



Issuance of Souvenirs - Policy Document:

Purpose of Policy Statement:

Souvenirs are very important part of an organization that represents values, culture and ethics of an organization. Presented to Honorable Guests to honor them for their time and effort towards a cause.

The purpose to list down the policy statement is to rationalize the concept of smooth execution of Souvenirs at Internal or External Events and activities of University of Management and Technology- UMT:-

Policy Terms and Conditions:

- Any department/ School/ Office in need of General Souvenirs should fill out the form by clicking on the link provided only.
- For General Souvenirs- Forms should be filled up- 2 days prior to event and activities of UMT.
- Souvenirs for special Conferences/ Events/ Seminars and exhibitions etc. should be requested at least 3 weeks prior to the particular event date and the meeting with concerned person in OER should be conducted to explain and finalize the need. (Vendor requires 2 – 3 weeks for customized souvenirs)
- Office of External Relations reserves the right to set the category of Souvenirs in contrast to the events/ meetings/ activities/ seminars/ conferences and exhibitions etc. This will insure the budget utilization accordingly.
- No need will be entertained at last minute prior to any events inside and outside UMT- 2 day's prior request before all general souvenirs required with complete details of guests.
- Special Souvenirs budget against all national and international conferences should be approved by Director General and Rector UMT only.
- Souvenirs should be presented to the Chief Guest only and not to the other guests and representatives in an event.
- Complete Details of the event including the desired quantity of souvenirs should be listed in the forms and OER will then rationalize the distribution according to the need and budget constraints.
- After filling the form online, an email request should be generated at souvenirs.oer@umt.edu.pk for Special Souvenirs only, cc: dir.oer@umt.edu.pk, oer@umt.edu.pk and concerned Head/ Director/ Dean of Departments/ Schools and Offices.

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