

School of Social Science and Humanities

Department of Gender Studies

Guidelines for Participants

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).

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: (see Annexure- A)

- ✓ 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.

General Policies

Participant ID card Policy

The University ID card identifies a participant as a current member of the UMT student body. Provision of all UMT facilities shall be subject to availability of UMT ID Card. Therefore, participants are encouraged to receive their ID cards from Office of Registrar/related department, immediately after admissions. It is mandatory for all participants to properly display UMT ID card while entering the premises of the University. If a participant does not possess UMT ID card, s/he will be fined Rs. 500/- every time this happens. If someone misuses the ID card s/he will be fined Rs. 5000/-. In the above mentioned cases, participants shall be allowed to enter UMT premises upon presenting CNIC, to ensure that they do not suffer any academic loss, but they would not be allowed to make use of UMT facilities.

Transport Card Policy

It is mandatory for all the students using University transport facility, to renew their transport cards from 1st till 3rd of every month. If the card is renewed after 3rd till 10th of any month, Rs. 100/day shall be charged as fine for each day.

Office of Treasurer shall make cards (as per list) in advance for issuance on request (no cash payment). It is mandatory for all the students to keep in possession valid University transport card, University ID card and CNIC while travelling through University transport facility, and show to the relevant personnel whenever demanded.

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.

Evaluation

The final standing of each participant, in each course, is assessed through the midterm examination, sessional work (presentations, assignments, quizzes, class attendance, participation, 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 -10	
	Class Participation		
2	Assignments/Project	5-25	30
3	Quizzes	5-10	
4	Mid-term Examination	20-25	
5	End-term Examination	35-50	70
Total		100	100

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.

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.

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.

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.

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 purpose of the dress code is to provide basic guidelines for appropriate work dress that promotes a positive image of UMT. ***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.

Parking

Parking timings shall be from 7am till 10pm. Parking before/beyond the official timings shall not be allowed. The facility shall be availed at owner's/vehicle operator's own risk. Owner/vehicle operator shall be responsible for checking the vehicle's security system, windows and taking all such precautionary measures. The University shall not be liable for any inconvenience, loss or damage occurred therein. In case of any damage occurred to parking area as a result of negligence of vehicle operator, s/he shall be charged the amount of damage/loss. Violation of parking lines is subject to a fine of Rs. 500/-

Extra/Co-Curricular Activities

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

Payment of Dues

The annual fee estimate is payable in four equal installments **on or before the 10th day of March, June, September and December every year**. Those who are unable to pay their dues by the deadline will be charged with a fine of Rs 100/- per day.

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

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 06:00 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.

Office of Treasurer

University of Management and Technology

C-II, Johar Town, Lahore

Phone No: +92 42 35212801-10

For Full Handbook <http://umt.edu.pk/org/Academics-and-Academic-Affairs/Participant-Handbook.aspx>

To be Updated, Keep connected with:

Web: <http://ssh.umt.edu.pk/gs/home.aspx> **Facebook:** <https://www.facebook.com/DGS.UMT/>