



Department	:	Office of the Registrar
Prepared By	:	AR (Statutes)
Reviewed By	:	Deputy Registrar & AR (Academics)
Approved By	:	Registrar
Title	:	Course Registration
Issue Date	:	19 May, 2008
Pages	:	1 of 1
Number	:	SA/REG/1.0

1.0 PURPOSE:

1.1 To enable the students to get registered in the semester.

2.0 PROCESS:

2.1 The prescribed Registration Form is available in the Office of the Registrar and also online (<http://www.umt.edu.pk/offices/registrar/DownloadForms.html>);

2.2 The student fills the prescribed form, signs and submits it to the concerned Batch Advisor within the registration time frame given in the annual Academic Calendar;

2.3 Incomplete forms are considered to be invalid for registration;

2.4 The concerned Batch Advisor, before allowing registration of courses, ensures the following:

2.4.1 pre requisite course(s) are passed;

2.4.2 that the course(s) graded 'F' or assigned 'W' in the previous semester must be registered first in the following semester when offered;

2.4.3 that there are no outstanding dues;

2.4.4 that the number of Cr. Hrs. allowed for registration shall be according to the Table-1 (Reference: *Table -1 in Participant's Handbook*).

2.5 The Batch Advisor shall enter the registered courses in PIMS and writes data entry number on the registration form and signs it;

2.6 The signed Registration form is forwarded to Office of the Registrar to be placed in the personal student file.



Department	:	Office of the Registrar
Prepared By	:	AR (Statutes)
Reviewed By	:	Deputy Registrar & AR (Academics)
Approved By	:	Registrar
Title	:	Late Course Registration
Issue Date	:	19 May, 2008
Pages	:	1 of 1
Number	:	ORG/SOP/LREG/1.0

1.0 PURPOSE:

1.1 To enable the students to get registered in the offered courses in the late registration time frame given in the Academic Calendar.

2.0 PROCESS:

2.1 The prescribed Registration Form is available in Office of the Registrar and also online (<http://www.umt.edu.pk/offices/registrar/DownloadForms.html>);

2.2 The student fills the prescribed form, signs and submits it to the concerned Advisor within the registration time frame given in the annual Academic Calendar;

2.3 Incomplete forms are considered to be invalid for Registration;

2.4 The student submits the prescribed Registration Form to the concerned Advisor;

2.5 The concerned Advisor, before allowing registration of courses, ensures the following:

2.5.1 Pre requisite courses are cleared/passed;

2.5.2 Core courses graded “F” and “W” in previous semester must be registered first;

2.5.3 Number of courses allowed for registration shall be according to the CGPA (*Reference: Table -1 in Participant’s Handbook*).

2.5.4 That the late registration fee is duly paid, and the paid copy of the fee voucher is attached with the application.

2.6 After ensuring the above conditions, the Advisor shall sign the Registration Form and return it to the student;

2.7 The student shall submit the signed form along with copy of paid late registration fee voucher in Office of Registrar;

2.8 Assistant Registrar (Academics) enters the registration status in PIMS;

2.9 These documents are placed in respective students files for record.



Department	:	Office of the Registrar
Prepared By	:	AR (Statutes)
Reviewed By	:	Deputy Registrar & AR (Academics)
Approved By	:	Registrar
Title	:	Add/Drop Course
Issue Date	:	19 May, 2008
Pages	:	1 of 1
Number	:	ORG/SOP/AD/1.0

1.0 PURPOSE:

1.1 To enable the students to Add/Drop the registered courses.

2.0 PROCESS:

2.1 The prescribed Add/Drop Form is available in Office of the Registrar and also online (<http://www.umt.edu.pk/offices/registrar/DownloadForms.html>);

2.2 The student fills the prescribed form, signs and submits it to the concerned Advisor within the Add/Drop time frame given in the annual Academic Calendar;

2.3 Incomplete forms are considered to be invalid for Add/Drop;

2.4 In case the student repeats the course he/she shall pay the course fee in the Accounts Office before submitting the Add/Drop form to the Advisor;

2.5 The student submits the prescribed Add/Drop Form, along with copy of paid course fee voucher, to the concerned Advisor;

2.6 The concerned Advisor, before allowing Add/Drop of courses ensures the following:

2.6.1 Pre requisite courses are cleared/passed;

2.6.2 Core courses graded "F" and "W" in previous semester must be registered first;

2.6.3 That the repeat course fee, if any, is paid and the paid copy of fee voucher is attached;

2.6.4 Number of courses allowed shall be according to the CGPA. (*Reference: Table -1 in Participant's Handbook*);

2.6.5 *That Number of added courses is equal to the dropped*

2.7 The Advisor shall enter the Added/Dropped courses in PIMS, and shall write data entry number on the Add/Drop form and signs it, mentioning date.

2.8 The original form and the copy of paid course fee voucher are forwarded to Office of the Registrar for record.



Department	:	Office of the Registrar
Prepared By	:	AR (Statutes)
Reviewed By	:	Deputy Registrar & AR (Academics)
Approved By	:	Registrar
Title	:	Withdrawal of Course
Issue Date	:	19 May, 2008
Pages	:	1 of 1
Number	:	ORG/SOP/SA/WC/1.0

1.0 PURPOSE:

1.1 To enable the students to Withdraw the course in the given time frame as per Academic Calendar.

2.0 PROCESS:

2.1 The prescribed Withdrawal Form is available in Office of the Registrar and also online (<http://www.umt.edu.pk/offices/registrar/DownloadForms.html>).

2.2 The student fills the prescribed form, signs and submits it to the concerned Advisor within the Withdrawal time frame given in the annual Academic Calendar.

2.3 Incomplete forms are considered to be invalid for Withdrawal.

2.4 The student submits the prescribed Withdrawal Form to Assistant Registrar.

2.5 The Assistant Registrar shall ensure;

2.5.1 That the Course Code is correct;

2.5.2 That the last date of Withdrawal as per the annual Academic Calendar;

2.5.3 No disciplinary action has been taken and/or no disciplinary proceedings are pending against the student;

2.6 The Assistant Registrar approves withdrawal and signs the withdrawal form on behalf of the Registrar.

2.7 The original form is sent to the Examination Department (COE)



Department	:	Office of the Registrar
Prepared By	:	AR (Statutes)
Reviewed By	:	Deputy Registrar & AR (Academics)
Approved By	:	Registrar
Title	:	Semester Leave
Issue Date	:	19 May, 2008
Pages	:	1 of 1
Number	:	ORG/SOP/SA/SL/1.0

1.0 PURPOSE:

1.1 To enable the students to get Semester leave.

2.0 PROCESS:

2.1 The prescribed Semester Leave Form is available in Office of the Registrar and also online (<http://www.umt.edu.pk/offices/registrar/DownloadForms.html>).

2.2 Normally student is not allowed semester leave in the first semester.

2.3 The student fills the prescribed form, signs and submits to Assistant Registrar.

2.4 Assistant Registrar ensures the following:

2.4.1 The form is complete, signed and dated;

2.4.2 Evidence /reason for semester leave is attached;

2.4.3 Application is received at least 15 days prior to the commencement of the semester.

2.5 Semester Leave can be granted for two semesters at the most, during the total tenure of the study

2.6 Assistant Registrar makes the entry in PIMS to drop all courses which were registered by the student for that particular semester **before** the Add/Drop deadline of that semester.

2.7 Failure to resume studies after the approved semester leave period shall result into cancellation of admission.



Department	:	Office of the Registrar
Prepared By	:	AR (Statutes)
Reviewed By	:	Deputy Registrar & AR (Academics)
Approved By	:	Registrar
Title	:	Urgent Degree
Issue Date	:	19 May, 2008
Pages	:	1 of 1
Number	:	SA/FTD/01

1.0 PURPOSE:

1.1 To enable the students to get Urgent Degree from University.

2.0 PROCESS:

2.1 The prescribed Urgent Degree Form is available in Office of the Registrar and also online (<http://www.umt.edu.pk/offices/registrar/DownloadForms.html>).

2.2 The student fills the prescribed form and submits it along with the relevant documents to the Assistant Registrar.

2.3 Incomplete forms are considered to be invalid for Urgent Degree.

2.4 Student submits following documents to get Urgent FT / Degree.

2.4.1 Computerized National Identity Card (CNIC);

2.4.2 Receipt of payment of Urgent Degree fee Rs 3000/=;

2.4.3 Copy of Final Transcript issued by UMT;

2.4.4 Clearance Form.

2.5 Documents submitted by the student are cross verified with the available personal record of student kept in Office of Registrar.

2.6 The application is forwarded to Controller Examination for further proceedings. Urgent Degree is issued within one week of application by the Controller of Examinations.

2.7 The copy of the application form is kept in the personal file of the student maintained in the Office of Registrar.



Department	:	Office of the Registrar
Prepared By	:	AR (Statutes)
Reviewed By	:	Deputy Registrar & AR (Academics)
Approved By	:	Registrar
Title	:	Repeat Course Registration
Issue Date	:	19 May, 2008
Pages	:	1 of 1
Number	:	SA/REG/1.0

1.0 PURPOSE:

1.1 To enable the students to get registered in the Repeat courses.

2.0 PROCESS:

2.1 The prescribed Repeat Course Form is available in Office of the Registrar and also online (<http://www.umt.edu.pk/offices/registrar/DownloadForms.html>).

2.1 The student fills the prescribed form, signs and submits within the Registration and/or Add/Drop time frame as per Academic Calendar.

2.2 Incomplete forms are not entertained.

2.3 The student submits the prescribed Course Repeat Form to the concerned Advisor.

2.4 The concerned Advisor, before allowing registration of courses ensures the following:

2.4.1 Pre requisite courses are cleared/passed;

2.4.2 Whether fee for the course(s) has been paid; (in case fee is not paid the advisor shall not entertain the registration);

2.4.3 Number of courses allowed for registration shall be according to the CGPA. (*Reference: Table -1 in Participant's Handbook*)

2.5 The advisor shall enter the courses registered in PIMS and writes data entry number on the form and signs it.

2.6 The signed Registration form is forwarded to Registrar Office to be placed in the personal student file.



Department	:	Office of the Registrar
Prepared By	:	AR (Statutes)
Reviewed By	:	Deputy Registrar & AR (Academics)
Approved By	:	Registrar
Title	:	Program Change
Issue Date	:	19 May, 2008
Pages	:	1 of 1
Number	:	SA/PC/1.0

1.0 PURPOSE:

1.1 To enable the students to change their program.

2.0 PROCESS:

2.1 The prescribed Program Change Form is available in Office of the Registrar and also online (<http://www.umt.edu.pk/offices/registrar/DownloadForms.html>).

2.2 The student fills the prescribed form, signs and submits to the Concerned Dean.

2.3 Incomplete forms are not entertained.

2.4 Student shall also attach the Clearance form after getting clearance from Book Bank, Library and Accounts Department.

2.5 In case student is expelled from University on academic and/or disciplinary ground, Program Change shall not be allowed.

2.6 After approval of concerned Dean for inter-school program change, the form is forwarded to Office of the Registrar.

2.7 Assistant Registrar ensures that student has obtained necessary clearance on the prescribed Clearance Form.

2.8 The form is forwarded to Office of Admissions for issuance of new ID.

2.9 After issuance of new student ID, Assistant Registrar makes the entry in PIMS.

2.10 New student personal file is maintained in Office of the Registrar

2.11 The grades of these courses shall be transferred to the new program provided the grades are 'C' and above for Bachelors program and 'B' and above in case of Masters Program.

2.12 Transfer of Credit Hours shall be counted towards the completion of degree requirements.

2.13 Admission fee paid by the participant for the previous program is fully adjusted against the Admission Fee of the new program.

Department	:	Office of the Registrar
Prepared By	:	AR (Statutes)
Reviewed By	:	Deputy Registrar & AR (Academics)
Approved By	:	Registrar
Title	:	Merit/Kinship/Alumni based Scholarship
Issue Date	:	19 May, 2008
Pages	:	1 of 1
Number	:	SA/MFA/1.0

1.0 PURPOSE:

- 1.1 To enable the student to get Scholarships on basis of Merit, Kinship and Alumni as per UMT Policy.

2.0 PROCESS:

- 2.1 Students eligible of Merit/Kinship/Alumni Scholarship are required to fill up prescribed Financial Assistance form available in Office of the Registrar and also online (<http://www.umt.edu.pk/offices/registrar/DownloadForms.html>).
- 2.2 The prescribed Financial Assistance form is submitted to FAO/AR along with the required documents.
- 2.3. Incomplete forms are not entertained.
- 2.4. FAO/AR ensures that the following documents are attached with the application form.
 - 2.4.1 Attested copies of transcripts/credentials (Original testimonials are seen by FAO/AR at the time of submission of form);
 - 2.4.2 Evidence of relationship with alumni and/or current students;
 - 2.4.3 Copy of Final Transcript issued by UMT;
 - 2.4.4 Copy of CNIC of Student and Father;
- 2.5. The FAO/AR also ensures the following:
 - 2.5.1. That the student has attained the minimum CGPA criteria i.e. 2.50 for Bachelors and 3.00 for Masters program;
 - 2.5.2. That there are no outstanding fee dues;
 - 2.5.3. No disciplinary action has been taken and/or no disciplinary proceedings are pending against the student.
- 2.6. After all the checks, the FAO/AR approves the application, mentions the percentage of fee discount and signs the application form.
- 2.7. The FAO/AR sends copy of the approved application form to the Office of Treasurer for implementation of decision.
- 2.8. FAO/AR sends the approved original application forms to Office of Registrar to be placed in the personal files of respective students.
- 2.9. The FAO/AR prepares a list of students who have been awarded these scholarships every month and gets it counter checked by the Registrar.
- 2.10. The copy of approved forms is kept in master file with FAO/AR.
- 2.11. The original form is sent to the Registrar Office to be placed in personal file of respective students.

AR: Assistant Registrar, FAO: Financial Assistance Officer



Department	:	Office of the Registrar
Prepared By	:	AR (Statutes)
Reviewed By	:	Deputy Registrar & AR (Academics)
Approved By	:	Registrar
Title	:	Need Based Financial Assistance
Issue Date	:	19 May, 2008
Pages	:	1 of 2
Number	:	SA/NFA/02

1.0 PURPOSE:

1.1 To enable the student to get Financial Assistance on Need Basis.

Note: The financial assistance on need-basis is extended as Qarz-e-Hasana which is returnable within three years from the date of first employment in equal monthly installments.

2.0 PROCESS:

2.1 Student desirous of need-based Financial Assistance are required to fill up prescribed Financial Assistance form available in Office of the Registrar and also online (<http://www.umt.edu.pk/offices/registrar/DownloadForms.html>).

2.2 The prescribed Financial Assistance form is submitted to FAO/AR along with the required documents preferably a week before start of the semester.

2.3 Following documents are required along with the application:

- 2.3.1 Evidence of property, if any, owned by Father/Guardian;
- 2.3.2 Evidence of agriculture property, if any and income arising thereof;
- 2.3.3 Copies of bank statement, in case of income from business;
- 2.3.4 Copy of rent agreement in case of rented house or in case of income from house-rent;
- 2.3.5 Copies of fee bills of dependants, if applicable;
- 2.3.6 Copies of electricity bills for the period of last six months;
- 2.3.7 Evidence of Father's / Guardian's income like authenticated salary certificate;
- 2.3.8 Any other document which the Financial Assistance and Loan Committee (FALC) deems necessary;

2.4 FAO/AR ensures that all the required documents are duly attached with the completely filled-in application form. Incomplete forms are not entertained.



Department	:	Office of the Registrar
Prepared By	:	AR (Statutes)
Reviewed By	:	Deputy Registrar & AR (Academics)
Approved By	:	Registrar
Title	:	Need Based Financial Assistance
Issue Date	:	19 May, 2008
Pages	:	2 of 2
Number	:	SA/NFA/02

- 2.5 The FAO/AR also ensures the following:
- 2.5.1 That the student has attained the minimum CGPA criteria i.e. 2.50 for Bachelors and 3.00 for Masters program;
 - 2.5.2 That there are no outstanding fee dues;
 - 2.5.3 No disciplinary action has been taken and/or no disciplinary proceedings are pending against the student.
- 2.6 FAO/AR presents all the eligible cases to the FALC (Financial Assistance and Loan Committee) for decisions.
- 2.7 FALC normally meets before every semester.
- 2.8 After the decision of committee the chairperson (Registrar) mentions the percentage of the financial assistance and the effective date on financial assistance form and signs it.
- 2.9 FAO/AR records the proceedings of the FALC meetings and prepares a list of applicants who have been granted financial assistance and gets the list approved from the Chairperson.
- 2.10 After the approval the FAO/AR sends the list to Office of the Treasurer for implementation of decision.
- 2.11 The FAO/AR checks the financial assistance status of students on PIMS every fortnight to ensure that the decisions made by FALC have been implemented in letter and spirit.
- 2.12 The approved original FA form is kept for record in the personal file of respective student.
- 2.13 A copy of approved FA form is kept in the master file maintained by FAO/AR.



Department	:	Office of the Registrar
Prepared By	:	AR (Statutes)
Reviewed By	:	Deputy Registrar & AR (Academics)
Approved By	:	Registrar
Title	:	'I' Grade
Issue Date	:	19 May, 2008
Pages	:	1 of 1
Number	:	ORG/SOP/IGR/1.0

1.0 PURPOSE:

1.1 To enable the students to get an 'I' grade.

2.0 PROCESS:

2.1 The prescribed 'I' Grade Form is available in Office of the Registrar and also online (<http://www.umt.edu.pk/offices/registrar/DownloadForms.html>).

2.2 The student fills the prescribed form, signs and submits it to the concerned Resource person/chairperson of the department.

2.3 Incomplete forms are considered to be invalid for 'I' grade.

2.4 The Resource person/chairperson of the concerned department before allowing the 'I' grade shall ensure that student has a plausible reason of applying for 'I' grade.

2.5 The form shall be forwarded to controller of examination for entry in PIMS.

2.6 The approved 'I' grade application shall be kept in student personal record in office of the Registrar.



Department	:	Office of the Registrar
Prepared By	:	AR (Statutes)
Reviewed By	:	Deputy Registrar & AR (Academics)
Approved By	:	Registrar
Title	:	Exemption of Courses
Issue Date	:	19 May, 2008
Pages	:	1 of 1
Number	:	ORG/SOP/SA/EXM/1.0

1.0 PURPOSE:

1.1 To enable the students to exempt their courses from the given Road Map.

2.0 PROCESS:

2.1 The prescribed Exemption Form is available in Office of the Registrar and also online (<http://www.umt.edu.pk/offices/registrar/DownloadForms.html>).

2.2 The student shall submit the application form before the start or within the first semester to the concerned Dean.

2.3 The Dean shall forward the application to the concerned chairperson of the teaching department.

2.4 The chairperson shall ensure the following:

2.4.1 That the courses studied are from HEC recognized Universities/DAI;

2.4.2 Applicant has obtained at least 60% marks or C+ Grade at Bachelors level and B grade at Masters level in courses for which exemption is requested; however the degree should have been earned in the last two years;

2.4.3 That the detailed course outlines attached are compatible in depth and breadth of similar courses taught at UMT;

2.4.4 If needed, the chairperson may conduct a short test to check the competence of applicant in a particular course;

2.5 The chairperson after ensuring the necessary checks, certifies that 80% of the content of the course(s) for which exemption is sought are similar to course(s) offered by UMT and authenticates the exemption by putting his/her signature on the exemption form.

2.6 After approval from the chairperson of the department, the application is forwarded to Dean concerned for his approval and signature on the application.

2.7 The application is forwarded to Assistant Registrar for entry in PIMS.

2.8 Application is placed in the student personal file for record.



Department	:	Office of the Registrar
Prepared By	:	AR (Statutes)
Reviewed By	:	Deputy Registrar & AR (Academics)
Approved By	:	Registrar
Title	:	Convocation
Issue Date	:	19 May, 2008
Pages	:	1 of 1
Number	:	ORG/COV/1.0

1.0 PURPOSE:

1.1 To hold the Convocation annually.

2.0 PROCESS:

- 2.1 The Rector of the University has formulated a Convocation Committee which is responsible for organizing the annual Convocation.
- 2.2 The Committee is responsible for making all the arrangements for Convocation.
- 2.3 Convocation date is announced through press, university notice boards and website.
- 2.4 List of graduates is notified by the Controller of Examination at UMT website and notice boards.
- 2.5 Press advertisement invites the graduates to register for the convocation on or before the specified deadline.
- 2.6 All the graduates are required to attend full dress rehearsal a day before the Convocation.
- 2.7 The Convocation proceedings are appended herewith (Appendix I).



Department	:	Office of the Registrar
Prepared By	:	AR (Statutes)
Reviewed By	:	Deputy Registrar & AR (Academics)
Approved By	:	Registrar
Title	:	Preparation of Document (as envisaged ISO 9001:2000)
Issue Date	:	19 May, 2008
Pages	:	1 of 1
Control Number	:	ORG/SOP/QMS/1.0

1.0 PURPOSE:

1.1 Preparation of official Document.

2.0 PROCESS:

2.1 For the purpose of official use, a document is prepared by a responsible person acting on behalf of organization or any functional department.

2.2 Document is reviewed by Head of the Department or Management Representative (MR) of the organization checking its relevance to the purpose.

2.3 Document is assigned a control number.

2.4 Document is approved by the person authorized by the organization.

2.5 Document is authenticated by the signature of the authorized person.



Department	:	Office of the Registrar
Prepared By	:	AR (Statutes)
Reviewed By	:	Deputy Registrar & AR (Academics)
Approved By	:	Registrar
Title	:	Control of Documents (as envisaged ISO 9001:2000)
Issue Date	:	19 May, 2008
Pages	:	1 of 1
Control Number	:	ORG/SOP/QM/1.0

1.0 PURPOSE:

1.1 To monitor the changes/amendments on documents, while maintaining distinction from original documents or previous version.

2.0 PROCESS:

2.1 For the purpose of official use, a document is prepared by a responsible person acting on behalf of organization or any functional department.

2.2 Document is reviewed by Head of the Department or Management Representative (MR) of the organization checking its relevance to the purpose.

2.3 Document is assigned a control number to differentiate it from the previous versions and to avoid unintended use of obsolete documents.

2.4 Document is approved by the person authorized by the organization.

2.5 Document is authenticated by the signature of the authorized person.



Department	:	Office of the Registrar
Prepared By	:	AR (Statutes)
Reviewed By	:	Deputy Registrar & AR (Academics)
Approved By	:	Registrar
Title	:	Process of conducting meetings of Statutory bodies of University
Issue Date	:	19 May, 2008
Pages	:	1 of 1
Number	:	ORG/SOP/AU/1.0

1.0 PURPOSE:

1.1 To provide secretarial support to the concerned Authorities of the University in accordance with provisions of the Charter.

2.0 PROCESS:

2.1 A notice of meeting is sent to the members of statutory bodies at least three weeks prior to the meeting date by the Registrar.

2.2 Working papers for the meeting are sent at least ten days prior to the meeting.

2.3 First draft of the minutes of meeting is sent within fifteen days of the meeting date.

2.4 The comments / remarks of the members, if any, are called in within seven days of the receipt of the minutes.

2.5 The comments from the members, if any, are incorporated in the draft minutes.

2.6 The draft minutes are put up to the concerned statutory body for approval in the meeting immediately following the meeting for which the minutes were taken.

2.7 After the approval, minutes are duly signed by the Registrar / Secretary and concerned Chairperson of the statutory body.

2.8 The approved and duly signed minutes along with the working papers are made part of the permanent record.



Department	:	Office of the Registrar
Prepared By	:	AR (Statutes)
Reviewed By	:	Deputy Registrar & AR (Academics)
Approved By	:	Registrar
Title	:	Annual Academic Calendar
Issue Date	:	19 May, 2008
Pages	:	1 of 1
Number	:	OR/AC/01

1.0 PURPOSE:

1.1 To prepare the annual Academic Calendar, and coordinate its implementation.

2.0 PROCESS:

2.1 The academic calendar is prepared in consultation with all the stakeholders of the University i.e. Deans, COE, Treasurer and Directors.

2.2 The draft Academic Calendar is put up to Deans Committee for review.

2.3 The Deans Committee, after having thorough discussion on the Academic Calendar, recommends for the approval and its implementation.

2.4 The academic calendar is finally approved by Rector.

2.5 The Office of the Registrar is involved in responsibility of implementing the AC.



Department	:	Office of the Registrar
Prepared By	:	AR (Statutes)
Reviewed By	:	Deputy Registrar & AR (Academics)
Approved By	:	Registrar
Title	:	Fee Refund
Issue Date	:	19 May, 2008
Pages	:	1 of 1
Number	:	ORG/SOP/RF/1.0

1.0 PURPOSE:

1.1 To enable the students to get their fee reimbursed, in case it arises, after the completion of program.

2.0 PROCESS:

- 2.1 The prescribed Refund Form is available in Office of the Registrar.
- 2.2 The student fills the prescribed form, signs and submits to the concerned Dean along with the following document.
 - 2.2.1 Copy of Student ledger from Accounts department indicating the remaining balance of the student
- 2.3 Incomplete forms are considered to be invalid.
- 2.4 The concerned Dean signs on the form.
- 2.5 The form is be forwarded to Office of the Registrar.
- 2.6 The Registrar signs and approves the application.
- 2.7 The form is sent to Treasurer Office for further proceedings.
- 2.8 A copy of form is kept in personal file of student in office of the Registrar.



Department	:	Office of the Registrar
Prepared By	:	AR (Statutes)
Reviewed By	:	Deputy Registrar & AR (Academics)
Approved By	:	Registrar
Title	:	Clearance
Issue Date	:	19 May, 2008
Pages	:	1 of 1
Number	:	ORG/SOP/IGR/1.0

1.0 PURPOSE:

1.1 To enable the students to clear their accounts.

2.0 PROCESS:

2.1 The prescribed Clearance Form is available in Office of the Registrar and also online (<http://www.umt.edu.pk/offices/registrar/DownloadForms.html>).

2.2 Incomplete forms are considered to be invalid.

2.3 Student submits following documents to Assistant Registrar for clearance.

2.4 The Assistant Registrar verifies the following:

2.4.1 That the Degree requirements have been fulfilled as per the laid down policy;

2.4.2 No Disciplinary Proceedings are pending against the student;

2.5 The Assistant Registrar approves clearance and signs the clearance form on behalf of the Registrar.

2.6 The original clearance form is forwarded to Controller of Examinations for further proceedings.

2.7 A copy of form is kept in student personal file for record in office of the Registrar.



Department	:	Office of the Registrar
Prepared By	:	AR (Statutes)
Reviewed By	:	Deputy Registrar & AR (Academics)
Approved By	:	Registrar
Title	:	Record Keeping
Issue Date	:	19 May, 2008
Pages	:	1 of 1
Number	:	ORG/QM/1.0

1.0 PURPOSE:

- 1.1 Records shall be established and maintained to provide evidence of conformity to requirements and of the effective operation of the Quality Management System. A process is defined for the controls needed for the identification, storage, protection, retrieval, retention time and disposition of records.

2.0 PROCESS:

- 2.1 To ensure that management review records are useable, readable, identifiable and retrievable.
- 2.2 To ensure that management reviewers are competent, have the right experience, right education, right training and right skills.
- 2.3 To ensure that documents of external origin are identified and their distribution is controlled,
- 2.4 To prevent the unintended use of obsolete documents, and to apply suitable identification to them if they are retained for any purpose.



Department	:	Office of the Registrar
Prepared By	:	AR (Statutes)
Reviewed By	:	Deputy Registrar & AR (Academics)
Approved By	:	Registrar
Title	:	Duplicate FT /Degree
Issue Date	:	19 May, 2008
Pages	:	1 of 1
Number	:	SA/SOP/DFT/1.0

1.0 PURPOSE:

1.1 To enable the students to get duplicate FT and/or Degree.

Note: issuance of duplicate FT/Degree and hence cannot be claimed as normal right, the university has made this provision to facilitate students who have lost degree and/ or degree under unavoidable conditions, evidence for which would be required.

2.0 PROCESS:

2.1 Student submits following documents to Assistant Registrar to get Duplicate FT / Degree.

2.1.1 Application by student duly signed and dated;

2.1.2 Copy of lost FT and/or Degree;

2.1.3 Copy of FIR as an evidence of loss of FT and/or Degree;

2.1.4 Pledge on Affidavit stating clearly not to misuse Duplicate FT and/or Degree in case the original FT/Degree is found;

2.1.5 Advertisement in Newspaper about the loss of FT and/or Degree;

2.1.6 Paid copy of prescribed fee voucher;

2.1.7 NIC copy.

2.2 The Assistant Registrar cross verifies the information provided by the student from the available record and from PIMS, and puts his/her signature on the application form.

2.3 The Assistant Registrar puts up necessary documents along with the student file to the Registrar for approval.

2.4 The Registrar approves the application and sends it to Controller of Examination.