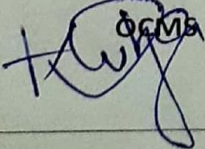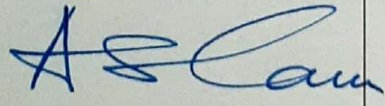# University of Management & Technology Lahore

Policy and Procedure Document

Document Title: OCMS Manual

REVIEW & APPROVAL

Developed By	Policy Owner	Rector's Approval	President's Approval
OCMS	OCMS		

University of Management and Technology

Office of Campus Management and Services Manual

2020

The Office of Campus Management and Services Manual is created to respond to the need for an efficient and effective means of providing clear, concise, yet comprehensive guidance to UMT management and staff regarding Administrative affairs. This manual is intended to assist administrators so that they may better serve the Staff, Faculty and Students and the University, provide a framework to assure strict accountability over UMT's resources.

Overview:

Office of Campus Management and Services is an Administrative Support Office at University of Management & Technology (UMT) and is responsible for the Administration of the following areas:

1. Campus Administration
    A. Office Management & Office Boys
    B. Classroom Management & Class Assistants
    C. Housekeeping and Janitorial
    D. Civil Works Repair/Maintenance
    E. Space Management
    F. Power House and Utilities Management
    G. Telephone Exchange
    H. Mailing
2. Civil Works
    A. Repair and maintenance
    B. Minor Projects
    C. Alteration
3. Event Management
    A. Traveling and Accommodation
    B. Boarding & Lodging
    C. Guest Rooms
    D. Conduct of International/National Events
    E. Conferences / Meetings
    F. Management of Boardrooms

4. Transport

   A. PSV
   B. LTV
   C. Maintenance of Busses/Cars
   D. Bus Card Management
   E. Fuel administration

5. Shuttle/Pick & Drop Facility Store Management
   A. Asset Management
   B. Inventory Control and Maintenance
   C. Disposal of unserviceable Stores
   D. Analysis of need for procurement

6. Horticulture & Landscape
   A. Regular maintenance and beautification of UMT Campus.
   B. Care and maintenance of UMT flora.
   C. Nursery Management, etc.

Office of Campus Management and Services performs some tasks that are not listed above but fall in our general wing. It includes, renting of shops, correspondence with Govt. Departments over Legal issues, liaison with LDA, WASA, TMA, PHA, LESCO, PTCL, SNGPL, City Traffic Police and NADRA, etc. Dealing of all Rental agreements of houses being used by UMT including Female Hostel in Wapda Town. Coordinating with Companies/Organizations for promotional activities is also an important duty of Office of Campus Management and Services

The purpose of this Manual is to define Office of Campus & Event Management's day-to-day operations, organization-wide policies and the best practices that are comprised of live experience, benchmarked and Industry-wide best practices.

Office of Campus Management and Services Manual:

Purpose of this Manual

The University of Management & Technology's *Administrative Manual* contains established policy of the university. It is intended to serve in defining, understanding and communicating university policies and procedures, identifying responsibilities, and providing guidelines in the performance of specific tasks regarding administration. It is to explain the process of working of different domains of Campus & Event management to understand the management of working. The content of this manual should address broad policies that impact various constituencies across the institution. The policies and procedures contained in this Administrative Manual are those which are unique to the university and appropriately expand upon applicable Federal and state law. Policies and procedures that are specific to a domain should be documented within that domain's policy and/or operating manual.

Authority

The Office of Campus Management and Services Manual is an official publication of the university, with final authority for the material contained herein delegated to the Rector/Chairman. Policy of university-wide importance will be distributed as revisions to this document. Proposed revisions should be submitted. University policies contained in the Administrative Manual are required to be consistent with the rule and strategy of the university, with the code and policies of the Higher Education Commission, and with laws and policies of the State of Punjab. Should any section be found to be inconsistent, that section is void and the policies of the university or the state shall apply.

Office of Campus Management and Services Manual Format

The Administrative Manual is divided into several major classifications. Each classification is divided into sections and subsections. The major classifications are:

Area
Housekeeping and Janitorial
Classroom Management
Waste Minimization
Assets Management
Emergency Planning and response
Hospitality Expenditure
Health and safety policy
Energy management policy
Parking Policy
University Access
Emergency Closing
Event Management
Store Management
Transport
Horticulture & Landscape
Incoming/ outgoing postal mail
Repair and maintenance
UMT student housing

Revisions:

The usefulness of the Administrative Manual is being updated continuously with defined intervals. Changes and additions to the manual approved by the Rector will be made in the Administrative Manual on-line immediately after approval. Notifications of changes are made to the campus community by the Head of Campus & Event Management.

All faculty and staff are encouraged to submit suggestions for revisions to the Head Office of Campus Management and Services which will later be discussed with the Rector/Chairman.

The dates of approved revisions are noted on the revised sections. The Office of Campus Management and Services maintains archival files so that historical information is available if needed about policies in place in earlier years with Head of department.

POLICY TITLE:	**HOUSEKEEPING & JANITORIAL**
EFFECTIVE DATE:	**June, 2020**
AUTHORITY:	**Head Office of Campus Management and Services**

Purpose

To provide neat and clean environment in the whole campus.

Scope

The following procedures apply for cleaning overall campus including buildings, halls, restrooms, stairs, roads, classes and offices etc.

Summary

Office of Campus Management and Services cleaning services are overseen by the Head Office of Campus Management and Services who is supported by several levels of supervision. The Head Office of Campus Management and Services is responsible for managing all related operations, with the assistance of appropriate supervisors and officers.

Procedure

The Office of Campus Management and Services cleaning services function is staffed by classified, non-exempt employees in the titles of:

1) Head Office of Campus Management and Services
2) Deputy/Assistant Manager
3) Officers
4) Supervisors
5) Non-Cadre General Staff

Building maintainers who clean offices for academic and administrative departments of the University are provided with an "Office Protocol" which provides guidelines for operating within those areas. Those guidelines were developed to ensure the confidential and respectful handling of paperwork, materials and equipment in those spaces.

Task priorities and instructions have also been prepared for each type of room or building space. They include directions for cleaning restrooms, hallways, locker rooms, classrooms, building entrances/lobbies, offices and stairways. These instructions are provided to maintainers by area supervisors, based upon job responsibilities for the specific position or temporary assignment. Instructions have also been developed for cleaning specific types of surfaces and other assigned tasks. These are also available to maintainers and are explained by supervisors as part of the job orientation process at start and time to time whereas necessary.

Supervisor is responsible for providing general cleaning instructions in their respective work zones and for ensuring that instructions and standards are followed on a day to day basis. Oversight is also provided by Supervisor who is responsible for inspecting all work areas on a regular basis. Heavy duty tasks such as waxing and buffing floors and cleaning woodwork are generally performed during weekends, break periods and are scheduled and directed by Office of Campus & Event Management, who also may provide related training and instructions. Office of Campus Management and Services is responsible for evaluating the performance of all employees at all Supervisors levels according to the standard. Employees are rated on how well they comply with cleaning instructions and standards under the "Quality and Quantity of Work".

Supply Acquisition and Distribution Procedure

The Head Office of Campus Management and Services works with Supply of Cleaning Materials and its distribution among team, it has to ensure that an adequate central supply of cleaning materials is maintained at all times. The usage report is maintained through the Supervisor. Periodic reports from that system are provided to the Head Office of Campus Management and Services so that management may track usage and determine when restocking is required. The Head Office of Campus Management and Services also determines when new products for cleaning purpose will be tested for use.

New housekeeping products may be discovered by supervisors at conferences and trade shows or may be suggested by vendors. Testing is coordinated by Office of Campus Management and Services team or the Maintenance Working Supervisor. Supervisor is responsible for tracking cleaning supplies in all buildings in the zone they supervise in both shifts. One or more supply closets exist in each campus building. Supervisor fills out supply request forms each day. Generally, one or two weeks of supplies are maintained in each building by issuing from store in advance.

Office Protocol for Maintainers/ Supervisor

1) Any work supplies that are needed by a maintainer must be requested from the supervisor for that zone/area.

2) Telephones in areas that are being cleaned are to be used by maintainers only in the event of an emergency or to reach a supervisor. If employees who work in the department being cleaned are present when such a call is necessary, the maintainer should request permission to use a phone. It is not permissible for a maintainer to be seated at another employee's desk using the telephone under any circumstances.

3) Maintainers are not allowed to use computers or other office or laboratory equipment belonging to a department's concern located in their cleaning zone.

4) All documents and papers that are located in offices being cleaned should be considered private and confidential and may not be read, copied or removed by maintainers working in the area.

5) Access to the interior of closets, desks, file cabinets and other office furniture that is the property of a department's concern other than the Office of Campus Management and Services Department is strictly prohibited. Access to Office of Campus Management and Services Department records other than those created by the maintainer or directly relating to his/her work responsibilities requires the permission of the person responsible for those records.

6) Access to the personal property of another employee, of a student or of a visitor to the campus is prohibited except when the item appears to have been lost and is being turned in to the Campus Security.

Restroom Cleaning Standard Operating Procedure

Materials Needed:
1) Dry & Wet Mop
2) Disinfectant Floor cleaner
3) Cloths and/or sponges
4) Glass cleaner
5) Protective gloves

Preparation of the Area:
Prop doors open and post a sign indicating that the area is being cleaned and is not in service. Always use protective gloves when cleaning bathrooms.

Instructions:
1) Flush urinals and toilets.
2) Using a mop as a plunger, push excess water out of fixtures. Do not use mops for any other jobs.
3) Washroom Mop should only be used in Washrooms cleaning purpose.
4) Pour 2 to 4 ounces of bowl cleaner or disinfectant cleaner on to mop and swab out bowl, starting under the rim.
5) Starting with the highest fixtures, dust restroom from top to bottom.
6) Sweep floors.
7) Pick up trash from floors.
8) Empty waste containers.
9) Wipe out waste containers with germicidal/disinfectant spray and re-line containers.
10) Clean mirrors and metal work with glass cleaner and microfiber cloth.
11) Clean sinks with disinfectant spray/liquid.

12) Wipe clean and dry all fixtures above and under the sink.
13) Wipe clean all partitions and walls with disinfectant.
14) Return to toilet bowls and scrub and brush.
15) Wipe outside of fixtures, including seat, hinges, stool base, pipes and under bowl.
16) Make sure the area behind the fixture is clean.
17) Wet mop floors with disinfectant solution and let dry.

Hallway Cleaning Procedure

Materials Needed:
1) Custodial cart with trash receptacle
2) Supply of trash can liners
3) Broom
4) Dust pan and brush
5) Clean rags
6) Dry mop
7) Dry mop treatment
8) Wet Mop

Instructions:
1) Check for burned out lights; report any to Concern
2) Empty and clean all waste containers.
3) Clean and dust all horizontal surfaces.
4) Spot clean glass, walls, doors, lockers and vending machines.
5) Dust, mop, sweep floors.
6) Remove sticky substances with a putty knife or scraper.
7) Sweep under furniture, under or around trash cans, and in corners.
8) Wash/clean kick plates on doors of front side.

Stairway Cleaning Procedure

Materials Needed:
1) Custodial cart with proper cleaning supplies.
2) Caution signs

Instructions:
1) Set up caution signs at each door to stairway where you will be working.
2) Keep a path open for traffic on the stairway if cleaned when the area is in use or occupied. In such cases, clean half the width of the stairway at a time.
3) Start at a top landing and sweep all landings and steps until you reach the bottom landing.
4) Remove trash and debris with a soft brush and dustpan. Pay attention to corners and crevices. To help remove dust, use a portable vacuum backpack.
5) Spot clean wall marks around switches, sills, and railings and remove any dust.

6) Clean windows when needed with glass cleaner.
7) Wash walls when needed with liquid cleaner.
8) Check lights and ask the concerns to clean them when needed; replace burned out bulbs or, if unreachable, report them to Concern
9) Wet mop landings and steps. (Do not use too much water.)
10) Remove gum with putty knife or scraper.
11) When finished with one flight of stairs, move your equipment to the next flight.
12) Remove caution signs when stairway is fully cleaned and dry.

Classroom Cleaning

Materials Needed:
1) Custodial cart with proper cleaning supplies.

Instructions:
1) Pick up large trash.
2) Empty trash cans and, if necessary, change liners.
3) Sweep dirt out of corners and edges.
4) Remove and report any gum found on desks, chairs or floor.
5) Dry & Wet mop floor underneath desks.
6) Clean spots on the floor.
7) Spray for mosquitos on every week end day.

Office Cleaning

Materials Needed:
2) Custodial cart with proper cleaning supplies

Daily Tasks:
1) Empty trash and replace liner.
2) Dry & Wet mop floor underneath desks.
3) Clean spots on the floor

Building Entrance and Lobby Cleaning

Materials Needed:
3) Custodial cart with proper supplies

Instructions:
1) Sweep steps and walkways and remove cigarette butts and trash from entryways.
2) Clean runner mats at entrance. Do this once per shift during clear weather and once every two hours during inclement weather.
3) Clean windows and door panes at entrance, inside and outside, shine all brass/metal pulls, knobs and fixtures.

4) Open windows, if possible, for airing.
5) Open nearby restroom entrance doors before cleaning the inside of the lobby.
6) Empty and wash trash containers and spot clean inside of lobby.
7) Damp dust windowsills, blinds, radiators and wall hangings.
8) Damp dust all furniture and clean drinking fountains. Remove floor mats and dust mop floor.
9) Wet mop floor leaving a dry traffic lane. Spray buff if necessary.
10) Clean and replace mats and put furniture back in order.
11) Report any burned out lights or report them depending on location.
12) Wipe corners. Get rid of all cobwebs.

Maintainers are responsible for keeping entrances and adjacent walkways safe during storms by applying different methods which includes dry walkways with signs by standing extra employees to look after.

Cleaning Entrance Doors

Materials Needed:
   1) Custodial cart with proper cleaning supplies

Instructions:
   1) Wipe or wash door, inside and out. Clean door hinges.
   2) Shine metal door handles and kick plates.
   3) Wipe corners. Get rid of all cobwebs.
   4) Clean any glass in the door with glass cleaner.
   5) Clean door frame and threshold.
   6) Go back and check your work. Entrance doors are the first impression visitors get of building cleanliness and cleaning them well is important.
   7) Report any cracked or broken glass to your supervisor or to the Concern.

Cleaning Drinking Fountains

Materials Needed:
   1) Custodial cart with proper cleaning supplies

Instructions:
   1) Scrub all surfaces with a disinfectant solution. Give special care to fountain jet and protective guard. Use a fountain brush for jets and other metal parts.
   2) Use a test tube brush to clean drain holes.

3) Remove any stains and then rinse all exposed areas with a damp rag.
4) Shine metal with a dry cloth.
5) Wipe any splashes or cleaning solution spills from the floor.

Cleaning Locker Rooms

Materials Needed:
1) Custodial cart and all proper disinfectant solutions
2) Mops (Dry and Wet)
3) Clean cloths
4) Scrubbing brushes

Instructions:
1) Proper open doors and post signs.
2) Pick up all bits of soap from the holders, drain area and floor gutters.
3) Remove hair and other debris from drains.
4) Using a spray cleaner disinfectant, spray all wall surfaces of the shower.
5) Using a deck brush, scrub floor area and hose down to rinse.
6) Check drains for scum buildup. If showers and locker rooms are not used for a long time, pour water down drains at frequent intervals.
7) Wipe all chrome fixtures with a clean, dry cloth to prevent water spotting. If shower area has a curtain, thoroughly wipe it with a sponge dampened with disinfectant.
8) Wipe down lockers (including tops) and benches.
9) Clean sinks and mirrors in locker room.
10) Thoroughly clean toilets, walls and petitions within locker rooms with disinfectant solution.

Emptying Trash Receptacles

Materials Needed:
1) Custodial cart with attached trash receptacle.
2) Detergent solution in plastic spray bottle
3) Clean rags and sponges
4) Supply of plastic trash can liners
5) Rubber gloves

Instructions:
1) Empty the trash receptacle into the trash collection bag on the cart. Do not reach into the wastebasket; carefully dump the contents into the bag.
2) If the plastic liner in the can is torn, soiled or wet, replace it with one from supply.
3) If the inside of the wastebasket itself is soiled or wet, damp wipe the inside using the spray detergent solution and a sponge or a rag and let it dry.
4) Damp wipe the outside of the trash basket to remove soil or smudges.

5) When the trash collection bag on the cart is full, remove it and place it at the designated pickup location. Do not place trash bags on carpeted floors, since liquids may seep out and stain the carpeting.
6) If necessary, place a folded plastic liner under the collection bag to catch any spills that may occur.

Spot Cleaning Glass Surfaces

Materials Needed:
1) Glass cleaner solution in a plastic spray bottle
2) Several clean, microfiber cloths
3) Razors, scrapers and blades Areas Where Applicable: This procedure applies to glass doors, mirrors, and glass partitions that are located in high traffic areas and/or that require frequent spot cleaning.

Instructions:
1) Spray visibly soiled areas with a small amount of the glass cleaner. Avoid spraying so much that the solution begins to run or drip.
2) Wipe the area with a microfiber cloth.
3) Be sure to wipe off any cleaner that may have gotten onto frames or other non-glass surfaces that border the glass surface being cleaned. Clean Up: If the glass cleaning solution is to be left in the bottle for future use, properly label the bottle according to Right-to-Know requirements.

Metal Cleaning

Materials Needed:
1) Metal cleaners
2) Microfiber cloths

Areas Where Applicable:
Any exposed interior metal surface, structural or decorative, including metal parts of doors and railings and other metal parts that are frequently touched and in need of frequent cleaning.

Preparation of the Area:
If metal to be cleaned is on a door in a high traffic area, it may be necessary to properly open it so that the traffic and the cleaning process do not interfere with one another.

Instructions:
1) Thoroughly wash surface and wipe dry with microfiber cloth.
2) Spray the metal lightly with the cleaning mixture.
3) Wipe the area dry with a microfiber cloth, wiping in one direction only. Never use an abrasive cleaner on polished metals! Do not let the spray get on waxed floors as it will make them very slippery!

Scrubbing Floors

Materials Needed:
1) Neutral detergent
2) Wax
3) Two mop buckets with wheels
4) Two wringers
5) Two mop handles
6) "Wet Floor" caution signs
7) Hand scouring pad

Instructions:
1) Create as much open space as possible by moving items such as waste baskets, chairs, light furniture, etc.
2) Remove all loose soil by sweeping or dust mopping.
3) Place the "Wet Floor" signs at edges and entrances to work area.
4) Place mop in solution and slowly mix the solution and wet the mop head. Use wringer to squeeze out excess water. Do edges by pulling mop slowly along, not touching baseboards.
5) After the edges have been cleaned. DO NOT over wet the floor. Turn mop over after every four or five strokes. Re-soak and wring out the mop when it begins to leave too little solution on the floor.
6) Allow the solution to stand for four to five minutes.
7) Following the same method in which the solution was put down, go over the entire area with the floor scrubbing machine, overlapping each previous pass with the next pass by about one half the width of the pad.
8) After scrubbing the area, use a wrung wet mop to absorb the solution. After several passes with the mop, place the head in the wringer of the empty bucket, and wring as dry as possible.
9) If the floor is heavily soiled, dump and rinse the solution bucket and fill it with clean water. Rinse one of the mops thoroughly in the clean water, and rinse the scrubbed floor with the mop.
10) Do not remove the "Wet Floor" signs, replace furniture or allow traffic to pass through until the floor is completely dry.

POLICY TITLE: **CLASSROOM MANAGEMENT**
EFFECTIVE DATE: **June, 2020**
AUTHORITY: **Head Office of Campus Management and Services**

PURPOSE

The purpose of this policy is to clearly define the procedures to be followed for smooth operation of regular classes.

SCOPE

The following procedures apply for overall management of classes including cleaning, maintenance, slots management etc.

SUMMARY

Classroom services are overseen by the Head Office of Campus Management and Services who is supported by several levels of supervision. The Head Office of Campus Management and Services is responsible for managing all related operations, with the assistance of appropriate supervisors and officers.

PROCEDURES

The procedures for smooth operation of Classrooms is defined through below points.

1) The classroom assistant is directly responsible for all management of classes on daily basis.

2) Officers and supervisors will ensure the proper functioning of classes.

3) Clashes will be managed by supervisors after collecting the information from stakeholders.

4) Priority will be given to regular classes and for the reservation of classes for any event, approvals from higher authorities will be required.

5) Classrooms will be swapped directly between the schools after the approval from concerned officer.

Additional Responsibilities

The Head OCMS shall be responsible for smooth operation of classes without any clash and hassle.

The Office of Head OCMS shall also be responsible for the development and communication of procedure.

POLICY TITLE: **WASTE MINIMIZATION**
EFFECTIVE DATE: **June, 2020**
AUTHORITY: **Head Office of Campus Management and Services**

PURPOSE

The UMT Waste Minimization Policy establishes a framework within which the University will incorporate waste minimization at every level in different manners and management into its overall sustainability management system. Moreover, this Policy aims to encourage a transition to practices in the selection and use of materials that, to the degree practicable, eliminates waste in all University facilities and programs.

RESPONSIBILITY

The Head Office of Campus Management and Services is responsible for the maintenance, communication and administration of this Policy. Responsibility for maintaining, reporting and analysis of all waste generation and recycling data will rest with the Sustainability Office.

Goals

1) Strive toward zero waste emissions from the University's use of energy and materials through the hierarchical application of resource demand reduction, reuse & recovery.

2) Manage hazardous wastes in compliance with all applicable statutes and regulations, striving to minimize the use of hazardous materials, and wherever practicable, eliminating the use of hazardous materials which may become waste.

3) Plan and develop transportation infrastructure on the University campus that encourages and supports reduction of wastes that may be incurred from transportation sources, (e.g., use of space for parking which might otherwise be allocated to green space, discharge of substances like used motor oils to the waste stream, etc.).

4) Accept that the act of procuring of materials and energy implies a responsibility of stewardship for any wastes that are generated from them.

5) Make decisions respecting waste management with due regard for their impact on the environment, including plant, animal and human health, and that waste management measures be instituted with due regard for their economic impact.

6) Ensure that University policies, programs and decisions taken into account the need to rehabilitate any part of the environment that is damaged or degraded as a result of its own waste disposal and management activities.

7) Develop and implement waste reduction policies and procedures which comply with the ISO standard for environmental management systems.

8) Encourage research, education and innovation respecting waste reduction and prevention with a view to preventing and reducing adverse impacts on the environment and the economy now and for future generations.

9) Educate the employees at different level to minimize specially paper waste by using email technology and soft copy file instead of hard copy files only when necessary to do so.

10) Report the University's waste management performance to internal and external stakeholders and make this Policy available to them.

Responsibilities

The Head Office of Campus Management and Services will ensure that the Office of Campus Management and Services Team:

1) Uses full-cost / life-cycle accounting in making waste management decisions.

2) Provides for training of administration, faculty and students about waste reduction and recycling issues and methods.

3) Regularly reviews technologies for their applicability to this Policy.

4) Develops procedures that achieve the goals set in this Policy.

5) Develops, maintains and monitors information useful for tracking progress, identifying priorities and evaluating the impact of any initiatives.

6) Establishes and maintains an accountability structure.

7) Make sure to apply the policy upon their own staff at first.

Accountability

1) The University will review waste minimization objectives on a bi-annual basis.
2) Targets will be publicly available. So far as practicable, the University will use standards, definitions and indicators that are consistent with the requirements of both federal and provincial legislation and those necessary to achieve and maintain ISO registration.
3) Progress will be audited against the targets established in the objectives.

POLICY TITLE: **ASSET MANAGEMENT**

EFFECTIVE DATE: **June, 2020**

AUTHORITY: **Head Office of Campus Management and Services**

PURPOSE

To establish the principles and requirements for the better management of UMT's assets.

SCOPE

This policy applies to all physical, electronic assets and fixtures of the University (hereinafter referred to as "assets").

PRINCIPLES

1) The University will endeavor to annually identify financial resources for the regular replacement of existing assets that are nearing the end of their life cycle.

2) When purchasing property or services or entering into a lease agreement, the University will adhere to the Purchasing Policy.

3) The University will have appropriate controls in place to protect all acquired assets against premature demise, theft, inappropriate use, liability, and both external and internal threats.

4) The University will protect against asset related financial loss through proper insurance practices and risk management practices.

5) The University will dispose of unwanted assets based on cost effectiveness, community benefit and good environmental practice, in a fair and transparent manner.

Operating Budget

1) The University will, to the best of its ability, make funds available for the acquisition and maintenance of assets necessary for sustainable growth, smooth operation and preservation of its community standing.

Maintenance of Physical Assets

1) The University will maintain a fixed assets registry. The University will maintain annual maintenance schedules.

Insurance

1) The University will ensure that adequate insurance coverage is established and renewed as required, to protect its assets from loss due to accident, natural disaster or criminal acts.

2) The University will ensure that the institution, its staff and faculty, and OTR are appropriately insured against libel and other liabilities.

Reporting

Any noncompliance with this policy shall be raised with the Head OCMS in a timely manner.

POLICY TITLE: **EMERGENCY PLANNING & RESPONSE**
EFFECTIVE DATE: **June, 2020**
AUTHORITY: **Head Office of Campus Management and Services**

PURPOSE

The purpose of this policy is to establish the appropriate measures and procedures for dealing with emergency situations that may arise at the University.

SCOPE

This policy and the procedures outlined herein apply to all departments at the University, including affiliated groups which are accommodated on the campus.

POLICY

The UMT is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of all staff and students, and the protection of property in case of an emergency occur. In order to provide appropriate measures, it is the policy of the University to:

1) authorize Security Services to initiate a timely and appropriate response to campus emergencies, with the assistance of the Safety Officer, and other emergency teams as identified in the Emergency Response Plan.

2) Establish and maintain Emergency Response Team to coordinate responses to any situation requiring multi-departmental involvement.

3) Designate an Emergency Planning Coordinator to be responsible for the administration and stewardship of the overall emergency planning process.

4) Require departments and faculties to undertake a risk assessment in their own areas and prepare appropriate emergency and business continuity plans for integration into the University's Emergency Response Plan.

5) Coordinate with Rescue 1122 office regarding the arrangements required to provide assistance to members of the University Community and the surrounding population in the event of a widespread emergency or disaster.

6) Establish necessary mutual aid agreements with other institutions, organizations, or businesses on an as required basis to ensure adequate resources to cope with emergency situations that may arise.

PROCEDURES

1) All emergencies should be reported immediately to Administration Office with assistance of Security Office. All University telephones must have emergency numbers displayed prominently.

2) Security Services is responsible for initiating the required assistance from the Rescue 1122 and for initiating the campus emergency call out list.

3) Members of the University community should ensure that ill or injured persons receive prompt medical attention from a qualified practitioner. Members trained in first aid should render assistance to the best of their abilities. As the care and transportation of the ill and injured requires specialized training and equipment, all persons requiring emergency transportation to a medical facility must be transferred by ambulance, and not by Security Services or other University personnel.

4) When a fire is discovered, the affected building must be evacuated. If it is safe to do so, all doors to the fire area should be closed and the nearest wall-mounted fire alarm activated. When the fire alarm rings, the building must be evacuated as quickly as possible, but elevators must not be used. Any doors and windows in the area should be closed. The building may not be re-entered until authorization to do so has been given by the Head OCMS with assistance of Security Services.

5) Any emergency involving hazardous materials must be reported to Head OCMS.

6) Any other hazard or potential hazard should be reported as follows:

   - fire hazard – Electricity Office at 3325
   - safety concerns - Security Office at 3395

7) Head OCMS will establish and maintain an effective emergency preparedness program utilizing training, communications, and exercises.

ASSEMBLY AREA:

- **Main Building, SEN Building and Library Building** (UMT Greens)
- **Admin Building & Transport office** (Greens in front of Admin Building)
- **STD Building** (Greens in front of STD Building)
- **House 20-B & 21-B** (UMT Greens in front of 20-B & 21-B)

POLICY TITLE: **HOSPITALITY EXPENDITURE**
EFFECTIVE DATE: **June, 2020**
AUTHORITY: **Head Office of Campus Management and Services**

PURPOSE

To implement the Hospitality Expenditures Policy, the following specific actions will be taken. These procedures set forth the documentation and approval processes for hospitality expenditures for both external and employee events.

RESPONSIBILITY

Head Office of Campus and Event Management is responsible for the development, administration and review of these procedures.

PROCEDURE

Payment of Expenses

Payment of hospitality expenditures are normally expected to be processed in one of the following ways:

- o Use of Corporate Visa card (supported by the Expense Claim Form)
- o Reimbursement Claim (using the Expense Claim Form)
- o Directly via an approved purchase order and/or supplier invoice.

1) Claims must be accompanied by original receipts or paid invoices. Credit/debit card slips alone are not acceptable where detailed receipts are normally available, as they do not provide sufficient detail about the items being claimed or the applicable taxes.

2) Supporting documentation for all hospitality expenses must include:

- o the names(s) of the external individual and/or University employee,
- o the number and names of people in attendance (where practical),
- o a statement of justification for the expenditure.

3) Reimbursement of expenses does not in itself constitute final approval and all expense statements are subject to audit and subsequent adjustment if necessary.

4) The appropriate administrator in each case is responsible for authorizing hospitality expenditures and ensuring compliance with policy and procedures by the employees in their departments.

5) Gifts must normally be approved by the Department/Chair/Director, or a higher Authority. Gifts considered a taxable benefit require the approval of a Dean, Associate Vice-President or higher Authority.

6) When multiple University faculty and/or staff attend the same function, the most Senior employee (highest administrative ranking) should pay and include the costs on their expense claim, which must then be authorized in compliance with the "one-over-one approval" principle.

7) All claims must normally be approved by the employee's direct supervisor in compliance with the "one-over-one approval" principle. In no circumstances may an individual approve their own expenditures or the expenditures of subordinates where any part of the reimbursement contains amounts attributable to the authorizer.

8) "One-over-one approval" indicates that expenditures are considered appropriate, reasonable and in accordance with University policy and guidelines.

9) Expenditures should only be incurred if there are adequate resources available within the appropriate departmental operating budget, designated fund or grant account to pay for them.

HOSPITALITY INVOLVING EXTERNAL GUESTS - GUIDELINES

PURPOSE

The purpose of these guidelines is to provide guidance to those individuals incurring or approving hospitality expenditures in determining the categories and levels of expenditures that can be incurred and to set forth the related procedures and approval processes.

PRINCIPLES

As a publicly funded institution, the University is accountable for the effective and efficient use of its resources and for ensuring those resources are deployed in the best possible way.

While the University recognizes that hospitality expenditures will be incurred in carrying out its mission, for most departments these expenses are expected to be minimal. The number of visitors being hosted and the number of university employees attending should be reasonable and appropriate to the Purpose of the event.

Where policies or guidelines provided by a funding agency or sponsor differ, those of the funding agency take precedence when they are more restrictive.

Types of Expenditures

The following are examples of the most common categories of hospitality.

1) The cost per individual for meals and social functions should be reasonable. In general, reasonable costs are consistent with the meal allowances provided in the University's per diem allowance for travel. Expenditures in excess of per diem amounts may be approved by a Dean, Directors or higher authority.

2) Faculty and staff are normally expected to pay and claim their own expenditures but in circumstances where this is not practical, hospitality may be paid and claimed by a single employee. Normally, approval of the supervisor of the most senior employee attending the event must be obtained except where the senior employee passively attends a function

without involvement in the arrangements. In this case, the one-over-one signing authority of the less senior employee may approve the claim.

3) Expenditures for a spouse/partner of the visitor or a university employee (where they are attending in this capacity) must be approved by a Dean, Directors or higher authority.

4) Meals and social functions must be supported by detailed original receipts, a written statement of the purpose of the social function and a list of attendees and their affiliation to the university.

Gifts

Modest gifts given to external individuals as a result of the normal exchange between persons doing business together are acceptable provided that ethical and proper business practices are not compromised.

Ineligible Expenses

Ineligible expenses include but are not restricted to:

1) Memberships deemed to be personal or social in nature (e.g., University Club, recreational facilities)
2) Non-business related or personal expenses
3) Interest charges levied on overdue invoices or credit card statements
4) Meals included in other reimbursable items (e.g., conferences)
5) Expenses related to a spouse/partner (where they attend in this capacity) unless pre-authorized and deemed required for official university business
6) Social events deemed to be personal in nature
7) Tickets, fines or insurance deductibles
8) Political donations

At times, special circumstances may arise that warrant exceptions from the list of ineligible expenses. In these cases, claims must be approved by the OHR.

Costs pertaining to research, specific purpose and restricted funds may be incurred only if

they are permitted by, and in accordance with the terms and conditions of the funding agreement, award or contract.

Whenever the University is expected to cover the costs of a guest at a hotel, the expenses of that guest must be pre-approved by the department hosting that guest.

POLICY TITLE: **HEALTH AND SAFETY POLICY**

EFFECTIVE DATE: **June, 2020**

AUTHORITY: **Head Office of Campus Management and Services**

PURPOSE

The purpose of this policy is to ensure, as far as is reasonable and practicable, the provision of a safe and healthy environment for all faculty, staff, students and visitors in which to work, study and participate in educational and recreational activities.

SCOPE

The policy and procedures outlined herein apply to all members of the University, including University employees, students, visitors and contractors and their employees.

POLICY

General Principles

The health and safety of all members of the University community is of great importance to the University. It is recognized that employees, which for the purposes of the Act includes all students, have a right to a safe and healthy environment. Therefore, the University shall:

1) support the operation of a joint employee-employer workplace safety and health committee;

2) support the formulation and implementation of ongoing effective health and safety programs appropriate to the daily operations of the University;

3) give priority to a safe work environment in the planning, direction and implementation of University activities;

4) ensure compliance with all federal, provincial and municipal regulations, codes and statutes pertaining to safety and health in the workplace.

Responsibility of the Senior Executive

The members of the Senior Executive shall:

1) provide the support and organizational leadership necessary to implement and administer this policy and all relevant federal, provincial and municipal regulations, codes and statutes within the University;

2) incorporate into operational planning and budgeting the necessary resources for the provision of health and safety programming and a safe working environment.

Responsibility of Head OFFICE OF CAMPUS MANAGEMENT AND SERVICES

Deans, Department Chairs, Directors and Managers of Administrative Units shall:

1) provide the managerial support necessary to implement this policy within their particular area of responsibility;

2) incorporate into operational policies, procedures, programs and projects adequate provision for safe working conditions and practices;

3) monitor and evaluate safety within their area of responsibility and recommend measures to improve conditions.

Responsibility of Laboratory Instructors, Faculty and Supervisory Employees

It should be remembered that students are considered workers under the Act. Therefore, those who supervise them have special responsibilities – and the liabilities that come with those responsibilities.

Laboratory instructors, faculty and supervisory employees shall:

1) ensure that individuals are given adequate direction, training and instruction in the areas of their assignments so as to enable the safe performance of their work without undue risk;

2) ensure that all accidents and near accidents are reported and investigated, and that action is taken to prevent a recurrence.

Responsibility of the University Community (employees, students, visitors, contractors and their employees)

Other members of the University community, including employees, students, visitors, contractors and their employees, shall:

1) practice safe work habits;

2) observe all safety rules and procedures established by federal, provincial and municipal authorities, by the University, and by a University employee with supervisory authority;

3) report hazardous or unsafe equipment, conditions or behavior promptly to a supervisor and, where appropriate, shall make suggestions for corrective action;

4) report immediately to a supervisor all work-related accidents or injuries, obtaining medical treatment without delay when necessary;

5) properly use and adequately care for personal protective equipment provided by the University.

POLICY TITLE: **ENERGY MANAGEMENT POLICY**

EFFECTIVE DATE: **June, 2020**

AUTHORITY: **Head Office of Campus Management and Services**

PURPOSE

The UMT Energy Management Policy establishes a framework within which the University that will incorporate energy management into the overall sustainability management system. Moreover, this Policy aims to reduce energy consumption and encourage the use of renewable energy sources in meeting the University's energy needs.

RESPONSIBILITY

The Head Office of Campus Management and Services is responsible for the maintenance, communication and administration of this Policy. Responsibility for maintaining, reporting and analysis of all utility consumption records will rest with the Electrical Management Office.

GOALS

1) Continuously reduce overall energy demand, and where energy is required, to give preference to local, renewable energy sources; reduce total expenditures for energy resources and fuels; and as much as practicable, minimizing waste, Generator emissions, and the negative environmental and social impacts arising from the University's use of energy resources.

2) Work toward achieving zero net emissions of Generators incurred from its use of energy.

3) Encourage the development and use of modes of transportation by students, administration and faculty that require progressively less energy expenditure.

4) As far as reasonably practicable, strive to ensure that all new buildings constructed in the University campus be designed in such a way as to be net energy producers.

5) Develop and implement energy management systems which comply with or exceed the ISO standard for such systems.

6) Establish and maintain a measurement system to monitor its progress towards the goals of this Policy.

7) Switch from old technology to new/latest technology to minimize the energy expenditure.

8) Report its energy management performance to internal and external stakeholders.

Responsibilities

The Head Office of Campus Management and Services will ensure that the Administration:

1) Uses full-cost / life-cycle accounting in making energy management decisions.

2) Provides for training of administration, faculty and students about energy issues and conservation methods.

3) Regularly reviews technologies for their applicability to this Policy.

4) Develops procedures, at both the institutional and departmental levels, that achieve the goals described in this Policy.

5) Develops, maintains and monitors information useful for tracking progress, identifying priorities, evaluating the impact of any initiatives and ensuring accountability.

6) Establishes and maintains an accountability structure.

Accountability

1) The University will set and review energy management objectives on a regular basis.

2) Targets will be publicly available and, in a format, amenable to quantification. So far as practicable, the University will use standards, definitions and indicators that are consistent with the requirements of both federal and provincial legislation and those necessary to secure and maintain ISO registration.

3) Progress will be audited against the targets established in the objectives.

POLICY TITLE: **PARKING POLICY**

EFFECTIVE DATE: **June, 2020**

AUTHORITY: **Head Office of Campus Management and Services**

PURPOSE

The purpose of this policy is to establish clearly the principles under which parking allocations are made at the UMT. It is also intended to define the regulations for parking inside University-allocated space.

SCOPE

This policy applies to all transactions in which the UMT provides parking spaces for employees inside the campus.

POLICY

Basic principles

1) Parking under the auspices of the UMT will include spaces in University Campus.
2) Priority will be given to executives.

Apportionment of costs and responsibilities

1) The Head Office of Campus Management and Services will oversee the inside campus parking policy and annually set the designated area of the parking spaces.
2) UMT is not responsible for loss of or damage to vehicles or contents.
3) Office of Campus Management will ensure all repair and maintenance of the inside parking with time to time.

4) Parking Services will:

  o Assign the parking spaces and maintain a waiting list for additional requests.
  o Maintain a list of parking spaces and the persons assigned to these spaces.
  o Maintain and update procedures.

Allocation of parking spaces

1) Executive employees can apply.
2) Parking spaces will be allocated, as space is available, to University employees with physical restrictions.
3) Some spaces will be reserved for Senior University Management.
4) Parking Services will apportion the spaces on the basis of the following criteria:
   o Physical restrictions
   o Seniority
   o Other factors that are considered include: need for the use of a vehicle as part of the employment condition, and personal security.

Penalties

Abuse of any of the parking regulations outlined above may result in a loss of parking privileges, and/or prompt removal of the vehicle by the University's designated authority with coordination of OSSV.

PROCEDURES

Special Parking Arrangements

1) Special arrangements for Convocation/Mega-Events may be arranged through the Office of the Participant Affairs.
2) Limited visitor parking may be available from time to time with arrangements through the coordination of Security Office.
3) Other arrangements may be made from time to time through external Parking with coordination of OSSV.

Use of parking lots

- The parking lots are to be used for work-related purposes.

  1) University Parking lots are not to be used for long term storage of vehicles. Anyone wishing to park for 7 days or more must seek approval from the Parking office, and such requests must be made a minimum of 7 days prior.

  2) Except in the case of an emergency, maintenance and repairs to vehicles on University property is not permitted. All waste materials must be promptly removed from University property.

  3) No person shall use any heater electrical receptacles except for the sole purpose of drawing power for a motor vehicle block heater or interior car warmer.

  4) The University shall not be liable for any inconvenience, loss or damage caused by electricity surges or interruptions or the supply of electricity having ceased to be available at any heater electrical receptacle.

POLICY TITLE: **UNIVERSITY ACCESS**

EFFECTIVE DATE: **June, 2020**

AUTHORITY: **Head Office of Campus Management and Services**

PURPOSE

The purposes of this policy are:

1) to establish the normal hours of access to University facilities;

2) to indicate the procedures for gaining access when the University is closed;

3) to specify who is entitled to have access in either situation.

SCOPE

This policy and the regulations contained herein apply to all University employees, students, contracted service employees, and visitors to the campus. They apply to all University buildings and property, whether owned or leased.

POLICY

Regular Hours

1) The UMT is normally open to students, employees and other individuals having legitimate business with the University weekdays (Monday to Saturday) from 8:00 a.m. to 10:00 p.m., with the following exceptions:

   a) special events, as scheduled;

   b) statutory holidays and other University-declared closures; and

   c) weekend hours vary, dependent upon Library hours and other programs.

2) No unauthorized person may enter or remain in the University buildings outside the regular hours described above and will be ensured by OSSV.

Access other than Regular Hours

3) Access to the main campus of UMT on weekends is restricted, with the exception of special events for which special arrangements may be made.

4) Individuals who are authorized to be on campus outside regular hours other than for a special event are required to check in and out with the Security Office.

5) The University may reject any individual who is deemed to be behaving in a manner which is likely to disrupt the lawful uses for which an area is designated.

6) The University reserves the right to eject individuals who are on the campus at any time without some legitimate purpose related to the affairs of the University.

7) Non-University persons who have valid permission of competent authority to attend a special event are authorized to attend that particular event only.

8) Individuals attending a special event which extends beyond regular hours shall be restricted to the area(s) in which the event is being held.

Examination Periods

9) Prior to and during examination periods, special arrangements may be made for student study areas. Information regarding locations, dates and hours of operation for such study areas will be posted.

10) Access to study a r e a s will b e restricted to individuals with a valid UMT student card.

Restrictions

11) Bicycles and animals, with the exception of assist animals and animals which are directly relevant to the academic functions of the University, are not permitted inside University buildings.

12) The use of bicycles, skateboards, and inline skates is not permitted anywhere on University property.

13)   The possession of a firearm or other restricted weapon is not permitted anywhere on University property.

Identification

Any individual within University premises shall be required, upon request, to show proper ID to Security Officer.

POLICY TITLE: **EMERGENCY CLOSING**

EFFECTIVE DATE: **June, 2020**

AUTHORITY: **Head Office of Campus Management and Services**

PURPOSE

The purpose of this policy is to clearly define the procedures to be followed in the event that the University is forced either to close or to restrict its operations.

SCOPE

Closing the University shall be defined as the suspension of all activities with the exception of essential services. Since many facilities on campus are normally operational on weekends, this policy and the procedures outlined herein shall apply seven (7) days a week.

RESPONSIBILITY

The decision to close the University or to restrict its operations shall be originated by the Rector or DG. The Head OCMS shall be responsible for collecting and providing information pertinent to the decision-making process to the Rector or designate. Such information may include weather reports, the physical state of the campus and access to it, road conditions and the status of the transit system, staffing problems, etc. Responsibility for disseminating the information once a decision has been made shall depend upon the individual circumstances and is described in more detail below.

POLICY

Under severe weather conditions or in the case of an emergency, a decision may be made either to restrict operations (such as cancel classes or specific activities) or, under the most severe circumstances, to close the University except for certain essential services. Until a decision to close the University is announced through the procedures described below, the University shall be considered open.

PROCEDURES

Once made, the decision to close the University or to cancel classes or other scheduled activities shall be disseminated through the following procedures:

1) The Social Media Officer shall be responsible for notifying the various media of the

decision; where a decision is made early in the morning, such notification should be done by 8:00 a.m. In particular, the Social Media Officer will be advised of the most current situation affecting the campus.

2) During a regular working day, the decision shall be communicated through the normal reporting structures. Deans, Directors and Heads of Administrative Units shall then have the responsibility to inform, where possible, faculty, staff, students, and any other individuals and 'groups who may be on campus or planning to be on campus that day.

3) During a weekend or on a holiday, the President or designate shall notify the members of the Administrative Council of the decision. They shall then notify the Head OCMS who shall make reasonable efforts to notify the appropriate employees.

4) A broadcast message will be placed on the email system by OHR department so employees have to check the mail regularly and for students through ORG.

Additional Responsibilities

The Head OCMS shall be responsible for identifying which services are considered essential under the individual circumstances and for ensuring that appropriate services are continued. Essential services may include such areas as Security Services, Electricity supply, etc.

The Office of Head OCMS shall be responsible for the development and communication of procedure for dealing with individual who may be stranded on campus during a severe storm.

Reopening the University

The decision to reopen the University shall be made and communicated in the same manner and following the same procedures described above.

POLICY TITLE: **EVENT MANAGEMENT**
EFFECTIVE DATE: **June, 2020**
AUTHORITY: **Head Office of Campus Management and Services**

1.0 INTRODUCTION

1.1 Rationale

The policy is designed to establish the University's position regarding all commercial, non-commercial, external or internal events held within or outside the premises of University of Management and Technology.

1.2 Scope

This has been written as an over-arching policy and shall cover all the events taking place in the University including lectures, seminars, conferences, delegation visits, meetings (both internal and external), and any such gathering/event that requires campus premises, University resources or assistance from Event Management.

2.0 EVENTS TYPE

1) Convocation
2) National/International Conferences
3) Seminars/Lectures
4) Trainings/Workshops
5) Delegation/Accreditation Visits
6) Recruitment Drives/Interviews
7) Student's Academic Activities (Exhibition, Project Display)
8) General/Departmental Meetings
9) Entry/Admission Tests
10) Orientations

3.0 VENUE in UNIVERSITY PREMESIS /Reservation Authorities

1) Conference Hall North Block Main Building
For major events **100-250** gathering with dinning **& 450** gatherings without dinning. This venue must be reserved by Event Management.

2) UMT Green
For mega events 400+ gathering, Sports, Exhibitions, Open Displays/Activities, and Expo formatted events. This venue must be reserved keeping in loop the Event Management, Horticulture Officer and Sports Section (under OPA)

3) Rector's Boardroom, Main Building
For 25-30 gathering like Departmental Meetings, Delegations, and Executive Meetings. This venue must be reserved by Office of Rector Secretariat as per said office policy.

4) Board Room 2 (Old President Secretariat-Main Building)

For 10-15 gathering like Departmental Meetings, Delegations, and Executive Meetings. This venue can be reserved for all faculty/staff executive meetings.

5) Board Room (Level-3, Main Building)

For 10-15 gathering like Departmental Meetings, Delegations, and Executive Meetings. This venue can be reserved for all faculty/staff executive meetings.

6) DG Boardroom, Admin Building 5th Floor
For 40-60 gathering like Seminars/Lectures, Trainings/Workshops Departmental Meetings, Delegations, and Executive Meetings. This venue must be reserved by Office of Director General as per the said office policy.

7) IKL Boardroom, Admin Building 3rd Floor
For Department Meetings of 10 persons. This Venue must be reserved by IKL Office. Keep in loop Event Management for any related service /facility required

4.0 REFRESHMENT CRITERIA in EVENTS
To be provided on request

4.1 Menu of Refreshments
To be provided on request

5.0 GENERAL INSTRUCTIONS for EVENT EXECUTION

1) The date and time of the event should be scheduled, and informed to Event Management.
2) In summers, open area events shall be discouraged and organizers shall be encouraged to plan their events in covered area OR hold them in the evening.
3) The selection of the venue shall take place mainly as per the number of participants.
4) Event Management shall ensure that worthy guests are served with appropriate refreshments.
5) Lunch will only be served in full day event starting from 09:00 am – 05:00 pm. There will be no lunch in half day event ending before 02:00 pm or starting after 02:00 pm.
6) Lunch policy shall be applied for internal meetings with proper approval from Dean/Director or Head of the departments and can directly be sent to the Event Management office.
7) Looking after "Venue Make-up" shall be the responsibility of the Event Management.
8) Multimedia, screen, laptop, computer slide changer, internet facility and sound system shall be the responsibility of Office of Technical Support.
9) If the organizers plan to make some special arrangements or require any decorative items, it shall be informed to Event Management at least 7 days before the event. Since these items are outsourced and are charged to University, immense care should be taken while placing orders for such items because in case of non-usage or wastage, it shall not be the optimum utilization of University resources.

10) Backdrop size must be (**15 x 8) for** Conference Hall.
11) There will be no nailing, glitters, double tap, permanent pasting at all on any wall of the University premises and Conference Hall.

12) Music will not be allowed in any case during any event.
13) If number of persons are less than 10, Dept. /School will manage the refreshment by themselves.

6.0 EVENT SUPPORTING OFFICES (Dept. /School may need)

S. No	Offices	Services
1	Office of Safety Security & Vigilance	Please inform office for security provision, gate entrance, VIP protocol, flag hoisting ceremony.
2	Office of Participant Affairs	Office will help to provide Ushers and Marshals.
3	Office of Communication & Media	For designing, printings and media coverage.
4	Office of External Relations	Approaching to Alumni Network and provision of guest's souvenirs.
5	Administration Section	Provision of support staff in mega events if required, placing/fixing of backdrop, steamers, flexes. Provision of stationeries & electric Support.
6	Office of Technology Support	Provision of multimedia, screens, sound system, Internet facility.
7	Transport Section	Provision of transportation facility in mega events if required by Dept./School.

6.1 Note: Please keep in loop Event Management while coordinating in other support offices, especially Office of Security and Office of Technology Support for better and smooth execution of event/activity.

7.0 BOARDING, LODGING & CONFERENCE VENUE (National/International)

1) Boarding/lodging is part of the Event Management. The office will be coordinating with concerned persons while planning national /international official tours. Approval from concerned authorities is mandatory to get tickets and hotels booking. Office of Rector Sec., Office of Treasurer and Office of Planning & Development must be in loop when a person drops an Email to Event Management for facilitation.
2) In international/national conferences, Department will mention speakers name along with their usage of ticket and hotel stay cost in conference budget.
3) Approved budget copy must be shared with Office of Treasurer, Event Management & Office of Rector Sec. before ticket/hotel reservations
4) Ticket's category will be Economy Class and hotel will be booked near to venue of event according to the offered budget
5) Event venue other than UMT will be mentioned by Dept./School in budget and the same will be approved by concerned Authorities
6) If venue other than UMT needs to be booked, Dept. /School will send a formal email to Event Management at least 3 months before event.
7) University Faculty/Staff who are invited in any national OR international conference, those will share Grant Approval with Office of Event Management for availing of ticket and hotel booking.

8) University Faculty/Staff who are travelling within Pakistan and need a hotel booking, will pay at the time of Check-In. (TA/DA information/provision is not responsibility of Event Management)

9. University Faculty/Staff, who are travelling outside Pakistan, can get paid hotel voucher from Event Management.
10. Event Management can assist Dept. /School to manage international educational tours in getting tickets and hotel booking.

8.0 IMPLEMENTATION AND COMPLIANCE

Event Management will be responsible for the day-to-day management of this policy and act as a source of professional knowledge on such matters. No other office/department is authorized to arrange or conduct any kind of event within the premises of the University of Management and Technology. In case of failure of compliance with the policy by any office/department, the Office of Event Management shall be authorized to file a complaint against that department to higher management.

POLICY TITLE: **STORE MANAGEMENT**
EFFECTIVE DATE: **June, 2020**
AUTHORITY: **Head Office of Campus Management and Services**

SCOPE

The scope of this SOP is meant to provide effective inventory control and management of consumable and non-consumable store items including ordering, receiving and proper handling of receipts, storage, issuance of materials, consumption status reports and performance of other related duties as necessary to ensure safety and security of the store items.

Assets and Store will be responsible for the availability of store items e.g. (stationery items, office furniture, electric items etc.) to all Schools, departments and employees on request.

Request of Demand

1) All departments/schools requisition form signed by competent authority will be submitted to Assets and Store; items will be provided after verification.
2) If items are not available in store or not in store items, the requesting department will send a new request of that specific item to store.
3) A PR (purchase request) will be generated by store to the Office of Purchase (OPE) regarding that demand.
4) Assets and Store department will set a minimum ordering level of store items for requisitioning a new demand/request.
5) There will be an automation process of store items replenishment.
6) Balance of store items will be verified through ERP software.
7) Demand of store items requisition will be generated by store after taking approval from HOD.
8) Purchase department will purchase the requested items and ensure its provision to Store within a given timeline (15-18 days).
9) Store items will be posted into item ledger after GRN and will be added into bin card.

Goods Received note (GRN)

1) Good received note will be generated only on passing inspection (quantity, quality, condition) of received goods according to the specification of goods/item as per mentioned in issue requisition form.
2) Authorized person of requesting department will be responsible for inspection and verification of their demanded/requested goods before GRN.
3) Inspection report will be signed by authorized person of requesting department before GRN.
4) GRN will not be generated if received item failed in inspection.
5) GRN will be properly supported by purchase requisition, purchase order, gate inward-pass, delivery note and inspection report.
6) GRN will contain item code of the relevant item.

7) Item will be posted into item ledger and issued to the requisitioning department after GRN.
8) GRN copies will be provided to the concerned departments (OCMS, OTR and Office of Purchase).

Assets and Asset Number:

1) Assets and Store will be the custodian of all assets.
2) Store will be responsible for the issuance of the asset number of the fixed assets e.g. Office furniture, A.C. Lab instruments, Mechanical tools etc.
3) Asset number will be generated for fixed item after the receiving of items/goods.
4) Fixed item will be declared on the basis of certain points (Life, price, value, utility and location etc.).
5) Asset will be handed over after taking receiving on "Asset Handover Form".
6) Asset number of the asset item will be shared with Assets and Store in case of shifting, disposal or breakage of any asset by department.
7) Asset number is not required for Consumable items/goods.
8) OTR and OCMS will decide the limit of the fixed assets in consultation with the representative.

Replenishment of store items:

1) A minimum ordering level of each store item will be set for replenishment purpose.
2) Balance will be maintained via bin card in ERP.
3) Notification will show up when 40 % of any item leftover to identify the need of replenishment in ERP.
4) Purchase request for replenishment of items will be generated through ERP system.

Inventory Control and storage:

1) E-record of all inventory items will be maintained along with their exact location.
2) Only authorized persons shall have access to the store.
3) All materials will be received at the store and store personnel / department concerned will be notified promptly.
4) The approved consumable and fixed items shall be stored in the designated locations/ racks after inspection clearance and GRN as well as asset number allotted to the fixed item.
5) The hazardous/harmful items must be separated from the main stores.
6) The relocation / re-arrangement of non-consumable item must be ensured to Store Personnel.

Disposal of Scrap/Assets:

1) Any commodity/ item/ goods will be disposed off after the approval of inspection committee authorized for disposal of scrap.
2) In case of asset scrap/disposal asset number will be shared with assets and store for their record.
3) Authorized persons for scrap inspection will be selected from these departments:
4) OCMS, OTR and Office of Purchase.

POLICY TITLE: **TRANSPORT**
EFFECTIVE DATE: **June, 2020**
AUTHORITY: **Head Office of Campus Management and Services**

Objective and Scope:

OBJECTIVE:
The purpose of this policy is to promote guidelines to use vehicles use in an efficient and effective manner, to encourage the safety of vehicles, drivers and passengers and to minimize physical damage to the University transportation assets. This policy establishes rules regarding driving to:

1) Provide and monitor appropriate system for vehicle usage and authorizations

2) Determine specific safety requirements and recommendations

3) Define effective driving standards, consequences and corrective actions.

4) Ensure that the vehicles are only used for business purposes and not for personal use.

SCOPE:
Is to help manage & maintain the vehicles and transportation services in efficient manner and to ensure transparent and accountable use of all University vehicles.
Terms, Definitions, Instructions and Abbreviations:

1) Articles of the Standard operating procedure based on government law.

2) This operating procedure is to regulate the usage and maintenance of all university vehicles.

3) All University owned vehicles are for official business, including providing daily pick and drop facilities for students & staff members and to accommodate study based industrial tours.

4) Usage of university pool vehicles for personal use are prohibited. In case of accident due to unauthorized usage of vehicle, person will be pay cost of damage.

5) University pool vehicles should not be used after official working hours, unless there is a need for it based on the work plan.

6) All University pool vehicles should be arranged and under direct supervision of transport manager and oversight of the head OCMS.

OPERATING PROCEDURE:
1) University officers and employees could use the vehicles for official purpose in the following order.

2) Only Senior Officials should be assigned with a specific vehicle for official business use.

3) University's senior officers i.e. Deans, Chairpersons, should be assigned with a specific vehicle for the pick and drop purpose only. The assigned vehicles should then be parked in the pre-assigned parking area and could be used for official purposes during the office time.

4) For traveling from one City to another city while using University vehicles should be requested to competent authority and once approved the vehicle could be used. Transportation section will provide the vehicle and driver with required amount of fuel used during the travel and ensure the vehicle is fully functional and operational.

5) Logbooks for all vehicles should be kept up to date and KM (distance) and dates of usage should be listed at the beginning and end points of all trips inside or outside the city. Users of the vehicles must write the Starting Kilo meter, destination of the trip and the end of travel KM counter into the vehicles log book.

6) Fuel consumptions differs by type of vehicle, engine, Cylinder and type of fuel (Petrol, Diesel) of vehicles and are calculated per KM cost and distance covered. Calculation should be in accordance to the given norm and standards.

7) Drivers are responsible to check and ensure the KM counter at the vehicle is functional and should verify it with the concerned transport section officer before fueling the vehicle.

8) All vehicles of University, based on the technical specification of the manufacturing company should be kept functional and operational as well should be operated based on the manufacturing company's catalogue for routine and seasonal maintenances. Head of transport section is responsible to ensure all the vehicles maintenances and cleaning are done in timely manner and based on the schedules provided by manufacturer.

9) Vehicles should be kept in a safe and covered area during the night times and official holidays, the Transport office should ensure safety and security of the vehicle parking.

10) 1University employees are not allowed to drive university pool vehicles despite having a driver's license. Drivers are responsible to coordinate with transportation section for technical maintenance, cleaning services and take good care of their assigned vehicles based on need and given schedules and to ensure their vehicles have enough fuel and other required lubricants to operate normally.

11) Drivers are responsible to ensure the KM counter log is maintained correctly and could be check and verified by auditors at any time.

12) In case of accident, drivers should immediately report the incident and type of damage or involving personal injuries to the local police station and transportation

13) Manager as soon as possible and the transport manager to visit the accident site to ensure and be able to decide what caused the accident and who the blame goes to.

14) If the driver found guilty for the accident occurred, will have to pay the damages caused to the other party and repair his own car as well.

15) Drivers who fail to adhere to vehicle usage policies and procedures are subject to disciplinary action according to University disciplinary rules. If a violation occurs while operating University vehicle, all fines are the responsibility of the driver.

16) Transportation section is responsible to ensure all drivers are well aware of traffic regulations and abide by those rules and the transportation Manager reports all the activities to head OCMS.

Transport Services – Responsibility

Transport department is charged with the responsibility of managing the University (UMT) transport services professionally and cost effectively, developing a fleet management system that effectively serves the University and providing and maintaining an optimum number of motor vehicles and related equipment in excellent working condition.

Transportation Office provides safe, economical, and appropriate ground transportation for faculty, staff and students. For more information regarding available university vehicles, kindly visit transportation office, from Monday to Saturday 9:00am to 6:00pm.

Other Bus Service

The University bus service also provides buses for student industrial trips, sports teams, and other campus activities. Contact the transportation office at least two weeks before your trip to reserve a bus.

Inter-Campus Shuttle Bus Service

The University operates a shuttle bus service for the campus communitywide;
1) UMT Quaid E Azam Campus (School of Commerce and Accountancy (SCA))

2) Surayya Azeem Hospital (School of Health Sciences (SHS))

3) Different Special Education Centers (Institute of Clinical Psychology (ICP))

4) Walton Aviation Training Center (WATS)

5) UMT Hostels (Male/Female)

    a. Mustafa Town Hostel

    b. Wapda Town Hostel

    c. Iqbal Avenue

Transport Card Issuance

1) Office of Treasurer (OTR) shall issue monthly Transport cards on receiving the prescribed fee.

2) It is mandatory for all the students using University transport facility, to renew their "Transport Cards" from 1st till 5th of every month.

3) 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.

4) If a student is reported to enter the transport bus without valid transport card or prior written approval, he/she shall be charged full month's transport fee and an additional fine of Rs. 1,000/- which shall be paid in cash. In case of non-payment of fine within 7 days, the fine shall be increased to Rs. 1,200/- and shall be credited to student's fee.

Industrial/ Study Trips

Transportation Office is also responsible to provide vehicles to concerned schools/institute/ departments, for industrial/study visits. The demanding departments are required to consult transport office prior to schedule the industrial visit. To avoid any inconvenience, demand should be reach at transportation office at-least 15 days before scheduled visit.
A prescribed cost will be debited to concerned school/department after completion of each industrial visit.

Industrial /Study / Recreational Visit Rules

1) It is mandatory for all the schools/institutes/centers to obtain approval of trip from Rector and financials approved from CSO before finalizing any tour/trip. Required budget shall also be approved and a copy shall be submitted to Office of Transportation.

2) No Objection Certificate/welcome email shall be obtained from host organization, and a copy shall be submitted to Office of Transportation.

3) It shall be ensured that;

   a. Prior to the trip, the organizer shall brief all participants about the associated risks and get signatures of the participants on Waiver of *Indemnity and Liability Bond* that they are willing to be part of this activity at their own risk, and copies of these bonds shall be submitted to Office of Transportation.
   b. Field Trip Participants Information Summary containing their names, Identification numbers, Cell numbers, Emergency contact persons and their numbers have been acquired, and a copy has been submitted to Office of Transportation.
   c. Students with special medical needs have been identified and they possess required medical provisions.
   d. The number of students should be managed where they can be easily accommodated in available transport facility i.e. Hino AC Coaster 33 seats and Hino Bus (non-AC) 64 seats Higer Bus 62 seats.
   e. It shall be ensured that contact numbers of DPO, DCO and DHQ of the relevant district, where point of visit is located, have been obtained

Maintenance, Repair and Refueling
The University obtained third party services for full range of automotive services including preventive maintenance, repairs, and 24-hour refueling.

Motor Pool
The university motor pool maintains a small fleet of automobiles for temporary business use by the faculty and staff. To reserve a university vehicle, please fill the Vehicle Request Form.

Note: Vehicles cannot be provided without university driver for Travel.

POLICY TITLE: **HORTICULTURE AND LANDSCAPE**
EFFECTIVE DATE: **June, 2020**
AUTHORITY: **Head Office of Campus Management and Services**

SCOPE

This policy is designed to ensure the efficient Horticultural work in well-disciplined manners to improve campus beautification and provision of healthy and safe environment for students, staff, faculty and visitors.

This document sets out the standard operating procedures that will enable the safe and effective maintenance of the UMT grounds and gardens with the following key objectives:

1) Maintain an aesthetically pleasing landscape that is functional and complementary throughout the year.
2) Maintain the grounds and gardens to promote a positive image of UMT.

POLICY

The following activities will be instructed by the Horticulture Domain.

1) **Campus Beautification**
   - Soft Features (**Plants**) Trees, shrubs, ground cover, seasonal and grasses
   - Hard Features (**permanent structures**) Bench, fountains and permanent planters
   - **Creative ideas for beautification**
2) **Landscape maintenance**
   - Landscape maintenance includes:
   (Pruning, mowing, edging, trimming, weeding, fertilizing, irrigation and cleaning)
   - Pots arrangement (indoor & outdoor)
   - Special arrangement of pots on different occasions (**Convocation, conferences, orientation, delegation visits, mega events, exhibition**)
   - Paint of pots and planters
3) **Nursery Establishment**
   - Plant care
   - Plants propagation
   - Seasonal / Annual flowers preparation

General Instructions
1) In case of any event in UMT green organized by UMT School / Institute / Department on weekends, the prior information shall be shared with **OCMS (Horticulture / Landscape)**
2) Indoor plant will be provided only to Chairman/Rector/Dean's/Directors/HOD for their respected offices (if required)
3) The movement of indoor / outdoor plants affixed at different places shall be permissible only through **OCMS (Horticulture / Landscape)**
4) UMT greens/ Grounds/ Lawns/ will be irrigated on every weekend on regular basis.

Instructions for Gardeners

1) All gardeners strictly follow the instruction of their designated officer.
2) All gardeners should be in uniform during their duty hours.
3) Everyone will complete his daily assigned task and report his supervisor after the completion of task.
4) No one will leave the campus without informing his immediate supervisor.
5) A gardener must have good knowledge of plants, must be organized and able to follow schedule.
6) Must be aware of Health and Safety requirements noting that all duties must be carried out to comply with current Health & Safety at Work legislation.

Gardeners Duties and Responsibilities

The gardeners will be responsible for following activities under the supervision of horticulturist (OCMS).

1) Care of all plants including (trees, shrubs, palm, groundcovers, grass and seasonal).
2) Daily cleaning and general maintenance of lawns, grounds and surroundings.
3) Daily irrigation of all areas up to the adequate requirements of plants and grass.
4) Care and maintenance of nursery.
5) Propagation of plants through sexual and asexual techniques.
6) Mowing of grass when required.
7) Adjustments of mower height and quality of cut, etc.
8) The use and maintenance of hand tools and machinery as well as ensure all equipment's, machinery is stored securely and clean after use.
9) All regular cultural practices:

Irrigation	Weeding	Hoeing	Fertilization
Pruning/cutting	Digging	Spray	Edging

10) Sowing of seasonal, shifting of seedlings from bags to pots and their arrangements.
11) Spray of fertilizers and insecticides whenever required.
12) Keep the tool shed / store room clean and tidy.
13) Report equipment malfunctions when noticed.
14) Pruning and trimming of trees and hedges whenever required.
15) Paint of pots and planters.
16) Shifting of pots and their arrangements.
17) Shifting of garden sittings and benches.

PROCESS

1) Proper care of all flora in all terms like fertilization, removal of deal leaves and branches and irrigation
2) Mowing of grass after interval of 15 days or whenever required with full care
3) Irrigate plants regularly with keeping in mind the nature and need of each plant

4) Care of lawns (filling of patches with grass, mowing and proper edging of corners and ends

5) Trimming with sharp cutters and clippers for better growth and shape whenever required

6) Removal of dead branches, extra branches and twigs regularly

7) Care of nursery plants their feeding and irrigation on daily basis

8) Cleaning of grounds, green belts and flower beds regularly

POLICY TITLE: **INCOMING/OUTGOING POSTAL MAIL**
EFFECTIVE DATE: **June, 2020**
AUTHORITY: **Head Office of Campus Management and Services**

SCOPE

This SOP is designed to ensure the efficient, secure, and confidential management/handling/ dispatching of outgoing mails and smooth handling and record keeping of UMT postal services. The Central Mail Department under the Office of Campus Management and Services (OCMS) is designated to receive, collect, record, and deliver the mail and will strictly maintain the secrecy and confidentiality while performing its operations. It will also be ensured that no mail is ever delivered to a person or office for which it is not intended. Following guidelines must be adhered in this regard.

POLICY

OUTGOING MAILS

1) Daily courier mail e.g. official local and international letters / documents / parcel/ heavy shipments etc. will be submitted to mailing department by offices / departments / individuals for dispatch.
2) Mailing department will give receiving of collected mail official local and international letters / documents / parcel / heavy shipments etc. in written.
3) Courier man will visit UMT daily in the evening for receiving daily courier. He will receive mail and paste bar code (tracking number) stickers, scan bar codes, take picture of the mail object and carry mail with him.
4) Mailing department will enter the tracking number in their dispatch register / system.
5) Mailing department will track shipment status online or provide tracking number to the individual (if necessary / demanded).
6) Personal / individual letters of Staff will be charged as per policy.
7) Courier service companies will deliver the mail back to mailing department in case of return and take receiving from mailing department of UMT.
8) Mailing department will return the mail letters / documents / parcel/ heavy shipments etc. to the concerned office / department / individual and take its receiving.

INCOMING MAILS

1) Receiving of envelope should be acquired at every level and receiving record should be entered in the register / system.

2) If some official received letter requires some deadline / timeline to respond, it should be clearly mentioned by the Mail receiving department on the envelope so that the responding department can notice it immediately.

3) All legal / office notices should be delivered to the relevant department and receiving should be taken from the relevant department by OCMS mail dispatcher.

4) UMT generally receives Official letters / mails from following but not limited to:

   o Education Accreditation Bodies
   o Governor House

- Colleges / Universities (Local / Foreign)
- PM Secretariat / CM Secretariat
- Government Offices
- …etc.

5) Failing to comply to official / legal notices seriously may affect the annual appraisal of the individual and can result in serious consequences, some of options can be:
   - written explanation which would be recorded in HR file
   - fine as agreed by the management
   - suspension or termination of services
   - disciplinary action

6) All mail responses should be given in letter and spirit.
7) Log of all telephonic calls should be maintained in the register with time of received call. The concerned heads should make daily follow-up calls on inquiry.
8) Letters / Notices of legal or official nature should be dispatched immediately to the relevant office. The relevant office will mark it further to other department for necessary action.
9) The Mail Courier Service staff will not be allowed to enter into UMT premises. They will be received at the reception only by OCMS concerned staff. No other office/department/individual is allowed to receive any letter/notice/envelope/mail from Courier Service Company.

PROCESS

1) OCMS concerned person will receive the concerned person at the gate bringing postal mail/legal notice/official…etc.

2) The OCMS concerned person will give receiving of the letter and clearly mentioning the name of the receiving person.

3) All record of the receiving mails/letters/notices/official posts will be entered in the register / system by OCMS concerned individual.

4) In case of legal notices / official letters, the OCMS mailing team will mark the letter or the envelope as per its priority and deliver it to the concerned office or its designated person in the Chairman / Rector / Director General Offices.

5) The concern office or its designated individual will give receiving in writing on the receiving Register of OCMS mailing office.

6) If some legal / official notice requires action within the given timeline / deadline, the concerned Chairman / Rector / DG Office individual will clearly mark on the notice and forward it to the concerned department for further action.

7) The concerned department / office will take the necessary action as per the instruction of Chairman / Rector / DG office and update them accordingly.

8) The letters / mails which are of general nature or pertains to some bills or books or journals…etc, the OCMS mailing department will forward it directly to the concerned department and acquire writing receiving from them.

9) Consequently, all mail receiving will be recorded in the mail register by the OCMS team after delivering it to the concerned individual.

POLICY TITLE: **REPAIR AND MAINTENANCE**
EFFECTIVE DATE: **June, 2020**
AUTHORITY: **Head Office of Campus Management and Services**

PURPOSE

The purpose of this policy is to promote repair & maintenance including planning and survey of the university's physical environment so that it is cohesive, contextual, aesthetic, sustainable and enduring to protect the health and safety of the university community and supportive of the university's mission.

SCOPE

This document also sets out the policy, authorities and requirements for authorization for all construction and maintenance activities carried out in University-owned and operated facilities. To ensure that all repair and maintenance activities are conducted in a planned manner and are consistent with University standards. The standard operating procedures will enable the safe and effective maintenance of the UMT campus premises.

POLICY

Repair and Maintenance section of OCMS is responsible for a comprehensive, University-wide program to identify and carry out the necessary maintenance and repair of University facilities. The repair and maintenance team conduct periodic, detailed inspections to evaluate the maintenance condition of buildings and facilities and to identify any necessary corrective work.

This document provides a management framework for the maintenance personnel to determine appropriate maintenance strategy and standard. All R&M works shall be carried out through campus helpdesk portal and no query shall be entertained without lodging the request/complaint on the portal.

The following activities will be performed by the Repair and Maintenance team.

1) **IN-HOUSE WORKS:**
   - Carpenter works
   - Plumbing works
   - Paintworks
   - Minor Civil work
   - Minor Aluminum and Glassworks

2) **OUT-SOURCE WORKS**
   - Civil works (on small scales)
   - Major Aluminum and Glassworks
   - Fabrication works
   - Texture/Paintworks
   - Offices Renovations

- Fire Safety Apparatus

Definitions/Detail of Works

1) Repairing of Office Furniture

   The repairing of furniture across the campus premises is carried out regularly and as per the requirement of the staff/faculty members. In this regard, the nature of work shall be inspected; and if minor repair is needed, the same shall be carried out on the same day; otherwise, if any material/part is required, the same shall be entertained as subject to availability of funds for purchase purpose.

2) Civil nature works

   The survey of the civil nature works carried out weekly/bi-annually and it includes the renovation of Buildings, offices, classrooms maintenance of roads, roof tops, walls, marble, tiles etc. Minor civil works having an amount up-to Rs.50,000/- or Rs.1000,00/- will be entertained through in-house team and major works above Rs.50,000/- shall be entertained through outsourced vendor after approval from competent authorities.

3) Sanitary works

   The section is responsible for the overall supply of water, Submersible pumps/motor and electric water coolers in the campus premises Moreover, maintenance of sanitary fitting is carried out regularly.

4) Renovation Works

   The Renovation works carried out for offices, Classrooms and buildings from outsourced vendors after funds approval by competent authorities.

5) Paintworks

   The paintwork across the campus premises is carried out regularly except for classrooms/labs which has been done during semester break. Exterior painting is scheduled on a cyclical basis, modified when necessary by the actual need to program exterior painting frequently enough to avoid deterioration of facilities. A special color scheme is developed only after approval of the competent authority otherwise normal color shall be followed. Buildings texture paints shall be carried out from outsourced vendors.

6) Hanging of Flexes and Steamers

   Hanging of flexes and steamers inside the campus premises is the responsibility of OCMS – Repair & Maintenance only at the designated places and on the iron frames for flexes with detail as follow:

   Main Building (North Block):
   1) 30' * 8'   2) 12' * 4'   3) 8' * 15'

   Main Building (South Block):
   1) 30' * 8'   2)   8' * 15'
   SEN Building (Ground Side)
   1) 8' * 16' (2 frames)

   In case of the hanging of Steamers, please note that maximum quantity of steamers for one campaign may not exceed 25 with maximum utilization of light/flag poles so that it serves the purpose without damaging the walls/trees etc.

7) Handling of Fire Extinguishers:

The section is responsible to look after / refilling of fire extinguishers already installed in the campus premises. A detailed visit carried out monthly to check the condition/placement of the fire extinguishers, all fire extinguishers refilled as per their expired date.

Instructions for R&M Staff

1) All staff strictly follow the instructions of their supervisor.
2) All staff should be in proper uniform during their duty hours.
3) Everyone will complete his daily assigned task and report to the supervisor after the completion of a task.
4) No one will leave the campus without informing his immediate supervisor.
5) Must be aware of Health and Safety requirements noting that all duties must be carried out to comply with current Health & Safety at Work legislation.

PROCESS

1) Received the complaints/new tasks through campus help portal

2) Forward the complaints to concern technical team through maintenance supervisors, If the complaints resolved without any new material/spare parts the same shall be entertained on the same day.

3) In case of required new material/spare parts, a signed requisition will be submitted to store and the completion time of this task subject to the availability of that particular item.

4) Any special and low-price material/spare part/item which is not a regular item of the store shall be purchased directly from the market with petty cash if available.

5) New project/task which is not in the limit of petty cash shall be entertained through an outsourced vendor as discussed above with the approval of competent authorities.

6) All the tasks shall be resolved on campus help portal after completion.

POLICY TITLE: **UMT Student Housing (USH)**
EFFECTIVE DATE: **June, 2020**
AUTHORITY: **Head Office of Campus Management and Services**

Introduction

University of Management and Technology (UMT) strives to provide a "home like environment" for our boarders with all necessary amenities. We also endeavor to provide a congenial atmosphere for their academic grooming, interaction with colleagues and extracurricular activities. Therefore, we take pride in proclaiming that we are maintaining very good separate residential lodges for male and female students by exercising efficient supervision and undertaking timely remedial measures for all complaints. The Hostel administration offers its best possible services to facilitate the students during their stay in the hostels

Admission to USH

a. University of Management and technology (UMT) has established separate housing facilities for male and female students.

b. Accommodation facility will be provided to only bonafide students domiciled in place other than Lahore city. Day scholars need not apply except under special circumstances.

c. Participants seeking admission in USH should apply on the prescribed forms along with two passport size photographs which can be obtained from the Admission office/USH.

d. Room space once allotted will not be changed without the formal approval of the Warden USH.

e. If a boarder who is allotted hostel accommodation is not personally residing in the allotted room and is found by the USH administration to be misusing the room i.e. keeping unlawful or illegal occupants, his/ her allotment will be cancelled and the case will be referred to the Disciplinary Committee for further action.

f. University management not obliged to provide Student Housing accommodation to every student. The Student Housing management reserves the rights to refuse or grant this facility.

g. Boarders shall be required to pay their dues in advance i.e. prior to joining/ commencement of their semester. In case of arrears they will be barred to stay and the allotment shall stand cancelled after six months. All arrears will be debited to his / her tuition fee account.

h. All boarders are required to get a clearance certificate from the Warden USH on the completion of degree program and before the award of degree.

USH Fee & Subscription

USH fees and subscription are payable by the boarders

a. Admission fee   -   Rs.   10,000/- At the time of admission

b. Security Refundable   -   Rs.   5,000/- At the time of admission

c. USH fee (room rent)

Double/ Sharing	-	Rs. 65,000/- per six months
Single/Independent		Rs. 1, 25,000/1,50,000- per six months
d. Generator charges	-	Rs. 5000/- per six months
e. Mess charges	-	Rs. 6000/- per month (Applies to PWWB only)

Note: students will be allowed to use their personal electrical appliances at additional charges and subject to availability of WAPDA load. All expense incurred on electricity wiring will also be borne by the boarder.

a. Air Conditioner   Actual Consumed Units Basis
b. Desert Cooler   Rs. 2000/- per month per room

Fee Rules

a. UMT administration reserves the right to revise the hostel fee at any time. These rates will be applicable to all new and old residents as well.
b. The hostel fee once paid shall not be refunded in full or in part.
    a. Upon leaving USH accommodation before two months stay, only 50% of semester rent shall be adjusted in next tuition fee / other dues (if any).
    b. Upon leaving USH accommodation after staying two months, boarder shall not be entitled for any refund and full semester rent shall be charged.
c. If boarder vacate USH room without informing USH management and without getting proper clearance, no refund shall be made regardless of the period of stay.
d. If a student takes admission during the semester his or her rent will be charged from the joining date.
e. Late payment fine shall be Rs.100/- per day.

General Rules

Discipline is top priority and we are committed to ensure a congenial, healthy and peaceful environment to our students. Therefore, all boarders are expected to abide by the rules and regulations of the USH during their stay.

a. The Warden USH is responsible to maintain the discipline in the USH. He/ She is authorized to punish students for any irregularities, neglect of duties or breach of discipline.
b. Appeals against the order of the Head OCMS shall be made to the Rector.
c. No gathering or meeting of boarders shall be allowed in the USH premises without permission of the Head USH.
d. Boarders shall be under the disciplinary control of the Head USH/Deputy Warden USH.
e. If any boarder leaves the USH without settlement of dues, the amount outstanding against him will be recovered from his security deposit.
f. Boarders are not allowed to give any tips or make any other kind of payment to the attendants, housekeepers, security guards or any other employee of the USH.

g. No society or club can be formed in the USH without the permission of the Head OCMS. No magazine, journal or other printed matter shall be placed in the common room without the prior permission of the Head OCMS. Meetings and other functions in the USH can only be held with prior permission of the Head OCMS.

h. Each resident shall be provided with a bed mattress, a steel Cabinet, a table and a chair and shall be responsible for its loss or breakage.

i. USH furniture and dining room utensils shall not be removed by the residents from their specified places.

j. The USH employees appointed by the University are responsible to the Head OCMS. Any complaint against them shall be made to Head OCMS.

k. The Head OCMS or any other university authority is not responsible for the loss of any valuable of the residents.

l. Boarders must submit duly filled Late Arrival Form-in case of late arrival to the hostel. Such forms may be mailed to your parents/ guardian for information.

m. Do not keep unnecessary cash at the room. You may deposit it in the nearby bank.

n. Safeguard your valuables, or deposit these with the Deputy Warden USH/ Head OCMS for safe custody and obtain a receipt.

o. Keep your things properly stored and locked in the cupboard and take care of the lock and key.

p. All damages shall be repaired at the expense of the boarders responsible for the same.

q. No religious ceremony likely to injure the feelings of the boarders shall be performed in the USH.

r. No boarder shall indulge in any amusements, which cause disturbance to other boarders.

s. Every boarder shall be in his/her room by 11.30 pm for Boys and 10.00 pm for girls. The Deputy Warden will take a round of the USH after these things to endure strict adherence to the things by the students. Boarders are prohibited from leaving the hostel after these timings. Any boarder, who wishes to stay out after this time, shall take prior permission from the Head OCMS/deputy Warden USH.

t. Application for temporary/permanent withdrawal from the USH should be submitted to the Head OCMS.

u. Any boarder found guilty of persistent violation of the rules shall be expelled from the hostel by Head OCMS.

v. No boarder shall stay out for the night or spend the weekend without prior permission of the Deputy Head OCMS/Dy Warden USH.

w. No student is allowed to have any political affiliation. Any student involved in any political activities is liable to be expelled from the hostel.

x. Silence shall be maintained strictly after 9:30 pm which is the time for studies.

y. Boarders shall not disturb fellow boarders by playing audio/ visual equipment at high volume, or by any other act that may cause disturbance or discomfort.

z. Boarders are advised in their own interest not to keep expensive articles or valuables in their rooms. If they do so it will be at their own risk.

aa. Boarder shall park their motor cycle, cars at specified location at their own risk and responsibility. No boarder will be allowed to place any notice, placard or other material in writing anywhere in the USH without prior permission of the Head OCMS / Dy. Warden USH.

bb. Boarders are required to take permission for keeping their motor bikes and cars in the USH premises.

cc. The following are strictly forbidden:

i. Playing cards, gambling and drinking.
ii. Use of tape recorder, CD players at high volume.
iii. Misbehaving with any employee of the USH.
iv. Keeping pets or dogs in the hostel.
v. Smoking in public areas.
vi. Change of room furniture without the permission of the Deputy Head USH.
vii. Leaving the room unlocked.

Visitors/Guests/Alumni Policy

a. Right of admission to the USH premises are reserved.

b. A **visitor** is restricted at the gate and must observe specified visitor timing from 11.00 A.M to 05.00 P.M

c. Under no circumstances is a visitor allowed to visit or stay in the student's accommodation.

d. No **guest** shall be entertained for night stay in USH without prior permission of the Head OCMS / Dy. Warden USH.

e. Only blood relations like father, brother or Designated for males and mother, sister or designated guardian for females may be considered as a guest who can stay but not more than three nights. The designated guardian must be nominated at the time of admission.

f. If any guest wants to stay for more than three days, they must obtain formal approval from the Rector's Office.

g. Guests once allowed will be charged Rs 500/- per night/person to the concerned boarder.

h. **Alumni** can stay three days free of cost at the time of convocation and for settlement of UMT academic issue. Successive days of stay will be charged Rs. 500/- per night.

i. No female visitors are allowed to enter in the male hostel or male visitors in the female hostel under any circumstances. Only those male or female visitors can be entertained in the reception areas whose names are given in the visitors list which has been submitted to the USH office duly signed by the parents or guardian of the boarder.

j. No visitor/guest is allowed to enter UMT Student Housing (USH) without handing over his/her original N.I.C. at UMT Student Housing (USH) gate.

k. Prior permission of the Head OCMS/Dy. Warden USH is required for meeting with father, brother, or guardian in case of male students, and mother, sister, or guardian in the case of female students. You are required to provide the names, photographs and copies of ID cards of the guardians in advance. Parents, real brothers and sisters of female residents are only allowed to meet them after showing their identity card.

l. A proper record of all guests will be maintained by the security guard under intimation of Deputy Head USH, who will charge guest charges to concerned boarders and submit the record to OTR on monthly basis accordingly.

m. Students who left hostel before completion of degree will not be allowed to enter UHS even as guest.

n. Cars of visitors/guests are not allowed inside the hostel premises.

Special Rules for female Boarders.

a. Parents or guardian are required to send a signed list, photos and I.D cards of relatives who may visit their daughter (s).

b. Students may receive authorized a visitor daily from 11:00 am to 5:00 pm. At other times visitor may be received only with the permission of the Deputy Head. Visitors will be seated in the reception room and will not be taken to the living rooms.

c. All applications for leave, etc. must be submitted to the Dy. Warden. 24 hours before the date of leave.

d. Female students are not permitted to go outside the Campus premises for shopping or visiting their relatives without prior permission of Head OCMS/Dy. Warden USH.

e. Except for names mentioned in the names of the visitors in students' personal files, girls cannot meet anyone or go with them until the written permission of their parents is given.

f. Friends of hostel girls, who are day scholars, are not allowed to visit them in the hostel premises without prior permission of Head OCMS / Dy. Warden USH.

g. Female students will enter their names in entry register of hostel while going out of the USH.

Mess Rules

a. Mess will be run by a vendor under the supervision of the Head OCMS. Facilities for breakfast, lunch, dinner and juices will be available for all boarders.

b. Members may elect their own Mess Committee for preparation of menu and improvement in cooking standards. The cost of meal preparation will depend upon the taste, like and dislike of the students themselves.

c. Boarders are required to pay monthly in cash for their eatables/ lunch/ dinner.

d. Meals will only be served in the dining room and are not allowed to be taken in the student rooms.

e. Members inviting guests should intimate their intention to the Dy Warden USH/ Café at least 12 hours before the meals are served to them.

f. All rules and times of the mess will be put on hostel notice boards regularly.

Medical Issues
    a. All cases of illness will be immediately reported to Dy. Warden USH who shall make necessary arrangements for medical help / shifting to hospital in case of emergency.
    b. UMT transport shall be used in case of emergency shifting to hospital.

Disciplinary Disputes

All matters related to disobey the USH discipline guidelines, quarrel with fellow boarders, forgery matters, stolen events or unethical activities etc. will be forwarded to student discipline committee for necessary action.

Conclusion

These are general guidelines to facilitate the students and ensure their comfortable stay in the hostels. Students are required to follow the above rules while staying in the university hostel. Parents / Guardians are requested to go through these instructions and advise their son / daughter to strictly follow the hostel rules and regulations. These rules may be amended from time to time as necessary. Students will be apprised of these changes.