding the Councilor is mentioned below:

Name: Shaheen Firdous
Designation: Female Counselor
Contact number: 0321- 4286130
Email: shaheen.firdous@umt.edu.pk
Appointment: On phone call or message
Office Location: Level 5, Library Building,

Department: School of Social Sciences & Humanities

Students (male/female) may visit for counseling of their university and personal problems. She takes counseling sessions of students and, depending upon the matter/situation, voices the personal problems of students to be taken care of by the parents.

25.0. Social Media Policy:

Although UMT does not officially monitor participant's online activity, violations of the Student Code of Conduct or official UMT policy that are brought to the administration's attention will be acted on accordingly.

Wi-fi Access:

Wi-fi access is available in the Library and every UMT building.

26.0 Career Services (OCS):

The Office of Career Services supports current participants, prospective participants, and alumni through a wide array of career education services and resources. Contact information is mentioned above.

27.0. Emergency Communications:

UMT uses an emergency response communications system, to immediately inform the campus community of emergency situations as well as cancelations and closures caused by severe weather.

Students will receive text messages, phone calls, and/or e-mails immediately as news pertaining to any form of emergency situation is issued. In order to receive these updates, participants must provide the college up-to-date emergency contact information to ensure they are notified.

Emergency Phone Numbers/Helplines:

Emergency Phone Numbers/Helplines are displayed in every class room, lab, and common room on campus. In addition, they are displayed on corridors and halls. List of emergency numbers is also annexed to this handbook.

28.0. Terrorism or Suspicious Activity On-Campus:**Report Suspicious Activity**

If you see something suspicious, or if you receive information that may indicate that the campus may be targeted for terrorist activity, notify OFM Department immediately. Please note your safety comes first, therefore, DO NOT:

- Σ Ignore your instincts.
- Σ Take direct action or pursue.
- Σ Confront the individual.

If you become aware of suspicious activity, DO:

- Σ Call 15 and 1122 if there is a life threatening situation.
- Σ When reporting suspicious activity, it helps to give the most accurate description possible.
- Σ Notify the OFM Department at **INSERT NUMBER** as soon as possible and describe the events you observed:
 - Brief description of the activity
 - Date, time, and location of the activity
 - Physical identifiers of anyone you observed

- Descriptions of vehicles
- Information about where people involved in suspicious activities may have gone
- Your name and contact information (optional)

Lockdown Procedures:

In the event of a severe threat to safety it may be necessary to “Lockdown” the Campus to protect occupants and minimize the overall exposure to danger. Notice of a “Lockdown” will be broadcast over the Campus Alerting System which consists of P/A speakers in the hallways, Desktop Alerts and SMS Text Alerts. If you hear a Lockdown Message take the following immediate action:

- Σ Get to a safe place out of hallways or common areas.
- Σ Close and lock the door.
- Σ Move away from doors and windows.
- Σ Sit on the floor or crouch behind desks and be quiet.
- Σ Silence cell phones or devices that generate noise.
- Σ Do NOT answer the door.
- Σ Do not evacuate until contacted by Lahore Police or until you receive specific directions over the P/A system.
- Σ In case of a medical or other emergency during a Lockdown call 15 or 1122.

29.0. Healthcare Information:

A physician or nurse practitioner is available on-campus to provide clinical evaluation, treatment of minor illnesses and injuries, and evaluation and referral for more serious illnesses and injuries. Participants do not incur any additional costs for their visits.a.

Disclosure of Contagious Disease:

Students suffering from a contagious disease need to inform the Registrar Office immediately of the disease once they are diagnosed. They would also need to provide details of every person they may have come in contact with, of sufficient degree to pass the disease, at UMT premises. The information thus provided will be confidential and will only be disclosed for medical purposes, and as far as possible the identity of the participants will be protected.

The following diseases are considered contagious under this rule. The list may be amended.

Tuberculosis (TB)

Hepatitis

Malaria

List of infectious diseases provided at WHO website:

http://www.who.int/topics/infectious_diseases/factsheets/en/index.html.

c. Submission of Health Records:

All newly admitted participants need to complete the health records form, available at Appendix G and submit the information to the Office of Registrar before the start of classes.

d. Submission of Immunization Records:

All newly admitted participants (graduate, undergraduate and transfers): must provide evidence of vaccination with two doses of the combined MEASLES (RUBEOLA), MUMPS, RUBELLA (MMR) vaccine, if not immune by history of disease or laboratory titer. They also need to provide evidence of immunization of the following: POLIO; DIPHTHERIA (DPT), Whooping Cough, Tetanus; MENINGOCOCCAL MENINGITIS; TETANUS BOOSTER (Most Recent). The evidence need to be provided to the Office of Registrar before the start of classes.

30.0. Dining/Cafeteria Services:

A café operates at Main Building, offering tea, coffee, meals, snacks and more from 9am till 9pm. In addition tuck shops, are operative on 2nd Floor, Library Building, Parking Lot near the Mosque and a Juice Corner behind the main Building, near photocopy Shops.

31.0. Bookstore/Photocopying Services:

Multiple Photocopy shops operate in UMT. They provide photocopy, printing, binding, services to participants, throughout the semester, at affordable rates.

32.0 Banking Facilities:

ATMS are located at two locations on campus. Ground floor (North side) and Ground floor (south side), main building. In addition a branch of Habib Bank Limited (HBL) is operative on campus (Bank Building Ground Floor).

33.0 Religious and Spiritual Life:

A Jamia Mosque is established on campus, where Jumma prayers, Eid Prayers are held, in addition to Jammah prayers five times a day. UMT welcomes participants from all religious backgrounds, participants from different religious backgrounds are free to follow their religious practices on campus.

34.0 Confidentiality of Students Records:

With the exception of limitations herein stated, UMT permits any participant, presently or previously enrolled, access to her/his official records created during her/his period of enrolment. The creation and maintenance of participant records are based upon recommended practices, and, except for the permanent academic transcript, records are destroyed periodically.

35.0. Missing Student Procedure and Notification:

If a member of UMT has reason to believe that a participant is missing, they should immediately notify OFM and concerned program director. All possible efforts will be made to locate the participant to determine their state of health and well-being through collaboration with the OFM, the Registrar's Office, and other offices as appropriate. Concurrently, UMT officials will endeavor to determine the participant's whereabouts through contact with friends, associates, and/or employers of the participant. If not located within 24 hours of receiving the initial report, notification of the missing participant's biological and physical information will also be provided to other law enforcement agencies to help locate participant. In accordance with the UMT's Missing Student Procedure and Notification Policy, each participant is required to identify the specific person whom the UMT should contact within 24 hours of determining that the participant is missing.

Academic Calendar 2016-17 (Existing batches)

Description	Fall, 2016 Semester	Spring, 2017 Semester	Summer 2017 session
Start of Classes	August 22 , 2016	January 23,2017	July 3, 2017
Last Date of Add/Drop	August 26, 2016	January 27,2017	July 5, 2017
Declaration of Final Class Roster	September 2, 2016	February 3 ,2017	July 8, 2017
Convocation	November 26, 2016	March , 2017
Mid-Term Examinations	October 17-22, 2016	March 20-25, 2017	July 24-29, 2017
Last Date of Withdrawal	November 11, 2016	April 14, 2017	August 4, 2017
Registration for Next Semester & Students Feedback Activity	November 14-25, 2016	April 17- 28, 2017 (summer & fall, 2017)
Deadline to Declare Results of Sessional Evaluation	November 28, 2016	May 2, 2017	August 16, 2017
Semester End	December 3, 2016	May 6, 2017	August 19, 2017
Final Examination	December 5-14 , 2016	May 8-20, 2017	August 21-26, 2017
Submission of Results to the Controller of Examinations	December 17, 2016	May 24, 2017	August 28, 2017
Declaration of Results by the Controller of Examinations	December 21, 2016	May 30, 2017	August 31, 2017
Semester Break for Participants	December 19 ,2016- January 21, 2017	May 22 – July 1, 2017	August 28, 2017- September 4, 2017

The annual fee is payable in four equal installments on or before the 10th day of September, December, March and June of each year, after which Rs100/- per day shall be charged as fine.

Academic Calendar 2016-17 (New Intake)

Description	Fall, 2016 Semester	Spring, 2017 Semester	Summer 2017 session
Orientation and Registration of new entrants		
Start of Classes	October 17, 2016	January 23,2017	July 3, 2017
Last Date of Add/Drop	October 21, 2016	January 27,2017	July 5, 2017
Declaration of Final Class Roster	October 28, 2016	February 3 ,2017	July 8, 2017
Convocation	November 26, 2016	March , 2017
Mid-Term Examinations	November 28- December 3, 2016	March 20-25, 2017	July 24-29, 2017
Last Date of Withdrawal	December 9, 2016	April 14, 2017	August 4, 2017
Registration for Next Semester	December 12 - 23, 2016	April 17- 28, 2017 (summer & fall, 2017)
Deadline to Declare Results of Sessional Evaluation	January 2, 2017	May 2, 2017	August 16, 2017
Semester End	January 7, 2017	May 6, 2017	August 19, 2017
Final Examination	January 9 - 14, 2017	May 8-20, 2017	August 21-26, 2017
Submission of Results to the Controller of Examinations	January 17, 2017	May 24, 2017	August 28, 2017
Declaration of Results by the Controller of Examinations	January 20, 2017	May 30, 2017	August 31, 2017
Semester Break for Participants	January 16,2017-January 21, 2017 (one week)	May 22 - July 1, 2017	August 28, 2017- September 4, 2017

Public Holidays

Eid ul Edha**	September 12-14,2016	Kashmir Day	February 05,2017
Allama Iqbal Day	November 09,2016	Pakistan Day	March 23 , 2017
Yaum e Aushura**	October 11-12,2016	Labor Day	May 01 , 2017
Eid Milad-un-Nabi (PBUH)	December 12,2016	Eid ul Fitar**	June 26 - 27 , 2017
Quaid-e-Azam Day	December 25,2016		

**Subject to the sighting of the moon.

Note: The announcement of aforementioned holidays is subject to the announcement of federal govt.