



Participant's **Handbook**

Academic Year 2014-15



**University of Management
and Technology**

Table of Contents

| | |
|--|----|
| 1. Introduction..... | 4 |
| 2. Organizational Doctrine..... | 4 |
| 3. History at a Glance..... | 4 |
| 4. Academic Departments of UMT..... | 6 |
| 5. Academic Regulations and Policies..... | 7 |
| 6. Examinations/Participant Evaluation Rules..... | 19 |
| 7. Final Transcripts and Degrees | 26 |
| 8. Honors and Awards..... | 28 |
| 9. Services Fee Structure..... | 31 |
| 10. Convocation | 33 |
| 11. Scholarship and Financial Assistance (Qarz-e-Hassana)..... | 33 |
| 12. General Policies | 40 |
| 13. Sports Rules and Regulations | 46 |
| 14. Dress Code | 46 |
| 15. General Behavior Guidelines..... | 47 |
| 16. Web Browsing Policy | 48 |
| 17. Extra/Co-Curricular Activities..... | 49 |
| 18. Hostel | 50 |
| 19. Canteen | 50 |
| 20. Parking | 50 |
| 21. Academic Calendar 2014-15..... | 51 |
| 22. Information Processing Center (IPC)..... | 52 |
| 23. Learning Resource Center (LRC) | 55 |
| 24. Contact Details of Administrative/Academic Staff | 57 |

Glossary (in alphabetical order)

- **'CGPA'** means Cumulative Grade Point Average
- **'Chairperson'** means Chairperson of the concerned Academic Department
- **'CoD'** means Chairman of the Department
- **'Cr. Hr.'** means Credit Hour
- **'DAI'** means Degree Awarding Institution
- **'Dean'** means Dean of the concerned Faculty/School
- **'FT'** means Final Transcript
- **'HEC'** means Higher Education Commission of Pakistan
- **'HoD'** means Head of Department
- **'ID'** means UMT Identification of Participant
- **'IPC'** means Information Processing Center
- **'Participant'** means Student
- **'OCRIS'** means Online Course Registration Information System
- **'OCE'** means Office of Controller Examination
- **ORG'** means Office of the Registrar
- **'OTS'** means Office of Technology Support
- **'Resource Person'** means Teacher/Faculty Member
- **'SGPA'** means Semester Grade Point Average
- **'University'** means University of Management *and* Technology
- **'Website'** means UMT website www.umt.edu.pk

1. Introduction

This handbook contains general rules related to undergraduate and graduate programs at the University of Management and Technology (UMT). The aim of this handbook is to familiarize the participants with the academic information of the programs offered at UMT and also with expectations concerning participants' ethical and professional conduct, and academic performance.

Each participant is required to familiarize himself/herself with the University's policies and to act in accordance with them. The participant must know that ignorance of rules, regulations and guidelines is no excuse. Knowing exactly what they can do, will keep them at ease and they will be less likely to face any problem. Therefore, participants are advised in their best interest to keep this important document "**Participants' Handbook**" as book of guidance during their academic career at the University of Management and Technology (UMT).

The document is intended as a guide and not a substitute to notifications periodically issued by UMT. The rules mentioned in this handbook are valid at present. UMT reserves the right to amend any policy at any time.

2. Organizational Doctrine

i). Our Vision is... Learning

It defines our existence, inspires all stakeholders associated with us, creates a powerful momentum inside, and responds to the challenges outside. It continues to evolve as present captures new realities and foresight unfolds new possibilities. All in an incessant attempt to help individuals and organizations discover their God-given potentials to achieve Ultimate Success actualizing the highest standards of efficiency, effectiveness, excellence, equity, trusteeship and sustainable development of global human society.

ii). Our Mission is.... Leading

We aspire to become a learning institution and evolve as the leading community for the purpose of integrated development of the society by actualizing strategic partnership with stakeholders, harnessing leadership, generating useful knowledge, fostering enduring values, and projecting sustainable technologies and practices.

3. History at a Glance

The University of Management and Technology (UMT) was established in 1990 and has now evolved into a premier institution of higher learning in the country. Recognized by the Higher Education Commission (HEC) as a "**W4**" category (highest rank) university, UMT is also the first in Punjab amongst medium sized universities in the general category.

UMT was founded in 1990, as the Institute of Leadership and Management (ILM). ILM was established by leading educationists, professionals and industrialists with an aim to enhance the organizational and individual effectiveness. Guided by the noble mission of helping others in

actualizing their limitless human potential to its finest shape, ILM sought to respond to the challenges of information-based economy, globalization and ever increasing complexity.

UMT – now an independent, not-for-profit, private institution of higher learning – received its degree-granting charter first as the Institute of Management and Technology (IMT) in 2002 through an Act of the Assembly of the Punjab. Later, on June 16th, 2004, IMT became University of Management *and* Technology (UMT) through passing of a similar Act by the Punjab Assembly.

In September 2007, the Higher Education Commission of Pakistan upgraded the category of UMT from 'Category X'/ previous 'Category B' to 'Category W'/ previous 'Category A'.

UMT , offers a broad range of bachelor, master and doctoral degree programs in many disciplines such as Commerce, Accounting, Business Administration, Banking and Finance, Business and IT, Computer Science, Economics, Education, Electrical Engineering, Aviation, Management, Supply Chain, Textile Engineering, Industrial Engineering, Information Systems, Linguistics, Media and Communication, Agri-business, School Management, Social Sciences, Educational Leadership Management, Law, English Language, Teaching, and many more.

All academic programs meet HEC criteria. The Pakistan Engineering Council (PEC) permits electrical engineering and industrial engineering programs offered at UMT while BBA and MBA programs are accredited by the National Business Education Accreditation Council. The National Computer Education Accreditation Council (NCEAC) has accredited BS Computer Science and Software Engineering programs. Quality assurance systems as suggested by HEC have been implemented at UMT.

At present, ten schools and three institutes are operating under the umbrella of UMT namely; School of Business and Economics (SBE), School of Science and Technology (SST), School of Social Sciences and Humanities (SSS&H), School of Professional Advancement (SPA), School of Law and Policy (SLP), School of Textile and Design (STD), School of Commerce and Accountancy (SCA), School of Engineering (SEN), School of Governance and Society (SGS), School of Advance Studies, Institute of Islamic Banking (IIB), Institute of Applied Sciences (IAS) and Institute of Communication and Cultural Studies (ICCS).

UMT distinguishes itself with 300 full-time faculty members including 50 PhDs, 13,000+ alumni- and 8000 participants from 63 districts of Pakistan and 18 countries across the globe. The University has state-of-the-art science, engineering and textile laboratories, computer network, well-stocked library with over 55,000 books and digital resources to facilitate learning and research. The University also offers generous financial assistance to participants. Scholarships and merit based awards are being availed by a large number of participants.

4. Academic Departments of UMT

1. School of Business and Economics

- i. Department of Management
- ii. Department of Quantitative Methods
- iii. Department of Finance
- iv. Department of Economics
- v. Department of Marketing
- vi. Department of Operations and Supply Chain
- vii. Department of Information Systems
- viii. Department of Skills Development

2. School of Science and Technology

- i. Department of Computer Science
- ii. Department of Informatics and Systems
- iii. Department of Chemistry
- iv. Department of Physics
- v. Department of Mathematics
- vi. Department of Architecture and Planning

3. School of Social Sciences and Humanities

- i. Department of Islamic Thought & Civilization
- ii. Department of Clinical Psychology
- iii. Department of Media and Communication
- iv. Department of English Language and Literature
- v. Department of Social Sciences
- vi. Department of Education

4. School of Engineering

- i. Department of Industrial and Mechanical Engineering
- ii. Department of Electrical Engineering

5. School of Commerce and Accountancy

6. School of Textile and Design

7. School of Law and Policy

8. School of Professional Advancement

9. School of Governance and Society

10. School of Advanced Studies

11. School of Health Sciences

12. Institute of Applied Sciences

13. Institute of Islamic Banking

14. Institute of Communication and Cultural Studies

5. Academic Regulations and Policies

5.1 Academic Calendar

- UMT publishes complete schedule of whole academic year for its fall semester, spring semester and summer session for the convenience of participants and faculty members with the following details:
- Semester starting date
- Dues payment dates
- Semester end date
- Final exam week
- Grade notification date
- Holidays during the semester
- Participants are responsible for meeting the requirements and deadlines published for each semester in the academic calendar of the University. Participants are expected to know and adhere to the rules, regulations, course loads, pre-requisites and policies of the University, as well as those of the departments/institutes in which they are enrolled.

5.2 Schedule of Semesters

There are two regular semesters (Fall/Spring) in an academic year. Each semester will consist of a total of 17 working weeks, 15 weeks for teaching and two weeks for examinations.

The University may offer Summer Session of eight weeks between Spring and Fall Semesters. Each department may offer maximum of two courses for each degree program. The contact hours will be doubled during the Summer Session as compared to a regular semester to ensure that the course is taught completely in a semester with half the duration compared with a regular (Fall/Spring) semester.

There shall be one to two weeks' semester break at the end of each semester.

5.3 Credit Hour

One credit hour stands for at least 50 minutes class contact per week for 15 weeks per semester. For independent/laboratory work, two to three hours will be considered equivalent to one credit hour. Weekly contact hours for a three credit hour course will be three while contact hours for a course with laboratory/independent work contact hours will be five.

5.4 Course Categories

Courses have been divided into the following categories:

- Compulsory
- General
- Foundation
- Major/Core
- Elective

5.5 Course Registration (Enrollment for a Semester)

All participants need to register for each semester they want to study in. Course registration of continuing participants for the upcoming semester is done in advance, i.e., in the 13th week of the running semester (fresh participants can enroll on the day of orientation). Participants will register online through OCRIS account. They can check status of their registration along with information such as roll numbers, semester, all courses taken in that particular semester, and sections along with timetable details through OCRIS logins. All sections are allotted on first come first served basis. Participants can check their registration slips through the online system to ensure their course registrations and sections. Participants are requested to contact IPC lab for OCRIS login and password.

Late Registration

Late registrations up to the first week of commencement of classes are subject to a late registration fine of Rs 500/- per day. After the first week of classes, no registration shall be allowed and the next semester shall be considered frozen. However, fresh participants can enroll in the first week of their classes without late registration fine.

5.7 Course Load Management

All participants will normally be required to take a workload according to the CGPA. The details are mentioned below:

MS/M.Phil Programs

| SGPA/CGPA | Course Load Allowed (Cr. Hrs.) |
|----------------|---|
| 2.50 and above | 12 (Full Course Load) |
| 2.25 to 2.49 | Up to 9 (Course Repeat + Regular Course) |
| Below 2.25 | Up to 6 (Only Course Repeat) Expulsion from University in case CGPA is below 2.25 in 2 consecutive semesters |

Master Programs

| SGPA/CGPA | Course Load Allowed (Cr. Hrs.) |
|----------------|---|
| 2.75 and above | 12-15 (Full Course Load) |
| 2.50 to 2.75 | Up to 12 |
| 2.25 to 2.49 | Up to 9 (Course Repeat + Regular Course) |
| Below 2.25 | Up to 9 (Only Course Repeat) Expulsion from University in case CGPA is below 2.25 in 2 consecutive semesters |

Master programs include all masters (16 years of education), MBA (P/Eve) programs.

Bachelor Programs

| SGPA/CGPA | Course Load Allowed (Cr. Hrs.) |
|----------------|---|
| 2.25 and above | 15-18 (Full Course Load) |
| 2.00 to 2.24 | Up to 15 |
| 1.75 to 1.99 | Up to 12 (Course Repeat + Regular Course) |
| Below 1.75 | Up to 9 (Only Course Repeat) Expulsion from University in case CGPA is below 1.75 in 2 consecutive semesters |

Bachelor programs include all bachelor programs including 14, 16 and 17 years of bachelor degree programs.

In Summer session only two courses (Repeats only) are allowed.

5.8 Add/Drop Course(s)

Since the participants register for courses before the end term exams, they are allowed to add/drop a course after declaration of results. A Participant cannot drop or change a course without written approval from the participant's advisor. The time period for changing (add or drop) a course is one week; beginning from the commencement of the semester. For this purpose, a participant must meet his/her advisor and submit the form. The advisor will add or drop the course through his login. The Participant can drop a course with the approval of HoD concerned. However, such participants will have to understand that this is a matter of choice and he/she will have to complete his/her degree program in the maximum time allowed, e.g., six years for a four year degree program and three years for a graduate program.

After the declaration of the results, if a participant takes additional course/courses, he/she shall have to pay the dues without fine with the very next installment.

5.9 Repeating a Course(s)

The course(s) with "F", "SA" and "W" grade(s) may be repeated in regular semester(s) as well as in Summer session if offered, subject to registration by the participant concerned within due dates. Participants are required to complete the normal semester activities (class attendance, assignments, quizzes, mid-term exam and final examinations. In case of repeating the course(s), participant has to pay full dues without any financial benefits with the next installment. Maximum 18 credit hours can be repeated in undergraduate program, 9 credit hours in all Masters/MBAs/MS/M.Phil and 3 credit hours in PhD program.

In case of improvement in the grade after repeating a course, highest grade will be reflected on the transcript and same shall be counted towards calculation of CGPA.

5.10 Class Attendance

The participants are expected to attend all the classes, laboratories, tutorials, or other class meetings officially designated for a particular course. They are also expected to complete all assignments. Each three credit hour course will have 45 contact hours (3 hours/week *15 teaching weeks which equals 45 hours) in a semester. Attendance sheets are computer generated. No one is allowed to attend a class without his/her name in the attendance sheet. No one is authorized to add or remove his/her name from that list manually. Queries for that purpose must be routed to ORG.

A minimum of 80% attendance is required for a participant to be eligible to sit in the final examination.

Participants with less than 80% of attendance in a course will be given grade 'SA' (Short Attendance) and will not be allowed to take end term exams. They will have to repeat the course to get the required attendance to be eligible to sit in the exam when the course is offered next time, after paying the full course fee.

Participants may check their attendance status from their respective faculty members.

5.11 Semester Freeze/Leave

A participant may freeze/leave his/her semester due to any plausible reason for a maximum period of one year (two times in a four/five year degree program and once in a two year degree program). However, freezing in first semester is not allowed.

In order to freeze a semester, the participants will apply before the beginning of that particular semester. He/she has to fill in a clearance form from library, IPC and accounts only and submit it to ORG for approval and updating database and personal file.

He/she will have to render his/her University of Management *and* Technology participant ID Card to ORG. During the "freezing period" the applicant will lose his/her participant status at UMT and will not be entitled to avail University facilities like hostel, medical, transport, library and computer labs.

A participant shall rejoin in the next semester after paying semester fee. The right to use all university facilities will be resumed upon rejoining and UMT ID card would be available from ORG.

Freezing the semester(s) is a matter of choice and such participants will not qualify for any relaxation in semester maximum credit limit or towards maximum time specified for completion of the degree.

In case a Participant needs to freeze his/her semester before midterm exams, with plausible reason and supporting documents, he/she will be charged fine of Rs 5000. However, Registrar's decision will be final in these cases.

For a prolonged/extraordinary leave of more than one semester, participant must apply for leave with a valid reason. Clearance process of semester freeze will be followed for this kind of semester freeze as well. Leave application will be submitted before a semester starts. A participant will not have to pay any charges during semester freeze. Leave is valid for two semesters maximum. After two semesters, participant will rejoin, register for courses and continue studies, failing which his/her admission shall be cancelled automatically, without any prior information/intimation.

Leave from semester shall be counted towards the maximum permissible semesters for the completion of the degree.

Note

Participants always have to leave their studies with prior confirmation and approval on a written application. Once registered in a course and leaving without approval shall result in a grade that shall be applicable to it and shall not be replaced at any cost. For example, registering for a semester and leaving in the beginning will result in short attendance, graded as 'SA', studying the semester with up to 80 % attendance and leaving the end term exams will result in 'F' grade.

5.12 Programs Duration

The limit for the completion of the undergraduate degree is usually four years while it is two years for graduate degree from the beginning of the first course counted towards the end of degree. The time limit of a participant repeating course(s) shall be extendable up to a maximum of two years for all four years bachelor and three and a half year MBA degree programs and for all Master/MS/MPhil degree programs where maximum extendable time is one year.

| Program | Total Duration of Program (Minimum) | Extended Period | Maximum Duration of Program * |
|--------------------------|--|--------------------------|-------------------------------|
| 2 years Bachelors | 2 years or 4 semesters | 1 year or 2 semesters | 3 years or 6 semesters |
| 4 years Bachelors | 4 years or 8 semesters | 2 years or 4 semesters | 6 years or 12 semesters |
| 5 years Bachelors | 5 years or 10 semesters | 2 year or 4 semesters | 7 years or 14 semesters |
| 1 ½ year MBA | 1 ½ years or 3 semesters | 1 year or 2 semesters | 2 ½ years or 5 semesters |
| 2 Years Masters/MS/MPhil | 2 year or 4 semesters | 1 year or 2 semesters | 3 years or 6 semesters |
| 3 ½ years MBA | 3 ½ years or 7 semesters | 1 ½ years or 3 semesters | 5 years or 10 semesters |
| PhD | Total 8 years including Defense of Thesis. | | |

Maximum duration includes all reasons like semester freeze/leave, repeats, disciplinary etc etc.

5.13 Withdrawal of Course(s)

A participant, with the consent of the concerned teacher and Chairperson /HoD /Advisor, may be allowed to "Withdraw" a course(s) by the end of 12th week of classes. He/she shall be awarded 'W' in that particular course(s) in the transcript. However, the GPA/CGPA shall not be affected. Participant has to pay the repeat fee when he/she will repeat the course.

5.14 Credit Transfer Policy

Through an authentic/logical plea, duly supported by black and white evidence, one can apply for transfer of credits from a Higher Education Commission of Pakistan, recognized university/degree awarding institute to the University of Management and Technology (UMT). However, he/she will have to file application for this at least one month before the commencement of a regular semester.

Subject to the similarity and equivalence of at least 80% of courses of the respective discipline/degree for undergraduates and graduate programs and availability of seat(s), the transfer of credit request(s) will be processed for a regular semester only.

The merit of the applicant should be higher or equivalent to the last admitted candidate in that particular discipline/degree program/batch.

The applicant desiring credit transfer will submit an application form accompanied by copies of all previous transcripts, course outlines, his/her latest photograph, duly verified by the Registrar/Principal/Chairperson/Head of the Department of the institution in which he/she is currently enrolled in.

The applicant must have CGPA of at least 2.00 for undergraduate programs and 2.50 for graduate programs.

Depending upon the similarity and equivalence of the courses, only credit hours of courses shall be transferred which shall have at least 60% marks in annual system or C+ and above grade in bachelor or B and above grades in master programs.

The participant will provide a clearance certificate from his/her previous institution and will register himself/herself with UMT within the stipulated time.

The participant will have to cover the entire deficient course(s) (if any) within the stipulated time for the completion of his/her degree.

The credits transferred are counted towards degree requirements of a participant. However, GPA of transferred credits will not be counted towards the calculation of CGPA, and that only "Transferred" will be written against those courses whose transfer of credits was allowed by the respective Dean.

- **Limit of Credit Transfer**
- 50% courses can be transferred in bachelor and 30% can be transferred in master programs.

5.15 Course Exemption Policy

UMT accepts course exemption requests from the participants. UMT applies a holistic assessment approach for the suitability for the exemption(s) based on consideration of the following:

- **Compatibility**

At least 80 % course elements of the applicant's current degree must match with UMT program/module curriculum.

- **Academic achievement**

Participant must have cleared the course(s) with at least 60 % marks in annual system or C+ and above for bachelor programs or B and above for master programs in a semester system.

- **Other details of this policy include:**

Previous institute – HEC Recognized

- Time period –Applicant must have studied the course(s) within the past two years.
- Maximum allowed exemption - 50 % for total course load for BS programs and 30 % for all master programs.
- Exempted course(s) will be indicated by "EX" on the transcript and shall not be counted towards the calculation of GPA/ CGPA and Cr Hrs.
- The participant will be required to study a course in lieu of each course exempted.
- **How – Where – When to Apply for Exemption**

Course exemption form is available at UMT photo copy shops or can be downloaded from www.UMT.edu.pk/ORG

Completely fill out the exemption form and attach with it the following supporting documents:

- Final Transcript/Degree of the previous institution issued by Controller of Examination or Registrar.
- Course outline attested by Registrar/Dean.

Participant should submit the application to the Chairman/Dean/Director of the program at UMT for approval at the time of admission or within the first semester. When ORG will receive approval, they will implement exemption in the participant's database.

An exemption request needs to apply for the same during the regular registration of the courses. No charges shall be applicable to exempted course(s).

5.16 Inter-Schools Program Change

Participants can change their program of study with the permission of their parents/guardians and on the acceptance of the Dean of the School to which a participant wishes to transfer, by submitting program change form and clearance form. It is to be noted that program change is provided to participants who meet admission criteria of the program which they intend to pursue.

The Dean of the School accepting the transfer of the program will determine the road map to be completed. The previous course grades and credits applicable to the new program will be counted towards calculating CGPA of the new program. After approval, form will be submitted to Office of the Registrar; the team of ORG will issue new ID after checking all documents and will also block previous ID.

Admission fee paid by the participant for the previous program will be fully adjusted in the admission fee of the new program, However, Rs 5000/- shall be charged as program change fee irrespective of the semester of admission. All new policies and fee structure will be applicable as per new program and schedule.

5.17 Dismissal on Academic Grounds

The **undergraduate participant** shall be dismissed on academic grounds from the University if he/she has:

- a) earned a CGPA of less than 1.75 out of 4.00 in two consecutive semesters ;
- b) completed maximum duration of program (see 5.12) at the University after his/her first registration without being able to fulfill the requirements for the award of BS degree;
- c) fee defaulter of two consecutive semesters;
- d) repeated one course more than two times or over all repeated 6 courses;
- e) not completed the admission criteria.

The **graduate (MS/MPhil/MBA/Masters) participant** shall be dismissed from the University on academic grounds if he/she has:

- a) earned a CGPA of less than 2.25 out of 4.00 in two consecutive semesters
- b) b) Completed maximum duration of program (see 5.12) at the University after his/her first registration without being able to fulfill the requirements for the award of MS/ MPhil/MBA/Masters) degree.
- c) fee defaulter of two consecutive semesters;
- d) repeated one course more than two times or over all repeated 3 courses;
- e) not completed the admission criteria.

A **PhD participant** shall be dismissed from the program on academic grounds if he/she has:

- a) earned a CGPA of less than 3.00 out of 4.00 in two consecutive semesters;
- b) been unsuccessful twice in the qualifying examination;
- c) Completed eight years at the University after their first registration without being able to fulfill the requirements for the award of PhD degree.
- d) fee defaulter of two consecutive semesters;
- e) repeated one course;
- f) not completed the admission criteria.

Participants dismissed on academic grounds will, however, be provided with an official transcript indicating the courses completed along with grades earned in registered courses.

5.18 Re-Admission

Separation from Program (Academic Grounds)

Re-admission, without going through the admission process, is granted to only those bachelor and MS/Master participants who have been dismissed on academic grounds. Dismissal based on expiration of maximum degree duration from the date of first registration shall also render such participants inadmissible for re-admission.

PhD participants may be relegated to the MS/Masters program after dismissal from the PhD program on academic grounds.

The admissions committee may or may not transfer a course taken by the re-admitted participant prior to re-admission, depending on the approved criteria being followed at the time of re-admission. The new transcript will only show those courses that have been transferred towards the continuation of the degree by the participant. The participant will have to pay the readmission fee again of Rs 20000/- and will respond to new package.

Registrars decision regarding readmission will be consider final.

5.19 Fee Refund Policy

For fresh entrants in a semester, the tuition fee may be refunded in case of admission cancellation provided the application is moved 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. However, these are adjustable in case the Participant seeks re-admission within one year and if the Participant informs the Registrar office well in time before the start of the semester.

5.20 Independent Study

A participant may opt for independent study with the consent of the concerned faculty member. This may be due to graduation deadlines, required courses not being offered in a particular term, scheduling difficulties, job purpose or to cover special areas. The Dean approves all cases of independent study and refers them to the concerned Chairperson. Once permission is granted, the concerned faculty member organizes course requirements including exams, homework, lab assignments and research/position papers to compensate for the participant's absence in classroom participation. The participant is required to pay Rs 10000/- independent study fee in addition to course fee. He/she is also required to complete and submit all the assignments.

Conditions for “Independent Study” (I)

Only one independent study is allowed in a degree program under following conditions:

- If only one course remaining and was graded 'F'
- No semester is remaining and one course left.
- Maximum B+ grade can be awarded
- No PhD scholar is allowed to take any course as "Independent Study" without the direct approval of the Honorable Rector.
- All those students who are having a semester and few courses left are not eligible.
- Plagiarism report is required with final report/project

5.21 Rector’s Authority in Special Cases

Rector UMT has the power to issue orders, directions or instructions for the smooth working of the semester system where the regulations are silent and in cases of ambiguity or discrepancy regarding the interpretation of these regulations. It is to be noted that under such circumstances the Rector’s decision will be considered final.

5.22 Payment of Dues

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 prescribed policy.

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.

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 have a grace period of 20 calendar days subject to a fine of Rs 100/- per day up to a maximum of 10% of the amount due.

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 on payment of outstanding dues.

Accounts department will issue supplementary fee bills to the participant for repeating courses and for studying pre-courses.

Options Available for Payment of Dues Online Payment

Fee *challan* forms can be deposited through online bank facility in Pakistan.

Online Bank Accounts

| Bank Name /Branch | Current Account No. |
|---|--------------------------------|
| 1. HABIB BANK LIMITED Fortress Stadium Branch, Lahore | A/C. # 1025-79003167-03 |
| 2. ASKARI ISLAMIC BANK, LIMITED Peco Road Branch, Lahore | A/C. # 91802000033801 |

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 .

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:

Muhammad Tariq Abdullah

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

Please get your confirmation through online account after three days of depositing the fee. Also present your copy of original deposit fee receipts at accounts office for re-confirmation of deposited fee.

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

ACCOUNT TITLE: **University of Management and Technology**
ACCOUNT NUMBER: **10257900316703**
BRANCH CODE: **1025**
SWIFT CODE: **HABBPCCA**
BANK ADDRESS: **Fortress Stadium Branch Lahore-Pakistan**

Standard Chartered Bank

ACCOUNT TITLE: **University of Management and Technology**
ACCOUNT NUMBER: **01-4580230-01**
BRANCH CODE: **130**
SWIFT CODE: **SCBLPKXX**
BANK ADDRESS: **27-Ali Block New Garden Town Lahore-Pakistan**

HEC scholars will pay the dues as per UMT fee package.

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.

6. Examinations/Participant Evaluation Rules

6.1 Evaluation

The final standing of each participant, in each course, is assessed through the midterm examination, sessional work (presentations, assignments, quizzes, class attendance, participation, practical) and final examination at the end of each semester.

Each course will be evaluated on the weight age as under:

| Sr. # | Category | For theoretical subjects (%) | For practical subjects |
|--------------|----------------------|------------------------------|------------------------|
| 1 | Class Attendance | 5 | |
| | Class Participation | | |
| 2 | Assignments/Project | 20 | 30 |
| 3 | Quizzes | 20 | |
| 4 | Mid-term Examination | 20 | |
| 5 | End-term Examination | 35 | 70 |
| Total | | 100 | 100 |

During a session, 20% of work shall comprise of combination of assignments and quizzes. The number and nature of tests and assignments are at the discretion of the faculty members.

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.

There is no supplementary/special examination in a semester system; if a participant fails in a course, he/she is required to repeat it.

The midterm examination is held in the ninth week of a semester while final examination is scheduled at the end of the semester.

The script of midterm/final examination will be shared and returned back to the participants concerned by the teacher. The final examination will cover the entire course taught during the semester.

To pass a course, a participant must obtain 50% marks in bachelor and 60% in master programs. Please note; passing final examination is mandatory with minimum 50% marks in order to pass the course.

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 Two hours during examination week

6.3 Grading System

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

| Letter Grade | Bachelor/Master (equivalent to 16-years of education) | Master/MS/MPhil/PhD (equivalent to 18-years of education or above) |
|-----------------------|--|---|
| A+/A | 4.0 | 4.0 |
| A- | 3.7 | 3.7 |
| B+ | 3.3 | 3.3 |
| B | 3.0 | 3.0 |
| B- | 2.7 | 2.7 |
| C+ | 2.3 | 2.3 |
| C | 2.0 | 2.0 |
| C- | 1.7 | 1.7 |
| F | 0.0 | 0.0 |
| P (Pass) | - | - |
| I (Incomplete) | - | - |
| W (Withdrawal) | - | - |
| SA (Short Attendance) | - | - |
| S (Satisfactory) | - | - |
| NC (Non Credit) | - | - |
| AU (Audit) | - | - |

Maximum grade point average is 4.00.

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

Passing marks for all courses in bachelor and master level degree programs (equivalent to 16-years of education) will be minimum 50%.

Passing marks for all courses in Master/MPhil/MS and PhD level degree programs (equivalent to 18-years and above) will be minimum 60%.

6.4 Grading System for Engineering Participants

- i. Grading shall be based on the norms of relative grading system;
- ii. Minimum marks threshold linked to content mastery shall be established for award of a passing letter grade by the subject teacher in consultation with CoD. Participants earning marks below this threshold shall be awarded "F" grade;
- iii. Participants earning marks above the minimum threshold shall be listed in descending order of merit. Passing letter grades shall be awarded based on a normal curve or any other method as deemed suitable with "A+" being the highest passing grade and "C-" being the lowest passing grade.
- iv. Subjects having lab component shall be treated as a separate independent subjects. They shall be assessed in continuous mode against 40% marks and the end term viva voce shall be held for 60% marks. COD shall ensure that viva voce shall be conducted by a minimum of two teachers including one who has conducted that lab.
- v. In theory subjects, midterm exam shall carry 25-30% marks and the curriculum coverage shall not be less than 40%, end term exam shall carry 50% marks and 30% exam question shall be set from midterm curriculum. The remaining marks shall be allocated to quizzes, assignments, presentations, etc.
- vi. Midterm exam shall be one hour long and end term exam shall be 2-2.5 hours long.
- vii. When a subject is being taught to multiple sections by more than one teacher, single exam paper (for mid and final) shall be set by the senior teacher in consultation with the other teachers. Marking and grading shall be collectively done by course teachers.

6.5 Award of Incomplete (I) Grade

A participant, owing to an emergency or a plausible reason, may apply for the award of 'I' (Incomplete) grade. Such application is acceptable upon approval of the Advisor/Chairman/Dean/Director. Approval on application form is mandatory. The approved application form shall be submitted to the Controller of Examinations at UMT.

The participant has to take only end term exam for the course(s) graded 'I', whenever it will be rearranged within the next semester. 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, the 'I' grade will be changed into 'F' and participant will be required to study whole semester in order to appear in the end term exams.

The "I" graded exam must be taken within the next semester of the original exam. This will be coordinated by the Controller of Examinations in consultation with the instructor(s).

- **Condition of I Grade**

A Participant is required to attend minimum 80% of classes and attempt all assignments, projects and midterms exams. His class evaluation must be complete till 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.

6.6 Award of Grades "P", "NC" and "AU"

In some courses, "P" 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.

Some courses cannot be counted towards fulfillment of the requirements for the award of bachelor, MS or master degrees. A participant registering for these courses will be awarded grade "F", "W" and "SA" due to any reason will not be converted into "NC".

A participant is assigned a grade "AU" in a course if he/she indicates at the time of registration that he/she will audit the course. Full tuition fee is charged for such a course.

6.7 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:

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

$$\text{CGPA} = \frac{\text{Sum over All Courses Taken in All Semesters (Course Credit Hours} \times \text{Grade Point Earned)}}{\text{Total Credit Hours Taken in All Semesters}}$$

6.8 Rules for Probation

In case a participant is unable to obtain CGPA of 1.75 in bachelor or 2.25 in master study, he/she will be on first probation.

In case a participant is unable to obtain CGPA 1.75 in bachelor or 2.25 in master degree in second consecutive semester, he/she shall be automatically dropped from the program/university.

During the degree program, a participant is required to repeat all the courses in which he/she had failed in the previous semesters.

6.9 Assignments

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

No discussion is allowed on any assignment unless specified by concerned faculty members. Any ambiguity regarding the extent of discussion should be cleared with the concerned instructor. In order to avoid delays, participants should plan ahead of submission deadlines of their assignments.

6.10 Make-up of midterm examination policy

Absence from examinations is permissible only in extreme situations beyond the control of the participant. Serious illness of the participant or death in the immediate family is regarded as a legitimate reason for rescheduling a make-up of midterm exams.

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 the batch advisor, along with other required documents within three working days of missing the exams. The batch advisor will then direct the case to the Controller of Examinations.

The makeup exam will be taken within two weeks of the original exam. This shall be coordinated by the Controller of Examinations in consultation with the instructor(s).

Private arrangements for a make-up examination between a participant and an instructor are not allowed.

The participants who miss a scheduled make-up exam shall not be given a second chance.

The participants involved in extracurricular activities, arranged by the societies or other institutions, would get prior permission from the Instructor/CoD/Dean regarding their absence in a quiz or an exam.

Note

This policy is not applicable for end term exam

6.11 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 (excluding only the participant's performance in the final examination). All objections of the participants regarding their performance must be addressed prior to the commencement of final examinations.

6.12 Grade Review Petitions

If a Participant cannot settle a grade dispute directly with his/her resource person, there is a grade revise petition process.

A participant can submit a grade change petition to the dean's office by specifying the reason for change in grade. Grade change petitions must be submitted no later than one week after the first grade was posted. The petition will be routed to the concerned faculty member. If change in grade is necessary, the concerned faculty member gives the new grade on a change of grade form, available

from the Controller Office. No grade changes will be made unless they are submitted through the proper form with explicit reasons to substantiate the change. Normally, the only person who can change a grade is the faculty member who had first given the grade. However, in case that faculty member is no longer at UMT and cannot be reached, then Chairperson of relevant department will have the authority to evaluate the situation and change a grade.

6.13 Conduct of Tests and Examinations

Use of Reference Material during Tests/ Examinations

Prior to class test/final examination, the concerned faculty member informs 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.

6.14 Examination Schedule

Dean's office publishes tentative examination schedule at least three weeks before the start of the final examination to remove clashes.

The Controller of Examinations publishes the final examination schedule at least two weeks before beginning of the final examination on OCE website.

6.15 Examination Rules

1. Reach examination room at least 10 minutes before the schedule time. No additional time shall be given to Participants arriving late.
2. Participants having short attendance in any of their courses shall not be allowed to sit in the examination room for that particular course.
3. Participants may only bring basic writing material or authorized material in the examination room as permitted by invigilator.
4. Participants are not allowed to bring weapons of any kind in the campus and examination hall.
5. Personal belongings such as bags/books/files may be taken into examination room and kept at the front stage/dice.
6. **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.
7. Maintain complete silence in the examination room. Only raise your hands for any kind of query and wait for the invigilator.
8. Lending/borrowing of pen, pencil, ruler, calculator, etc. is strictly prohibited in the examination room.
9. Produce UMT ID Card on the request of resource person/invigilator/Controller Examinations.
10. Participants must immediately complete particulars mentioned on answer books/extra sheets and write down their ID No. on the question paper as well.
11. No rough work is to be done on the question paper. Any participant found writing on anything other than answer book will be considered using unfair means.
12. Don't forget to mark your attendance on the attendance sheet during the examinations. In case, your name is not listed, report to invigilator immediately.
13. Remain silent and seated while your papers are being distributed or collected.
14. Participant found cheating, chatting, gesturing or misbehaving in the examination room shall be dealt with under the UMC rules.
15. Any participant using abusive or obscene language in the answer sheet shall be dealt with under disciplinary rules.
16. Do not leave the examination room without prior permission of the invigilator.
17. Participants are requested to adhere to the examination rules prescribed by the University failing which strict action shall be taken.
18. 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.
19. Do not leave your seat during the exam, without getting permission from the invigilator.
20. You are not allowed to keep any other participant's notes or photocopies. Keeping loose pages with you is also prohibited.
21. You are only allowed to keep your own notes/book for the said examination.
22. Do not look around under any circumstances. In case you need anything, please raise your hand.

6.16 Unfair Means

Any participant found using unfair means or assisting another participant during a test or examination would be liable to disciplinary action. Use of unfair means generally covers the following:

- An attempt to have access to a question paper before the test or examination.
- Use or possession of unauthorized reference material during a test or examination.
- Any form of communication among the examinees in or outside the examination room while the test or examination is in progress.
- Unauthorized entry into faculty member's office with the intention of accessing or tampering official documents.

A participant found guilty of such an act by the relevant committee will be liable to one or more of the following disciplinary actions:

- Grade "F" in the subject; and/or
- Fine and/or
- Temporary separation; and/ or
- Complete withdrawal from UMT
- Any other

7. Final Transcripts and Degrees

7.1 Process of Final Clearance

Participant who has completed all the degree requirements will apply for FT through the prescribed clearance form and follow the given process.

1. Participant may collect the form from examination department which will be available free of cost.
2. Fill the required fields and get clearance from Examination, OPA, OCS and Accounts only.
3. Participant is required to submit Rs 400/- for alumni card and attach the slip with FT form (optional).
4. 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.

5. Submit the form in Office of the Registrar (IN04) after attaching all the credentials (certificates only) required for FT and degree. Also attach the UMT original ID card, one snap and paid fee voucher of alumni card.
6. OTS will not close email option till upcoming convocation after which it will be converted in post email.
7. In case of any liability, ORG will contact to participant through email. In this case, participant is required to visit again and clear his/her liability.
8. Participant is required to collect his/her FT from examination department after two weeks, providing the copy of CNIC.

7.2 Guidelines for Issuance of Final Transcript and Degree

- 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.
- It is encouraged that the graduates receive their degrees in person on the eve of Convocation which is a regular annual feature of UMT.
- However, if the participant cannot come, he/she may collect the FT/degree through an authorized person with the help of prescribed authority letter (Appendix-12), having attached with it copies of his/her CNIC and that of an authorized person.

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. In spite of adopting all precautionary measures and safe methodologies while sending the FT degrees through courier, University will not be responsible for any damage/loss, if caused.

- The University reserves the right to hold FT/ degree to further investigate the applicant and may ask him/her to produce further evidence for his/her identification.
- The receipt of FT/degree will be acknowledged to Controller Examinations, UMT.

7.3 Award of Degrees

Degrees will be issued on the eve of the annual 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 of Rs 6000/- and copy of FT. Urgent degree will normally be issued within one week of the application, by the Controller of Examinations.

7.4 Duplicate/ Revised (FT/ Degree)

In case FT is lost or misplaced or has any error, the Participant can immediately apply for duplicate FT by paying duplicate fee in the accounts office. The word "Duplicate" or "Revised" will be written on the FT. In order to get duplicate FT, it is mandatory for the Participant to provide the following documents:

- Photocopy of lost FT/degree
- Original copy of FIR lodged with police station regarding the loss of FT (in case it is lost)
- An affidavit on a stamp paper of Rs 20/-
- Original clipping of news paper advertisement announcing the loss of FT (in case of loss)
- In case of correction in FT/degree or replacement of a damaged FT/degree, original FT/degree shall be surrendered in whatever shape it exists.

7.5 Charges for Verification and Issuance of duplicate FT/ Degree

- Rs 200/- for verification of photocopy of each UMT/FT and degree (max 10 copies)
- Rs 500/- for verification of original copy of each UMT FT and degree
- Rs 300/- for verification of each copy of Institute of Leadership and Management (ILM) FT in addition to Hamdard University (HU) fee
- Rs 500/- for Progress Report
- Rs 6000/- for Urgent Degree
- Rs 6000/- for Duplicate Final Transcript (UMT/ILM)
- Rs 6000/- for Duplicate degree (FT)
- Rs**50/- for Semester Progress Report

**For set of 5 copies only*

*** Other than current semester*

Note: FT can be collected in person by producing original CNIC or it may be collected through authorized person by prescribed authority letter, with attached copies of his/her CNIC and that of an authorized person.

8. Honors and Awards

8.1 Rector's Merit Award

Rector's Merit Award is given to participants earning Semester GPA of 4.00/4.00 who fulfill the following conditions:

- The participant is required to take minimum 15 for bachelor and 12 for master credit hours course load excluding the pre and non-GPA courses, internship and final project courses.
- There should not be any 'F', 'SA' 'W' grade or course repeat.

- The participant should not have been penalized as a result of disciplinary and/or unfair means.

The participant qualifying for Rector's Merit award will get tuition fee discount of six credit hours along with merit certificate. This award is not given to MS/MPhil or Phd programs.

8.2. Dean's Merit Award

Dean's Merit Award is given to participants fulfilling the following conditions:

- The participant is required to take minimum 15 credit hours course load for bachelor and 12 credit hour for master programs excluding the pre and non-GPA courses, internship and final project.
- The participant must have earned semester GPA 3.80/4.00 or above in MBA (Professional) all pathways
- For bachelors and master degree (equivalent to 16-years of education), criteria is semester GPA of 3.70 or above.
- There should not be any 'F' grade or course repeat
- The participant should not have been penalized as a result of disciplinary and/or unfair means.

The participant qualifying for Dean's Merit Award will get tuition fee discount of three credit hours along with merit certificate. Only top ten participants in program/batch who meet the above criteria will be given Dean's Merit Award. Participants in their last semester will only receive certificates. This award is not given to MS/MPhil or PhD programs.

Medals:

Two regular medals are given to participants having excellent academic performance. Some special medals sponsored by prominent organizations are also awarded.

8.3. Patron's Medal

Patron's Medals are awarded batch-wise along with the Merit certificate on the day of convocation.

Selection Criteria

- Minimum CGPA of 3.80 for bachelor/master programs (equivalent to 16 years of education)
- Minimum CGPA of 3.85 in MBA-Professional/MS (equivalent to 18 years of education)
- Participant must have completed his/her degree program in the stipulated time
- There is no 'F' or 'SA' grade in the academic program

- There is no repeat course for grade improvement.
- Exemptions in case of transfer cases should not be more than three.
- Participant has no disciplinary action/unfair means case against him/her.
- Participants of ACCA, CAT, short and/or certificates courses are not considered for medals/merit certificates.

8.4 Rector's Medal

Rector's Medal will be awarded batch-wise along with the Merit certificate on the day of convocation.

Selection Criteria

- Minimum CGPA of 3.70 for bachelor/master programs (equivalent to 16 years of education)
- Minimum CGPA of 3.75 in MBA-Professional/MS (equivalent to 18 years of education)
- Participant must have completed program in the stipulated time
- Academic program must have enrollment of at least 10 participants in the academic year;
- There is no 'F', or 'SA' grade in the academic program
- Exemptions in case of transfer cases should not be more than 10% of the total credit hours required for the degree program
- Participant has no disciplinary action/unfair means case against him/her.
- Participants of ACCA, CAT, short and/or certificates courses are not considered for medals/merit certificates.

8.5 Special Medals

8.5.1 Khurram Murad Medal

Khurram Murad Medal is awarded to an outstanding participant of the year from MBA level degree program. Along with medal, participants are awarded with cash prize of Rs 100,000/- with merit certificate. The outstanding participant is selected by a special committee of the University. The selection is based on the prescribed criteria.

Selection Criteria

- Participant having highest CGPA
- The Participant should not have obtained "F" , or "SA" grade or repeat course(s)
- The Participant should have completed degree requirements within normal time period

- No disciplinary or UMC case against the Participant
- Weight of previous education
 - Matriculation/O-level: 10%
 - Intermediate/A-level: 15%
 - Undergraduate/Bachelors: 35%
 - MBA 40%

8.5.2 Dr Muhammad Ahmed Medal

Dr Muhammad Ahmed Medal is dedicated annually to a bright and able participant studying social sciences. The medals awarded to the Participant in recognition to his/her persistent remarkable academic performance during the academic years at the University as well as their contribution or work towards development of society. The candidate who conforms to the prescribed criteria will be awarded gold medal and cash award of Rs 50,000/- along with a merit certificate.

Selection Criteria

- Attainment of creditable CGPA
- Degree shall be completed in a stipulated time period
- He should not have "F" , or "SA" grade in the academic program
- There should be no UMC (Unfair Means Case) or disciplinary case against the candidate
- Weight age assigned to previous Qualification
 - Matriculation/O-level: 10%
 - Intermediate/A-level: 10%
 - Undergraduate/Bachelors: 15%
 - Master 65%

9. 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 | 5000/- | NA |

| | | | |
|----|--|----------|--------|
| 5 | Program Change (from old program to new Program) | 5000/- | 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 (7 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 updated 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://www.umt.edu.pk/offices/registrar/ParticipantHandbook.html>

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.

10. Convocation

10.1. Code of Conduct

The University of Management and Technology, Lahore, will hold its Convocation yearly 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.

- Only formal dressing is allowed on the day of rehearsal and Convocation.
- Mobile phones and cameras are not allowed.
- All graduates should be wearing their gowns properly ironed as approved by their respective schools.
- Unnecessary movements, gossips, exchange of seats will not be tolerated inside the convocation hall.
- Do not leave the hall till the closing of entire ceremony.
- For group photograph, you may come out of the hall after announcement only.
- Full cooperation towards maintaining discipline and sobriety during the ceremony is expected.

11. Scholarship and Financial Assistance (Qarz-e-Hassana)

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, however, are based on the academic performance during a semester but double awards are not given. The detail about all types of awards is given here under for the information of the students.

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

Participant 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:

- Evidence of father's/guardian's income like authenticated salary certificate
- Evidence of property, if any, owned by father/guardian
- Evidence of agriculture property and income arising from this property
- Copy of all documents related to previous academic record
- Result card of previous semesters

- Copies of latest utility bills (i.e. electricity, Suigas, Telephone, Water & Sewerage)
- Copy of bank statement of father/guardian
- Copy of rent agreement in case of income coming from rent out house or living on rent
- Copies of fee receipts of brothers and sisters in case they are participants
- Any other document which the Financial Assistance and Loan Committee (FALC) deems necessary

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. He/she also prepares a list of applicants who have been granted assistance and dispatches the prepared list to the Office of the Treasurer for keeping the list in their records.

Need based financial assistance has been converted into Qarz-e-Hasana with effect from Fall Semester 2006. 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.

Note:

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 their dues paid under scholarship shall stands cancelled. The participant will pay all the dues of the entire program without any scholarship.

1. Alumni Policy:

This reflects the significance that UMT attaches to its alumni/ae, while upholding and promoting the core value of the University.

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 the duration of the program in equal quarterly installments, hence, it shall not be charged as onetime payment.

Policy for Alumni for Master/MS/MPhil:

The minimum CGPA requirement for the continuation of scholarship is 3.00 for Masters & 3.25 for MS/MPhil programs.

| Sr. No | Academic CGPA | Financial Award on tuition fee |
|--------|----------------------------|--------------------------------|
| 1 | 4.00 (including medalists) | 100% |
| 2 | 3.91 to 3.99 | 80% |

| | | |
|---|--------------|-----|
| 3 | 3.75 to 3.90 | 75% |
| 4 | 3.50 to 3.74 | 60% |
| 5 | 3.00 to 3.49 | 40% |
| 6 | 2.50 to 2.99 | 25% |
| 7 | 2.00 to 2.49 | 15% |

Policy for Alumni for PhD:

However, for the **PhD program**, minimum CGPA requirement for the continuation of scholarship is 3.25. The Doctoral Dissertation fee of Rs 125,000/- shall be charged from all PhD students.

| 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% |

2. Kinship Policy:

The Kin of Alumni/ae 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/ae | 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 |

3. Merit Scholarships:

Developing the human resource to contribute positively towards society is what UMT aims at. Merit-based awards are granted to those bright participants who are best able to achieve that aim. These awards are made according to the admissions merit list.

Continuation of Merit scholarships in subsequent semesters is subject to maintenance of CGPA not less than 3.00 for Bachelors programs, 3.25 for Masters Programs and 3.25 for MS/MPhil/PhD programs.

3.1 Merit Scholarship for students applying for Bachelors:

1) Scholarship on the basis of Intermediate

- Top Ten Position holders in BISE Examination: Total tuition-fee waiver.
- 85% or above marks in BISE Examination: 75% tuition fee waiver.
- 80%-84.99% marks in BISE Examination: 50% tuition fee waiver.
- 75%-79.99% marks in BISE Examination: 25% tuition fee waiver.
- 70%-74.99% marks in BISE Examination: 20% tuition fee waiver.

2) Scholarship on the basis of A-levels

- Three As in A-Level: 50% tuition fee waiver.
- Two As in A-Level: 30% tuition fee waiver.

3.2 Merit Scholarship for students 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 | 100% |
| 2 | 3.91 to 3.99 | 50% |
| 3 | 3.75 to 3.90 | 40% |
| 4 | 3.50 to 3.74 | 25% |

3.3 Merit Scholarship for students applying for Masters/MS/M.Phil & Phd degree (Only For Recognized DAI/Universities):**1) Percentage Criteria**

- 80% and above marks in 14 years, 16 years or 18 years of education (last degree on

40% tuition fee waiver

which admission is awarded):

- 70% to 79.99% marks in 14 years, 16 years or 18 years of education (last degree on

20% tuition fee waiver

which admission is awarded):

2) CGPA Criteria

- CGPA 3.75 – 4.00: 40% tuition fee waiver
- 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 125,000/- shall be charged from all PhD students.

4 Discount Policy for ILM Colleges Students

- 50% waiver in Admission Fee
- 50% waiver in Tuition fee on 65% or above marks
- 25% waiver in Tuition Fee on less than 65% marks

5 Discount Policy for Leadership Colleges Students

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

6 Corporate Group Discount

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

7 Discount for SOS Village

- 100% waiver of fee for two students in a year to be nominated by SOS.

8 Shaheed Hakeem Said Scholarship

These scholarships have been established to honor a great educationist, who was one of the finest exponents of eastern medicine as well. He was a member of the ILM Board of Trustees. The scholarships are granted to exceptional Pakistani nationals who are domiciled outside Punjab

- 50% waiver in tuition fee for ten students to be determined on merit, in a semester, having domicile outside Punjab belonging to remote areas with at least 65% marks in intermediate or Graduation.

9 Khurram Murad Scholarship

These scholarships honor a great thinker whose writings and speeches have inspired thousands of young men and women all over the world. He was a member of the ILM Board of Trustees. These scholarships are awarded to outstanding foreign participants

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

10 Justice A R Cornelius Scholarship

These scholarships have been established to pay tribute to a former Chief Justice of Pakistan. They are granted to bright Pakistani nationals belonging to the minority communities.

- 50% waiver in tuition fee for three students in a year, belonging to minorities with 65% marks or equivalent in intermediate or graduation.

11 **Outstanding Sportsmen and Extracurricular Scholarship**

- 100% waiver in tuition fee for outstanding sportsman having national color or extracurricular activities with 65% marks or equivalent in intermediate or graduation. (10 seats)

During the course of study, the student 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.

12 **ILM Scholarship Fund (ILM Study Support/Aid Fund)**

- This Need based scholarship is given to needy and deserving students after scrutiny of evidence provided by the participant and a brief interview. The scholarship/fund is treated as Qarz-e-Hassana which participant has to return in three to five years installments after getting Job/business.

13 **Special Person (disabled) Scholarship:**

All certified special students and those with learning impairment will pay maximum of 50% fee as a standard.

14 **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.

Rules Governing Financial Awards and Scholarships

1) Continuation of all financial aids and scholarships, other than merit scholarships and sports/extracurricular activities based scholarships, in subsequent semesters is subject to maintenance of CGPA not less than 2.50 for Bachelors programs, 3.00 for Masters Programs, and 3.25 for MS/MPhil/PhD programs.

2) Continuation of Merit scholarships in subsequent semesters is subject to maintenance of CGPA not less than 3.00 for Bachelors programs, 3.25 for Masters programs and 3.25 for MS/MPhil/PhD programs.

- 3) All kinds of financial aid and scholarships shall be permanently withdrawn on tuition fee default of two consecutive quarters.
- 4) It is mandatory for every scholarship or need based financial assistance holder to finish their enrolled program in the prescribed duration of the program. No extension of award will be provided beyond the standard duration of the course/degree.
- 5) If participant getting scholarship or financial assistance discontinues his/her studies for consecutive two semesters and would like to resume his/her studies later shall be treated as a new applicant for admission and all fee, awards, rights and privileges shall be allowed accordingly.
- 6) If participant getting scholarship or financial assistance leaves the program/University, total fee will be charged, without any discount/waiver, at the time of clearance before issuance of progress report and NOC.
- 7) In case of any disciplinary breach, involvement in activities political, unethical, and/or against the interest(s) of the University or its authorities shall be liable to disciplinary action and shall result in withdrawal of all financial awards, discounts, privileges', whatsoever.
- 8) For merit scholarship: If the participant gets 3 'F' grades in Bachelors, 2 'F' in Masters and 1 'F' in PhD program, his/her financial assistance will be reverted irrevocably.
- 9) If participant getting scholarship or financial assistance repeats a course, the participant shall be charged with the full fee of the course credit hour wise.

12. General Policies

12.1 Academic Discipline

12.1.1 Counseling

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

12.1.2 Disciplinary System

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 resolved.

The Code of Participant Conduct sets forth the responsibility of all participants at the University to exhibit responsible behavior and good conduct regardless of time or place.

The Code of Academic Integrity sets forth the standards of integrity, honesty and discipline that should be adhered to in all academic activities.

The worthy Rector has constituted a Disciplinary Committee (DC) to examine and decide, judiciously, participants' cases of breach of discipline.

12.1.3 Disciplinary Actions

Adherence to standards is expected of 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, whenever and which so ever applicable, in the best interest of the University's image, integrity, academic discipline, and quality of education.

- Recommend expulsion cases to the Rector
- Recommend temporary suspension from program and/or course(s) to the Rector
- Recommend course repetition
- Recommend withdrawal of full or partial fee concessions
- Demand affidavit of apology
- Issue letters of warning and displeasure
- Ask for parental guarantee for improved/correct behavior
- Levy fine up to Rs 25,000

12.2 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.

12.3 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.

12.4 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.

12.5 Abuse, Assault, Threatening Behavior

These include intentional or reckless acts endangering, threatening or causing physical or mental harm to any person or oneself 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.

12.6 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, or dangerous chemicals on the University premises, whether or not the possessor is duly licensed to hold that firearm.

12.7 Violation of Disciplinary Sanction

This means knowingly violating terms of any disciplinary sanction imposed in accordance with UMT Statutes.

12.8 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 compromise the name 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.

12.9 Disorderly Conduct or Indecent Behavior

Engaging in disorderly or indecent conduct, breaching of 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.

12.10 Theft

Theft or attempted theft of property or services on University premises or at University sponsored activities.

12.11 Damage to Property or its Destruction

Intentionally or recklessly destroying or damaging or attempting to destroy or damage University property or the property of others on University premises or at University sponsored activities.

12.12 Non-Compliance with Official Direction

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

12.13 Violation of University Regulations and Policies

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

12.14 Alcohol/Drugs/Intoxicants

Distribution, possession, and consumption of alcohol/drugs/intoxicants on University premises or at University sponsored activities.

12.15 Unauthorized Access to Facilities

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

12.16 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.

12.17 Provoking Others to Misconduct

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

12.18 Identification/Registration Cards

Failure to wear, produce or surrender the identification card upon the request of a University official.

12.19 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.

12.20 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.

12.21 Political Activities

Unauthorized use of University facilities or equipment for political activities.

12.22 Harassment

It covers the following:

- (1) Passing remarks, placing visual or written material aimed at a specific person or group:
 - i. with the intention of causing harm to the person or group; and/or
 - ii. creating an environment which limits a Participant's educational opportunity.
- (2) Making unwanted verbal or physical advances or explicit derogatory statements toward individuals, which cause them discomfort or humiliation or which interfere with their educational opportunity.
- (3) Physical assault

12.23 Gambling

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

12.24 Smoking

Smoking is prohibited on University premises except for designated areas.

12.25 Abuse of the Participant Conduct System

Abusing the Participant conduct system including but not limited to:

- (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.

12.26 Indecent Behavior at the Campus

Indecent behavior exhibited on the campus including classes, cafeteria, laboratories, etc., defying the norms of decency, morality and religious/cultural/social values by single or group of Participants.

- Damage to the university fixtures/furniture, scribbling/carving on desks, wall chalking, misuse of lab/university equipment, etc.
- Use of mobile phones in class rooms, examination halls, labs and library, thus disrupting the calm of these places.

12.27 Off Campus Conduct

Conduct occurring off University premises be such that it should not affect the interest/image of the University.

12.28 Enforcement of Code of Conduct

Matters of indiscipline would be referred to the concerned UMT authorities authorized to check indiscipline matters and decide on them in line with UMT policy, rules and regulations. Parents of those Participants who disobey authority and violate the code of conduct will be informed. Participants may be held accountable for acts of misconduct of their guests while on University premises or at University sponsored activities. Participants who are charged with violations of this Code are subject to disciplinary action in accordance with UMT rules/regulations/statutes.

12.29 Punishment or Penalty for Acts of Ill-Discipline

Punishment or penalty for acts of ill-discipline shall be according to the gravity of the case and may comprise of any one or more of the following:

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 residence hall.
- (5) Withholding of Certificate: Withholding of a certificate of good moral character.
- (6) Removal of Privileges: Deprivation from the privileges enjoyed by the Participants.
- (7) F Grade: Award of "F" grade in a paper.

b. Major Punishments

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

12.30 Gender Mixing

Participants are strictly reminded to follow the accepted social and cultural norms of the society. Undue intimacy and unacceptable proximity, openly or in isolated areas will not be tolerated. The tendency of taking advantage of common places like cafeteria, and shops, etc. is objectionable and undesirable. Also, Participants are advised to avoid movement in mixed groups in the campus after sunset.

12.31 Littering

It is the responsibility of all to keep the campus environment clean and tidy. No littering or trash should be carelessly thrown or left on the campus premises. Designated waste boxes should be used to deposit the refuse.

13. 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 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.
- d. On a final 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.

14. Dress Code

In order to maintain academic dignity and sanctity of the institution, Participants are required to wear decent dress keeping in view the local cultural values. The dress restriction is not an attempt to impose any rigidity or regimentation but is congenial to the spirit of discipline which is the cardinal feature of life style at UMT campuses. The purpose of the dress code is to provide basic guidelines for appropriate work dress that promotes a positive image of UMT besides allowing flexibility to maintain good morale, respect, cultural values and due consideration for safety while working in laboratories. In compliance of the dress code, Participants shall avoid:

For Males

- a. Wearing tight or see-through dress.
- b. Wearing shorts, sleeveless shirts, Tee-Shirts/dress bearing language or art, which appears to be provocative or indecent and is likely to offend others
- c. Wearing shabby or torn clothing.
- d. Wearing jogging or exercise clothing during classes.
- e. Wearing untidy, gaudy or immodest dress in classrooms, cafeteria and university offices.
- f. Wearing unprofessional attire in formal programs and interviews.

For Females (duppata/shawl is compulsory for female Participants)

- a. Wearing tight or see-through dress.
- b. Wearing shorts or sleeveless shirts.

- c. Wearing Tee-Shirts/dress bearing language or art, which appears to be provocative or indecent and is likely to offend others
- d. Wearing shabby or torn clothing.
- e. Wearing jogging or exercise clothing during classes.
- f. Putting on excessive makeup or wearing expensive jewelry.
- g. Wearing untidy, gaudy or immodest dress in classrooms, cafeteria and University offices.
- h. Wearing unprofessional attire in formal programs and interviews.

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.

15. General Behavior Guidelines

15.1 Greetings

Participants are advised to adopt the habit of exchange of Islamic greetings, i.e., "Assalam o alaikum/ Walakum o salam" while meeting and interacting with colleagues/ faculty and staff of the university. This is an important aspect of Islamic etiquette and obligation and should be reflected in our lives.

15.2 Safe Driving

Participants are advised to avoid reckless driving on the campus and abide by the laid down speed limits and sign postings to avoid penalties.

15.3 Good Conduct

Participants are required to observe the following guidelines in their best interest:

- Adhere to UMT rules, regulations and disciplinary standards.
- Regularly read, understand and comply with all notices displayed on the notice board and in case of query, seek clarification from the relevant department.
- Meet all deadlines mentioned in any notice(s) displayed from time to time or given by the teachers and program coordinators.
- 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.
- Contact and convey to chairpersons or Deans any grievance or vital suggestion for necessary action and appropriate measures.

- Attend all courses of instruction as per their respective program requirements and undertake all sessional work and examinations in true spirit.
- Inform Office of the Registrar regarding any change in their addresses and contacts to ensure smooth and instant delivery of necessary messages, reports, etc.
- 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.
- Keep UMT campus clean. Littering trash is highly undesirable and environmentally unfriendly.

16. Web Browsing Policy

6.1 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.

16.2 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:

- Downloading or watching movies
- Downloading or listening to music
- Online trading of shares in local or international financial markets (stock exchanges)
- Excessive browsing of sports websites, in particular those whose content is updated periodically (e.g., cricinfo.com)
- Browsing sites with pornographic and obscene content and downloading pornographic material

16.3 Browsing Log

UMT maintains a log of all browsing activity done by using University's IT resources. This log contains relevant information about a 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.

16.4 Penalty for Abuse

Internet access facility is provided to the UMT community to help members so that they can have access to current academic material and to network with professionals in their scholastic areas of

interest. 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. Extra/Co-Curricular Activities

Sports athletics and other recreational activities reinforce the learning culture and add colors to the 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.

17.1 Trips and Tours

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:

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

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/school/institute. 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.

18. Hostel

UMT Lodges /UMT Hostels with a capacity to house 300 boarders, 250 boys and 50 girls, are situated at Wahdat Road, Lahore

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.

18.1 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).

18.2 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.

18.3 Transportation Facilities

The University has three buses that are used for transporting the participants from hostel to campus.

19. Canteen

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

20. Parking

Car and motorcycle parking is available at UMT near Jamia Masjid and security system is in place for the purpose. However, UMT is not responsible for any loss/damage to vehicles.

21. Academic Calendar 2014-15

| Description | Fall, 2014 Semester | Spring, 2015 Semester |
|---|--|--|
| Orientation and Registration of New Entrants | October 13, 2014 | March 19 -20, 2015 |
| Start of Classes | October 14, 2014 | March 24, 2015 |
| <i>Last Date of Add/Drop</i> | October 17, 2014 | March 27, 2015 |
| <i>Declaration of Final Class Roster</i> | October 24, 2014 | March 31, 2015 |
| Mid-Term Examinations | December 08 -12, 2014 | May 18-23, 2015 |
| <i>Last Date of Withdrawal</i> | January 23, 2015 | June 12, 2015 |
| Registration for Next Semester | Jan 19 – Feb 06, 2015 (for Spring 2015) | June 15-26, 2015 (for summer and fall 2015) |
| <i>Deadline to Declare Results of Sessional Evaluation</i> | February 16, 2015 | July 06, 2015 |
| Semester End | February 21, 2015 | July 11, 2015 |
| Eid Ul Fitar Holidays | ----- | July 13-18, 2015 |
| Final Examination | February 23 – March07, 2015 | July 20 – 31, 2015 |
| <i>Submission of Results to the Controller of Examinations</i> | March 11, 2015 | August 04, 2015 |
| Declaration of Results by the Controller of Examinations | March 17, 2015 | August 08, 2015 |
| <i>Semester Break for Participants</i> | March 9 – 21, 2015 | August 3 – 15, 2015 |

Public Holidays

| | | | |
|----------------------------|-------------------------------|-------------------------|--------------------------------|
| Eid ul Edha** | October 03 - 05, 2014 | Kashmir Day | February 05, 2015 |
| Allama Iqbal Day | November 09, 2014 | Pakistan Day | March 23, 2015 |
| Yaum e Aushura** | November 02 - 03, 2014 | Labor Day | May 01, 2015 |
| Quaid-e-Azam Day | December 25, 2014 | Eid ul Fitar** | July 17 - 19, 2015 |
| Eid Milad ul Nabi** | January 03, 2015 | Independence Day | August 14, 2015 |
| | | Eid ul Edha** | September 23 – 25, 2015 |

**Subject to the sighting of the moon

22. Information Processing Center (IPC)

Information Processing Center (IPC) is providing state-of-the-art computing facilities and services to the participants for all schools of the University. IPC accommodates more than 5000 participants and serves 1000-1500 participants daily. Our standards meet international requirements of highly advanced IT equipment and services such as:

- 286 Core i5 Systems
- 130 Core i3 Systems
- 10 Apple 21.5-inch iMac (all-in-one design)
- 4 Computer Classrooms with 43 PCs each
- 2 HP 9050 Laser Printers
- 14Mbps CIR Internet Bandwidth
- Scanners and CD/ D1 ````VD Writers
- Sun-Ray Thin-Client Virtual Desktop Technology

Participants of the University are being provided the latest IT facilities with highly skilled and professional support and assistance in ideal work environment. These services include:

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.

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.

Access to HEC Digital Resources

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

Secure Data Storage

150 MB Secure Data Storage (Z:\ Drive in “My Computer”) per participant for assignments, projects, and other research work. Participants can access this data from any networked computer. The data back-up is scheduled by the lab administration on regular basis.

Software Applications and Development Tools

IPC facilitates all types of software recommended by resource persons. This software includes graphics, web development tools, programming languages, databases, documentation, project management, accounting and other advanced software.

Open Source Support

Open Source Technology: Linux based Servers, Squid-Proxy (running on Fedora Core 5), Soft Bank (running on Cent OS) and NFS Server for Network Installing (running on Red Hat Enterprise Linux 4). Participants are being provided with Linux OS (Red Hat Enterprise Linux 4) and other Open Source software's, e.g., Open Office, Linux Apache MySQL and PHP (LAMP), etc.

Low Cost Laser Printing

IPC supervises latest printing facilities including 2 heavy duty **HP 9050** laser printers having the capability of 50ppm (pages per minute) and automatic two-sided printing (duplex printing) with 100-sheet multipurpose tray and 1,100-sheet capacity.

Scanning and CD/DVD Writing

IPC is providing scanning, and CD and DVD writing facilities free of cost to its participants. Participants can scan printed material to soft copy and can burn their software, projects and other important documents to CDs and DVDs for backup purpose.

WiFi (Wireless Connectivity)

IPC team facilitates participants for wireless connectivity (WiFi) which they can use across the campus. Participants can avail the wireless facility on their laptops and iPhones by authenticating the given proxy (Proxy: 172.2.0.40, port: 8080).

IPC Team

- Network and System Administration team is responsible for smooth and reliable services from server-sides like Domain Controllers, File-Servers, Proxy-Servers, and Print-Servers, etc.
- Software/Technical Support team manages Database-servers and provides assistance to the Participants related software problems as well as final project Participants. This team is also responsible for deploying all software requirements in IPC.
- Hardware/Network Support team ensures total display of 400+ nodes, hardware maintenance, client end network troubleshooting and daily hardware reports.

Lost and Found Section

IPC staff is managing proper record for lost items found in IPC premises. Participants can confirm their lost items from lost and found counter in IPC.

Security Cameras

IPC is administering security cameras deployed in different places in IPC and computer classrooms. The purpose of these security cameras is to ensure hardware security, and smooth and ethical environment to the participants in IPC.

IPC Rules and Policies

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.

- For entry to IPC Computer Center, possession of ID card by each Participant is mandatory.
- IPC users must log into their own accounts. Logon Account/password sharing is strictly prohibited. It may be cause of their data deletion and some other major damages.
- IPC users must log out after finishing their work.
- Unauthorized visitors are not allowed.
- One person per workstation is allowed.
- NETSEND utility/command is not allowed in computer lab.
- Mishandling of Internet: Unethical sites, playing games on internet are not permitted in IPC.
- Food or drink is not allowed in IPC at any time.
- Smoking is not permitted in IPC.
- Refrain from disruptive behavior such as loud talking and using mobile phones.
- Participants found responsible for damage to the IPC equipment will be liable for such damages.
- Do not reboot, turn off or move any workstation, PC or any devices. Do not load any software on any IPC computer. Only IPC operators and technical support personnel are authorized to carry out these tasks.
- 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 against it.

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/-.

23. 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.

Collection

UMT Library is a modern and fully automated information resource center with over 50,000 books and bound periodicals in stock. The library houses more than 1,000 company reports and profiles, 1,500 reports from top corporations, 1,000 project reports, monographs, mimeographs and 500 compact diskettes. Almost 3,000 new works are added to the stock each year, on the average. With a modest collection of 500 audio and video cassettes, the library also provides audiovisual facilities. A total of 500 CDs and other resources are also available on internet through the membership of digital libraries.

Subscriptions

The library has subscription of 20 local and foreign newspapers including Khaleej Times, International Herald Tribune, Financial Times and Sunday Times, and almost 150 current national and international periodicals, journals and magazines.

Databases

Indexing and Current Affairs Bibliography databases developed by UMT Research and Development Department provides quick and easy access to more than 300,000 newspapers and magazine articles, which are of immense value to the library users. This service is unique and one-of-its-kind in Pakistan.

Digital Resources

UMT library also utilizes electronic information services and as such has subscribed to various digital libraries to provide to participants access to a wide range of available online resources. A large number of publications are accessible through this facility which has more than 100,000 records of library materials and records of journals. The aim is to support the course and research needs of participants and provide them access to a large number of electronic information databases, both full text and bibliographic.

Diverse Sections

UMT library besides having a reasonable collection of latest books and materials on related academic disciplines comprises of separate sections on general collection, reference, textbooks, World Bank

publications, Urdu collection, government publications, magazines, monographs, newspapers and audio video sections which cater for the varied tastes of users.

Reference Desk

The reference desk is located near the main entrance of the library and is staffed during scheduled library hours to provide patrons with assistance.

Inter-Library Loans

Library in-charge can help you if you want to benefit from other important and renowned libraries of the town.

Photocopying Facility

Photocopy facility is available. You can get the photocopy of required materials of items that are not issued, like reference books, encyclopedias, magazines, etc.

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.

Timing and Access

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

24. Contact Details of Administrative/Academic Staff

24.1 Administrative Support

| Regarding | Contact Person | E-mail ID |
|----------------------------|--|--|
| Fee Information | Muhammad Gulraiz Akbar Dar Director, Finance | gulraiz@umt.edu.pk |
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| Career Services | Farzoq Ahmad Chaudhary Head, Office of Career Services | farzoq.ahmad@umt.edu.pk |
| Library Information | Rafiq Awan Chief Library Officer | rafiq.awan@umt.edu.pk |
| IPC Information | Firdous Ahmed Manager IPC | firdous@umt.edu.pk |
| Facilities Management | Lt Col(R) Saif Ullah Khan GM Facilities Management | saif.Khan@umt.edu.pk |
| Hostel Information | Mr.Imran Haider Leghari Warden Hostels | Imran.leghari@umt.edu.pk |
| | Sadia Sattar Deputy Warden (Girls) | sadia.sattar@umt.edu.pk |

24.2 Academic Support

| Department | Employee Name | Email |
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| SEN - EE | Usman Mumtaz | usman.mumtaz@umt.edu.pk |
| SSS&H - Dean's Office | Muhammad Firasat Omer Khan | firasat.omer@umt.edu.pk |
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| SSS&H - Cpy | Sana Daud | sana.daud@umt.edu.pk |
| SSSH - DELL | Rabia Ihsan | rabia.ihsan@umt.edu.pk |
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| SBE | Muhammad Yasir Amjad | yasir.amjad@umt.edu.pk |
| SBE-MS/PhD Programs | Hanya Aslam | hanya.aslam@umt.edu.pk |
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| SBE-IS | Amna Rashid | amna.rashid@umt.edu.pk |

24.3 Contact Details of Academic Staff

| School / Institute | Ext. # | Name | Designation | E-mail |
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| School of Business and Economics | 3385 | Dr. Rukhsana Kalim | Dean SBE | sbe.dean@umt.edu.pk |
| | 3346 | Dr Ahmed Faisal Imtiaz Siddiqi | Chairperson Department of Quantitative Methods | qmd.cod@umt.edu.pk |
| | 3359 | Abdul Rafay | Chairperson Department of Finance | fin.cod@umt.edu.pk |
| | 3365 | Dr. Dawood Mamoon | Chairperson Department of Economics | eco.cod@umt.edu.pk |
| | 3353 | Mobin-ul-Haque | Chairperson Department of Marketing | mkt.cod@umt.edu.pk |
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| | 3369 | NavedaKitchlew | Chairperson Department of Management | mgt.cod@umt.edu.pk |
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| School of Science and Technology | 3428 | Dr. Abdul Aziz Bhatti | Dean SST | sst.dean@umt.edu.pk |
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| | 3332 | Zaheer Hussain Shah | Chairperson Department of Basic Sciences | bsc.cod@umt.edu.pk |
| | 3412 | Dr. Muhammad Aziz-ur-Rehman | Chairperson Department of Mathematics | mth.cod@umt.edu.pk |
| | | Malik Tahir Hassan | Chairperson Department of Computer Science | csc.cod@umt.edu.pk |
| | 3423 | Mashood Nasir | Chairperson Department of Informatics and Systems | mashood.nasir@umt.edu.pk |
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| | | Dr. ZahidMahmood | Chairperson Department of Clinical Psychology | cpsy.cod@umt.edu.pk |
| | | Dr. Muhammad Khalid | Chairperson Department of Media and Communication | mmc.cod@umt.edu.pk |
| | | Rao Jaleel Ahmed | Chairperson Department of English Language and Literature | ell.cod@umt.edu.pk |
| | | Dr. Waheed | Chairperson Department of | ssc.cod@umt.edu.pk |

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| | | Sajid Masood | Chairperson Department of Education | edu.cod@umt.edu.pk |
| | | | | |
| School of Engineering | 3379 | Dr. Salim Abid Tabassum | Dean SEN / Chairperson Department of Industrial and Mech. Engineering | sen.dean@umt.edu.pk |
| | 3451 | Dr. Sajjad H. Shami | Chairperson Department of Electrical Engineering | een.cod@umt.edu.pk |
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| School of Commerce and Accountancy | 3356 | Mohyuddin Tahir Mahmood | Director School of Commerce and Accountancy | sca.dir@umt.edu.pk |
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| School of Law and Policy | 3308 | Syed Imad-ud-Din Asad | Director School of Law and Policy | slp.dir@umt.edu.pk |
| School of Professional Advancement | 3368 | Naveed Yazdani | Director SPA | spa.dir@umt.edu.pk |
| School of Governance and Society | 3501 | Rahat-UI-Ain | Director School of Governance and Society | sgs.dir@umt.edu.pk |
| School of Advanced Studies | 3339 | Dr. Munawar A. Anees | Dean SAS | sas.dean@umt.edu.pk |
| School of Health Sciences | 3316 | Dr. Muhammad Naveed Afzal | Director, SHS | shs.dir@umt.edu.pk |
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| Institute of Applied Sciences | 3387 | Dr. A. Rashid Kausar | Director IAS | ias.dir@umt.edu.pk |
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24.4 Contact Details of Academic Coordinating Staff

| School - Department | Ext # | Employee Name | Email |
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| SST | 3373 | Muhammad Khurram Anwar | khurram.anwar@umt.edu.pk |
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| SSS&H - DELL | 3534 | Rabia Ihsan | rabia.ihsan@umt.edu.pk |
| SSS&H – Media and Communication | | Syed Ali Raza Hassan | ali.raza@umt.edu.pk |
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| SBE-Finance & Quantitative | 3352 | Rashid Mahmood | rashid.mahmood@umt.edu.pk |
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| SBE-Management | 3360 | HamzaMasood | hamza.masood@umt.edu.pk |
| SBE-Operations and Supply Chain & | 3393 | Syed Mohsin Ali | mohsin.ali@umt.edu.pk |
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| School of Professional | 3454 | Syed Shahid Hussain | shahid.hussain@umt.edu.pk |
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24.5 Contact Details of Administrative support

| Support Office | Ext # | Name of HSO | Designation | E-mail |
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| Office of Registrar (ORG) | 3342 | Aneesa Rahat | Registrar | registrar@umt.edu.pk |
| Office of Participants' Affairs (OPA) | 3337 | Rana Iftikhar Ahmed | Director Participants' Affairs | opa.dir@umt.edu.pk |
| Office of Career Services (OCS) | 3306 | Farzoq Ahmad Chaudhary | Head OCS | ocs.hd@umt.edu.pk |
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| Office of Technology Support (OTS) | 3333 | Muhammad Rashid Ali Malik | Head OTS | ots.hd@umt.edu.pk |
| Office of Human Resources (OHR) | 3430 | Farhan Ahmad Khawaja | Head OHR | ohr.hd@umt.edu.pk |
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| Office of Controller Examinations (OCE) | 3343 | Imran Zahid | Head OCE | controller@umt.edu.pk |

| | | | | |
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| Learning Resource Center (Library) | 3335 | Muhammad RafiqAwan | Chief Library Officer | clo@umt.edu.pk |
| Office of Facilities Management (OFM) | 3350 | Lt Col(R) Saif Ullah Khan | GM, OFM | saif.Khan@umt.edu.pk |
| Hostel Information | 3455 | Imran Haider Leghari Sadia Sattar | Warden Hostels Deputy Warden (Girls Hostel) | Imran.leghari@umt.edu.pk Sadia.sattar@umt.edu.pk |
| IPC Information | 3389 | Firdous Ahmed | Head IPC Lab | firdous@umt.edu.pk |

Acknowledgement

I have read and understood the details given in Participants' Handbook and agreed to abide by the rules and regulations

Participant's Name: Roll Number.....

Participant's Signature: Date:/...../.....

Parent/Guardian's Signature: Date:/...../.....

Please submit this form to the Office of Registrar after signatures.

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