



# PROPOSAL FOR CREATION OF PROVOST PARTICIPANT COUNCILS AT UMT

Version 3.2  
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Office of Participant Success (OPS)  
(Prepared After Guidance from Office of the Chairman &  
President)

### 1. **Participants Councils: A Platform for Student Empowerment**

The Provost's Participant Councils will serve as a vital platform for participant representation, empowering students to actively engage in matters of university governance, quality assurance, and campus development. The two-tiered structure of the Councils will advocate for participant perspectives, foster a positive learning environment, and promote leadership and engagement among the UMT community.

To strengthen collaboration between participants, faculty, and administration, the Councils will promote effective and transparent communication channels. Through regular meetings, open forums, and digital engagement, the Councils will keep participants informed about key academic and campus life matters and encourage their feedback. By fostering open and constructive dialogue, the Councils will help build a stronger sense of community and ownership.

The Councils will focus strictly on academic, administrative, and campus life issues, with no jurisdiction or involvement in financial matters. By facilitating counselling initiatives, mentorship programs, and participant welfare activities, the Councils will support participants in overcoming challenges and achieving their academic goals.

To ensure effectiveness, a transparent selection process will govern the appointment of office bearers. Term limits will encourage regular rotation and fresh perspectives. Councils will hold regular meetings, maintain active communication with their participant bodies, and utilize diverse communication channels to share updates and collect feedback.

Working in close coordination with the respective School administration, the Councils will help implement participant-centered initiatives. Through meaningful collaboration with faculty and staff, they will ensure that the needs and aspirations of participants are heard and addressed—contributing to the overall development, inclusivity, and success of UMT.

### 2. **Hierarchy of Participants Councils**

To ensure effective representation at both the School and University levels, a two-tiered student Council structure is proposed:

- **School Participants Councils:** Each academic school will have its own Council composed of representatives from its undergraduate programs.
- **University Participants Council:** This apex body will represent all students across the university and will consist of the Heads of each School Student Council.

A Lead Student Representative (LSR) will be elected for UMT governing bodies by the Heads of the School Participant Councils, among themselves, from the University Participant Council.

This hierarchical model guarantees that the perspectives and interests of students from all academic schools are represented not just at school level but also at the university level. The Councils and their representatives will be formed at the start of each Fall semester and will serve for one academic year. The combined selection–election model will ensure smooth functioning as well as a training for the students involved.

### 3. **Composition of the School Participant Councils**

Each School Participant Council will include representatives exclusively from undergraduate programs. There would be total four representatives selected by school administration, including:

- Head (from 4th year)
- Deputy Head (from 3rd Year)
- General Secretary (2nd Year)
- Joint Secretary (1st Year)

This structure ensures comprehensive representation of all undergraduate students within the school with a mentor of the Council from each school's faculty.

#### 4. Selection Criteria of Council Members

The selection of School Participant Council members will be based on the following criteria:

- 4.1. **Eligibility Requirements:** The candidate must be enrolled full time in their degree program with an active University ID.
- 4.2. **Academic Standing:** The candidate must have maintained a minimum CGPA of 3.00 prior to the selection, with no "F" grade in any course.
- 4.3. **Academic History:** The candidate should not have a history of academic probation. A past semester freeze will not affect eligibility for Council membership.
- 4.4. **Disciplinary Record:** The candidate must have a clear university record, with no guilty decisions from the Student Disciplinary Committee (SDC) or Unfair Means Committee (UMC). If the candidate has a pending case with either committee, they may be nominated; however, the nomination will be forfeited if found guilty. The respective school will then be required to replace the candidate according to the established criteria.
- 4.5. **Active Participation:** Preference will be given to the candidate who has actively participated in university activities, such as being a registered member of societies, clubs, or initiatives run by the Office of Participant Affairs (OPA). Alternatively, active involvement in the Peer Tutoring Program may also be considered, as this fosters engagement with the broader student body.
- 4.6. **Reference Letters:** Interested candidates must submit a reference letter from their academic adviser.

#### 5. Grounds for Disqualification of a Council Member

The Office Bearers of the Council will be disqualified in case of any of the following condition is met:

- 5.1. **Violation of University Rules:** Breach of the university's rules, policies, or code of conduct.
- 5.2. **Misuse of Authority:** Misuse of authority as a participant council office bearer, including, but not limited to, threatening or harassing fellow students, staff, or faculty members.
- 5.3. **Disclosure of Confidential Information:** Sharing sensitive or confidential information about fellow students or the university, acquired during their tenure as Council members. This obligation of confidentiality extends beyond their Council tenure.
- 5.4. **Interference in University Operations:** Disrupting or interfering with the university's academic or operational activities.
- 5.5. **Inciting Unrest:** Encouraging or leading students, staff, or faculty to oppose the university's governance or policies, or participating in incidents that harm the university's reputation and goodwill.
- 5.6. **Prohibited Conduct:** Any involvement in or promotion of political, ethnic, sectarian, linguistic, or hate-based affiliations, activities, or groupings within or outside the university

that may influence or disrupt the integrity, inclusivity, or neutrality of the Councils will lead to immediate disqualification.

Violation of any of these stipulations will not only result in immediate revocation of the office, but also in strict disciplinary action against the student in accordance with university's disciplinary policies and procedures.

#### **6. Access to Institutional Information**

Participant Council office bearers are strictly prohibited from requesting or attempting to obtain any information from UMT staff or faculty without prior written authorization.

#### **7. Participant Council Governance:**

The Higher Education Commission (HEC) of Pakistan offers flexibility in designing governance structures for Participant Councils at Higher Education Institutions (HEIs). While the HEC recommends elections, it is not mandatory. The primary aim is to establish effective Councils that can represent student interests and contribute to institutional decision-making.

This policy proposes in the first instance, an appointment-based structure for the offices of the Councils. It introduces four key leadership positions within each Council: The Head, Deputy Head, General Secretary and the Joint Secretary. These positions are intended to streamline the Council's operations and enhance the feedback mechanism.

#### **Chief Patron:**

- The Provost of UMT will serve as the Chief Patron of all Participant Councils within the university.
- The University Participant Council will communicate their concerns and feedback to the Chief Patron through the OPS.
- The Chief Patron will regularly meet with student Council representatives as well as with the mentors of the School Council as arranged by the OPS. The Chief Patron will be the chief decision-maker on issues raised by the Participant Council, in consultation with the leadership team.

The Participant Councils function as advisory and advocacy bodies that serve as structured feedback mechanisms for UMT's schools and administration. Their opinions, recommendations, and feedback must be heard, valued, and formally considered, but are not binding upon the University or School administration.

School-level issues may be resolved at the discretion of the respective School leadership, based on the feedback and recommendations provided by the School Participant Council.

Each School Participant Council will hold at least one formal "Meet the Dean" session per semester as part of its mandate, serving as a platform for direct dialogue and collective feedback.

Councils are also encouraged to organize meetings or open forums with their participant bodies as often as needed. The respective Schools will facilitate logistical arrangements for such engagements.

## **7.1. School Participant Council**

### **7.1.1. Composition and Selection**

Each School Participant Council will consist of representatives from the undergraduate programs within the school. The members of the School Participant Council will be appointed by the Dean in consultation with the respective Chairs of Departments (CoDs).

### **7.1.2. Roles and Responsibilities**

- **Head:**
  - Serve as the primary liaison between students and school administration.
  - Chair and lead all School Participant Council meetings.
  - Represent student interests in school-level academic and extracurricular matters.
  - Convene regular meetings as needed.
  - Act on feedback received from Council members and student body.
  - Submit formal reports and updates to:
    - Dean of the School
    - Secretary of University Participant Council
    - Office of Participant Success (OPS)
  - Meet quarterly (or as required) with the Council Mentor (Dean or nominee).
- **Deputy Head:**
  - Support the Head in the execution of duties and serve as acting Head in his/her absence.
  - Oversee implementation of Council-led campaigns, and initiatives.
  - Serve as a point of coordination for feedback and concerns from:
    - Students within the school
    - Clubs and peer groups
  - Maintain liaison with class representatives (if any), for issue escalation.
  - Lead logistical planning for Council-hosted sessions (mentoring events, forums, etc.).
  - Collaborate with the General Secretary in preparing presentations or reports for stakeholders.
  - Encourage inter-year student engagement and mentoring activities.
- **General Secretary**
  - Maintain accurate and up-to-date minutes of meetings and Council records. Work with the Head and Deputy Head to prepare written reports and documentation.
  - Submit periodic reports and updates to:
    - Dean of the School
    - University Student Council Secretary
    - Office of Participant Success (OPS), which will also share it with AAQIC
  - Ensure internal communication among Council members.
  - Organize and archive Council documents including event reports, feedback forms, attendance logs, etc.
  - Coordinate with OPS or faculty offices on scheduling, venue bookings, and administrative needs.
- **Joint Secretary**
  - Represent the interests and concerns of first-year students within the Council.

- Support the General Secretary in maintaining records and assisting during meetings.
- Participate in mentorship programs, helping new students acclimate to academic and campus life.
- Help coordinate communication between new students and the Council.
- Lead or support onboarding events, orientation sessions, and community engagement efforts.
- Take on delegated responsibilities to gain experience for future Council leadership.
- **Mentor:**
  - The Dean of the school or his/her nominee will serve as the mentor of the School Participant Council.
  - The Mentor will hold at least one formal meeting per semester with the Council. Additional meetings may be arranged upon the request of the Council and with the consent of the Mentor as needed.
  - The Mentor is responsible for formally channeling the Council's feedback to the appropriate forums, to the respective Dean and to the Provost via OPS, for the decision making.

## 7.2. **University Participant Council**

### 7.2.1. **Membership**

- The University Participant Council will be composed of the Heads of all School Participant Councils within the university. In instance where Head is not available, Deputy Head will step in as necessary and approved by the Mentor.

### 7.2.2. **Selection of Office Bearers**

- The Head and Secretary of the University Participant Council will be elected from the members of the Council by open balloting/show of hands, after a brief canvassing within the University Participant Council.

### 7.2.3. **Roles and Responsibilities**

- **Head:**
  - Serves as the Lead Student Representative (LSR) in line with the HEC RIPE guidelines. This position also involves membership in the Institutional Quality Circle (IQC).
  - Additional responsibilities align with those of the School Participant Council Head but are focused on representing student interests at the institutional level.
- **Secretary:**
  - Performs duties similar to those of the School Participant Council Secretary, but reports exclusively to the Provost through OPS.
- **Mentor:**
  - The Head of OPS will serve as the mentor for the University Participant Council.
  - The mentor will support the Chief Patron (Provost) and facilitate communication between the Participant Council and the Provost.

- The Mentor will hold at least one formal meeting per semester with the Council, and additional meetings may be scheduled upon request and mutual consent.
- The mentor will organize periodic meetings between the Provost, the Chief Patron, and the University Participant Council for direct consultation, with OPS team attending these meetings.

## **8. Training and Development**

The respective departments will provide training to the members of the University Participant Council on matters of relevance under the guidance of the OPS. This training will aim to enhance their understanding of institutional governance structures, statutory bodies and UMT's functioning ensuring that they can effectively contribute to the university's decision-making processes.

## **9. Council Term**

The term for both School and University Participant Councils will be one academic year. Reappointments or new selections will occur at the beginning of each academic year, ensuring that the Councils remain dynamic and responsive to student needs.

At the successful completion of their one-year term, each Council Member will receive a Certificate of Appreciation from the University, signed by the Provost, in recognition of their contribution to participant engagement and institutional development.

## **10. The Role of School Participant Councils**

School Participant Councils will represent the interests of students within their respective schools. Their mandate is strictly confined to academic and campus life matters within their specific school. School Participant Councils are also strictly prohibited from engaging in matters related to university finances, including but not limited to seeking information on financial policies, budgets, expenses, revenues, or any related data.

The key responsibilities of School Participant Councils are as follows:

- **Advocacy:** Representing student concerns on academic policies, administrative issues, and extracurricular activities within their school. The Council will document and submit student feedback and recommendations through formal reports based on structured consultations and inputs.
- **Communication:** Acting as an intermediary between students and faculty/staff, fostering clear and effective communication to address student concerns within their defined scope.
- **Community Engagement:** Encouraging social responsibility and community involvement through volunteer initiatives and programs.
- **Mentoring and Support:** Offering mentorship and guidance to students, particularly new entrants, to ensure a supportive academic and social environment.

## **11. The Role of the University Student Council**

The University Participant Council serves as the apex body for participant representation at the university level. Its mandate is strictly limited to academic, administrative, and social aspects of campus life.

The Council shall have no jurisdiction, access, or involvement in any financial policies, decisions, or data of the University.

Its recommendations will be advisory in nature, and while not binding, they shall be given due consideration by the University administration as valuable input toward institutional improvement.

The key responsibilities of the university Council are as follows:

- **University-Wide Representation:** Representing the collective interests of the student body on matters within its designated scope.
- **Policy Advocacy:** Advocating for policies and initiatives that enhance the academic and social experience of students, consistent with the Council's defined role.
- **Inter-School Collaboration:** Promoting cooperation and collaboration across different schools, departments, and student groups.
- **Student Welfare:** Addressing student concerns related to academic and social well-being, within the boundaries of its defined responsibilities.
- **Quality Assurance:** Contributing to institutional quality assurance efforts by providing constructive feedback on academic programs and campus services.