



Participant Guide

The Partner



Estd. 1990

Welcome to UMT, a university that is all about transforming innovative ideas into tangible solutions under the mentorship of some of the finest faculty in the region. It is a great time to be in UMT as the University is all set to embark on a new chapter in its 30 year enviable journey of progress and excellence in academic innovation.

Transition to a new environment can produce significant stress for the incoming participants. They find themselves in the predicament of not being able to contact relevant officials for their academic as well as administrative issues. As per the research statistics, almost half of participant's attrition takes place during the first year because participants get dropped out from the institute without giving themselves an adequate chance to adjust. Therefore, ***Participant Guide*** are designed to help them make a successful transition to the institutional environment to gear the process of higher learning and to integrate them into the campus culture.

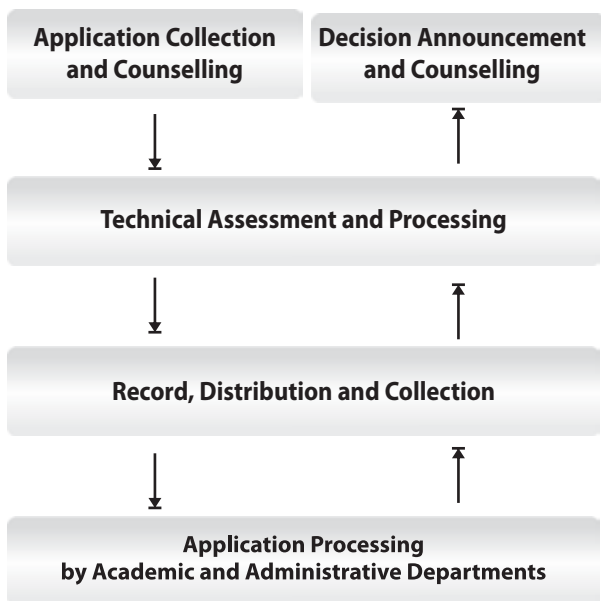
Therefore, **Participant Relations Section (PRS)** at UMT makes every effort to provide details in this ***Participant Guide*** that educates, enlightens and guides participants about the UMT culture, values, policies & procedures, rules & regulations and deadlines beforehand.

PRS ORG look forward to partnering with you!

Participants Relations Manager

prm@umt.edu.pk

Below figure depicts
execution of application at PRS

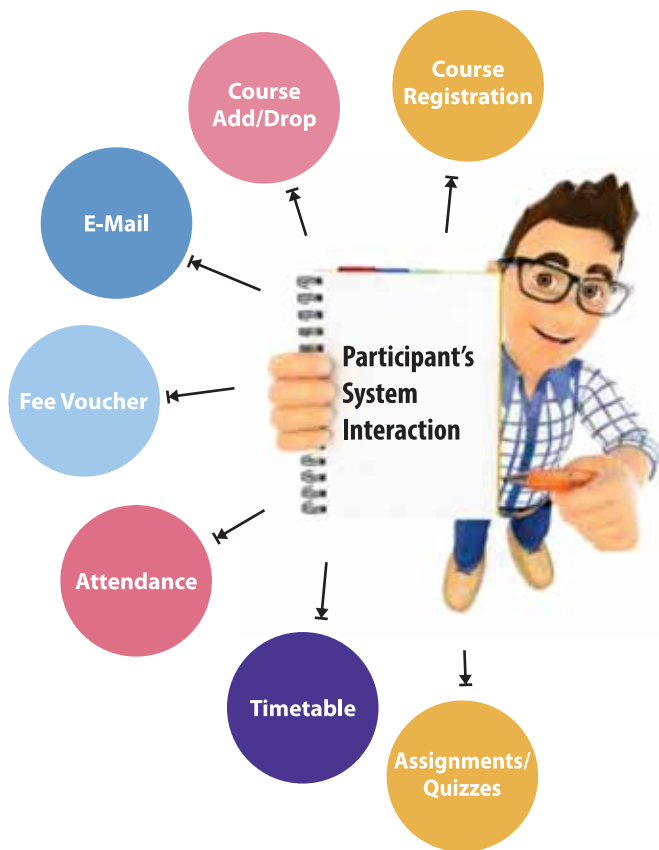


Contact Details:

Email: prshelpdesk@umt.edu.pk
UAN: 042-111 300 200
Help Desk (Ext.) 3749 3713

Semester System

Month	Semester
October	Fall 2020 October 26, 2020 February 26, 2021
November	
December	
January	
February	Semester Break
March	March 01, 2021 July 26, 2021
April	
May	Semester Break
June	Summer 2021 July 26, 2021 October 02, 2021
July	
August	Semester Break
October	Fall 2021 will start from here



How to read time table!

Sr. No.	Prog.	Dept.	Course Title	Section	Ct. H.	Resource Person	Batch	Room	Mon	Tue	Wed	Thu	Fri	Sat
1	A	B	AA	A	3	Ms. A	F2020	1N-12						
2	A	B	BB	B	3	Ms. B	F2020	1N-13	3					
3	A	B	CC	D	3	Mr. A	F2020 & F2019	MC-02			5			
4	A	B	DD	J	3	Mr. B	F2019	MC-01		6				
5	A	B	EE	C20	3	Mr. C	F2020 & F2019	2N-04						5
6	A	B	AA	C7	3	Ms. C	F2020 & F2019	1N-13				5		
7	A	B	FF	C8	3	Ms. D	F2020	1N-13					2	
8	A	B	BB	C14	3	Mr. D	F2020	1C-16						
9	A	B	DD	C15	3	Ms. E	F2020 & F2019	2N-04						3

Classroom Name Examples:

- 1N-12: Main Building, Ground Floor, North Block, Room # 12
- 1C-16: Main Building, Ground Floor, Central Block, Room # 16
- 2N-04: Main Building, First Floor, North Block, Room # 04
- MC-01: Main Building, Ground Floor, MBA Corridor, Room # 01



- If you can not login to your online portal, write an email to ois.support@umt.edu.pk
- If a course or section is not visible you want to register, contact your Program/Department Coordinator, as they are authorized to enable courses into your online registration portal.
- Rs. 500/- per day late registration fine will be applicable after given deadline of pre-registration schedule.

Online Add / Drop Courses

As registration must be done in advance for 2nd semester onwards, the time period for changing (add or drop) a course is one week; beginning from the commencement of the semester (1st day of classes).

Open browser and enter link <http://online.umd.edu.pk>
Select Student Portal
Enter User ID and password

Add Courses

- ✓ Click on Request tab and select Add Courses
- ✓ Select courses from offered courses list
- ✓ Select section from list against selected courses
- ✓ Click on Add Course button
- ✓ Request status of course is in progress
- ✓ The requested course of participant is added

Drop Courses

- ✓ Click on Request tab and select Drop Courses
- ✓ Select course to drop from already selected courses list
- ✓ Click on Drop Course button
- ✓ Requested course of participant is dropped

Note: In case you face any problem, while add/drop of courses, contact the concerned officials as mentioned below:

- If you could not login to your online portal, write an email to ois.support@umd.edu.pk
- If a course or section in which you want to register is not visible, contact your Program/Department Coordinator, as they are authorized to enable courses into your online registration portal.
- If your course registration request is showing as In-Progress, contact your Advisor immediately to approve your course registration.

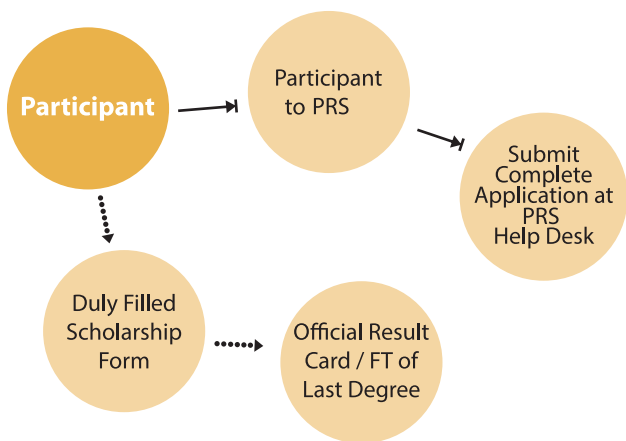
Course Evaluation

The final grade in each course is assessed through the mid term examination, sessional work (presentations, assignments, quizzes, class attendance, participation, practical) and final examination at the end of each semester. Each course will be evaluated on the weightage as under:

Sr. #	Category	For Theoretical Subjects (%)	For Practical Subjects
1	Class Participation Assignments/Projects	20-35 %	40 %
2	Quizzes	15%	
3	Mid term Examination	25-30%	
4	End term Examination	40-50%	60 %
Total		100	100

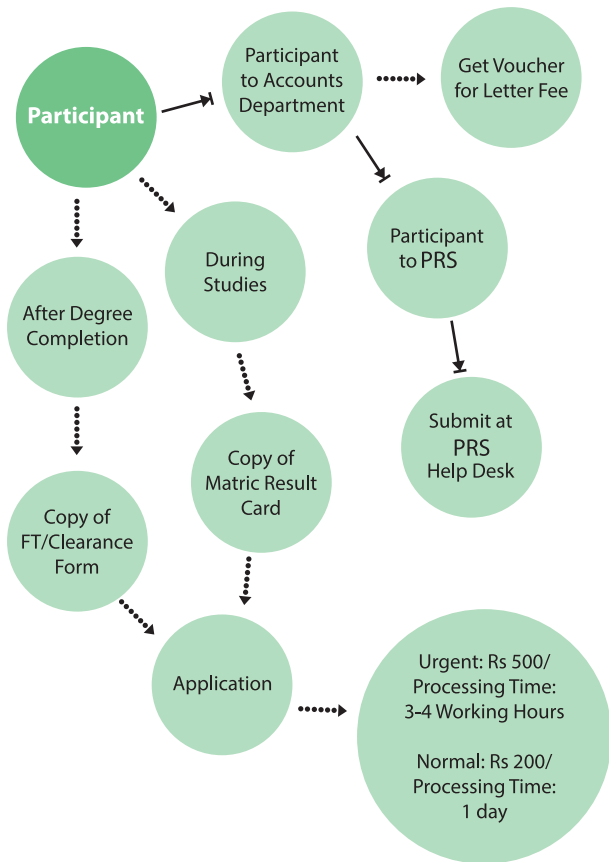


Merit Scholarship



-> Represent application and requirements
- > Represent application submission / process

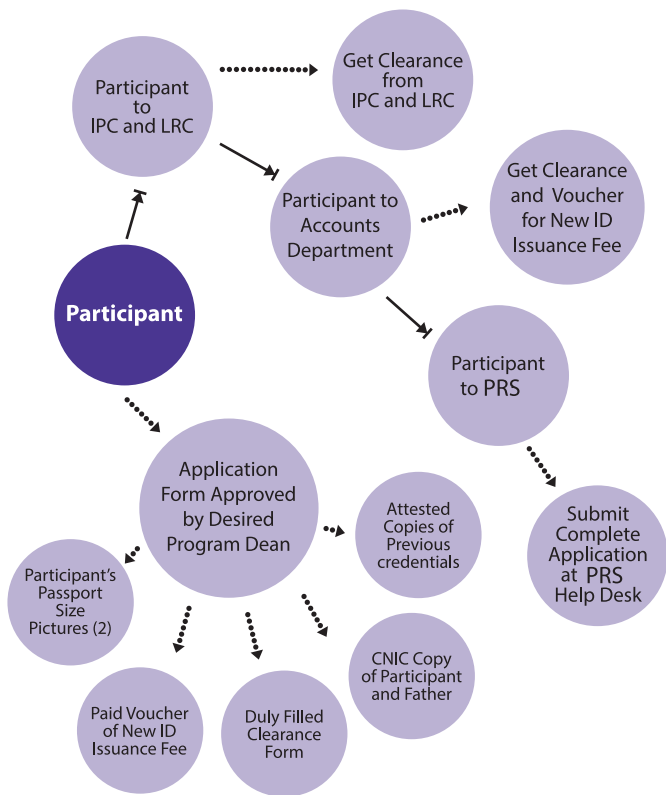
Bonafide Letter



.....> Represent application and requirements

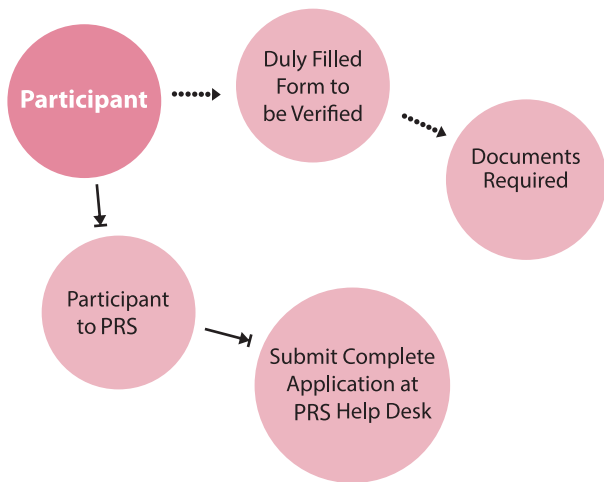
——> Represent application submission / process

New ID Issuance Same Program



-➔ Represent application and requirements
- ➔ Represent application submission / process

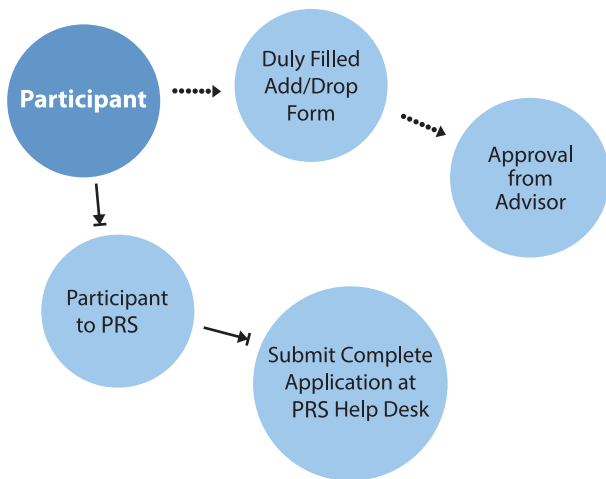
Student Verification Form



.....> Represent application and requirements

—> Represent application submission / process

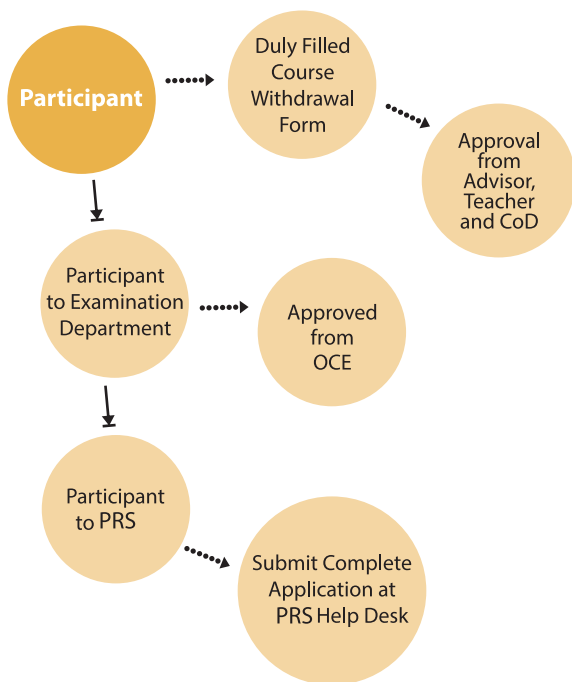
Section Change / Clash



.....> Represent application and requirements

—> Represent application submission / process

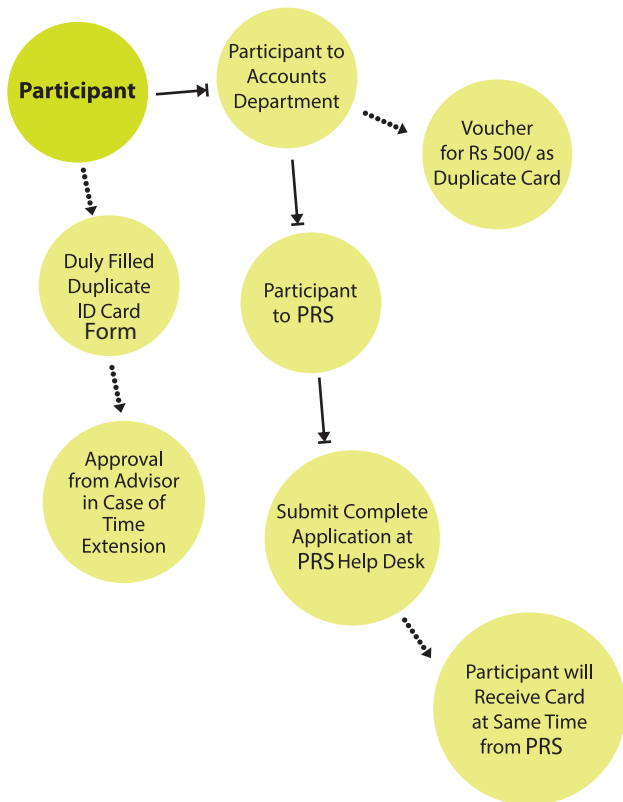
Course Withdrawal



.....> Represent application and requirements

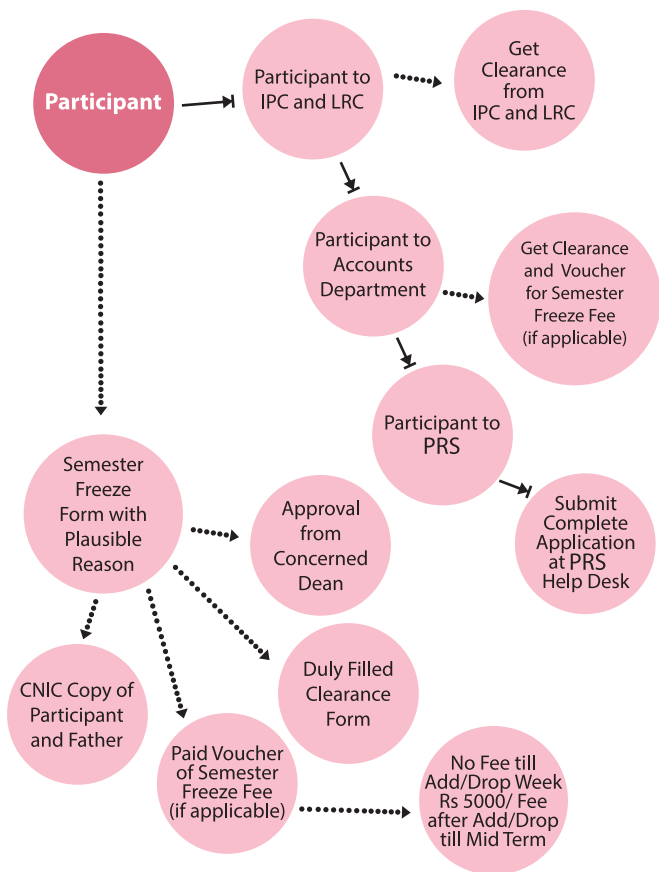
—> Represent application submission / process

Duplicate SID Card



-> Represent application and requirements
- > Represent application submission / process

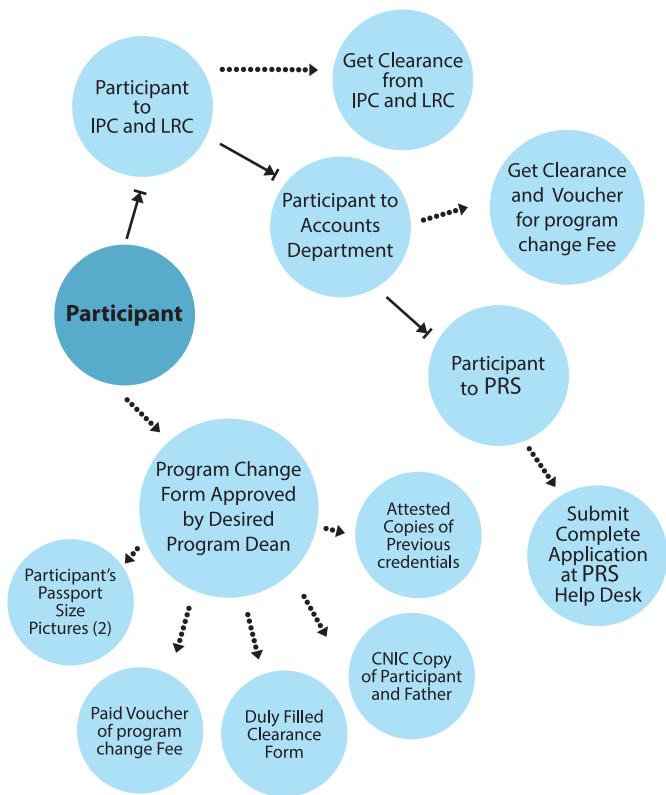
Semester Freeze



.....> Represent application and requirements

—> Represent application submission / process

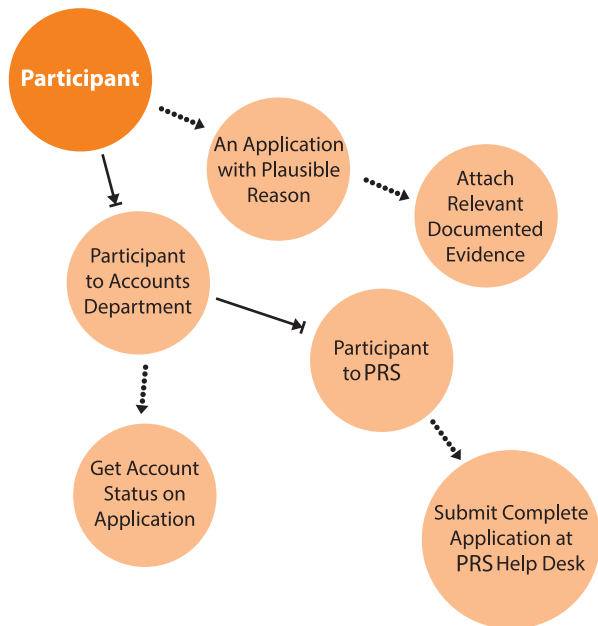
Program Change Process



.....> Represent application and requirements

—> Represent application submission / process

Fee Installment/Extension



.....➔ Represent application and requirements

——➔ Represent application submission / process

Participant Letters

Letter Type	Condition	Enlighten	Submission
Bonafide Letter	Condition	Degree should be completed / currently registered in particular semester	Submit Request Letter with all Requirements at PRS Front Desk
	Requirements	Bonafide letter request form along with a copy of Matric result / FT Rs 200/ charges for normal processing (1 working day) Rs 500/ charges for urgent processing (3-4 working hours)	
Character Certificate	Condition	Degree should be completed	
	Requirements	Request form and copy of final certificate / clearance form Rs 100/ charges for normal processing (1 working day) Rs 500/ charges for urgent processing (3-4 working hours)	
English Proficiency Letter	Condition	May be applied at any time during the degree	
	Requirements	Request form along with a copy of Matric result / FT Rs 200/ charges for normal processing (1 working day) Rs 500/ charges for urgent processing (3-4 working hours)	
Hope Certificate	Condition	May applied only in last semester	
	Requirements	Request form and approval of advisor (clearly mention completed and registered Credit Hours) Rs 100/ charges for normal processing (1 working day) Rs 500/ charges for urgent processing (3-4 working hours)	
No Objection Certificate (NOC)	Conditions	Degree should be completed or Admission / Degree Cancellation	
	Requirements	Request form and copy of final Transcript / Clearance Form Rs. 1000/ charges for normal processing (1 working day) Rs. 1500/ charges for urgent processing (3-4 working hours)	
Project Letter	Conditions	Currently registered in Particular semester	
	Requirements	Request form and approval of advisor / concern teacher; no processing fee; 1 working day for processing	

Do's

- Check Student ID email regularly
- Wear UMT student card in UMT premises
- 80% attendance is compulsory to appear in final exam
- Make sure to pay your quarterly fee in time to avoid fine
- Maintain your CGPA as per UMT policy to retain your scholarship
- Keep this booklet with you for guidance
- Visit OPRM help desk for any query
- Minimum above 1.75 CGPA required to promote in next semester
- Application for fee installment / extension must be submitted at OPRM help desk at least 5 days before official due date of quarter

Don'ts

- Do not ignore any email at student ID email
- Rs. 2000/- Disciplinary fine may be applicable at entrance in campus without student Card
- Failure to make any payment on or before the due date results in a late fee of PKR 3000 plus PKR 100 per day after due date
- Do not miss classes
- Do not delay your tuition payments
- Do not ignore the CGPA policy
- Do not misplace this booklet
- Do not assume any policy by yourself
- Admission may be dismissible at and below 1.75 CGPA in two consecutive semesters

Glossary

Academic Departments of UMT

1	SBE	School of Business and Economics	sbe.dean@umt.edu.pk
	Departments of SBE	i. Department of Economics ii. Department of Banking and Finance iii. Department of Information System iv. Department of Management v. Department of Marketing vi. Department of Operations and Supply Chain	eco.cod@umt.edu.pk fin.cod@umt.edu.pk ins.cod@umt.edu.pk mgt.cod@umt.edu.pk mkt.cod@umt.edu.pk osc.cod@umt.edu.pk
2	SAP	School of Architecture and Planning	sap.dean@umt.edu.pk
	Departments of SAP	i. Department of Architecture ii. Department of City and Regional Planning	arc.cod@umt.edu.pk crp.cod@umt.edu.pk
3	SSC	School of Science	ssc.dean@umt.edu.pk
	Departments of SSC	i. Department of Physics ii. Department of Chemistry iii. Department of Mathematics iv. Department of Life Sciences	phy.cod@umt.edu.pk chm.cod@umt.edu.pk mth.cod@umt.edu.pk ls.cod@umt.edu.pk
4	SST	School of Systems and Technology	sst.dean@umt.edu.pk
	Departments of SST	I. Department of Computer Science II. Department of Informatics and Systems III. Department of Software Engineering	cs.cod@umt.edu.pk infs.cod@umt.edu.pk se.cod@umt.edu.pk
5	SEN	School of Engineering	sen.dean@umt.edu.pk
	Departments of SEN	i. Department of Industrial Engineering ii. Department of Mechanical Engineering iii. Department of Electrical Engineering iv. Department of Civil Engineering	ie.cod@umt.edu.pk mec.cod@umt.edu.pk een.cod@umt.edu.pk civil.cod@umt.edu.pk
6	SPA	School of Professional Advancement	dir.spa@umt.edu.pk
7	SCA	School of Commerce and Accountancy	dir.sca@umt.edu.pk
8	STD	School of Textile and Design	std.dean@umt.edu.pk
9	SSS&H	School of Social Sciences and Humanities	ssh.dean@umt.edu.pk
	Departments of SSS&H	i. Department of Islamic Thought & Civilization ii. Department of Special Needs Education iii. Department of Education iv. Department of Political Science and International Relations v. Department of Sociology	itc.cod@umt.edu.pk ssh.dean@umt.edu.pk edu.cod@umt.edu.pk psc.cod@umt.edu.pk soc.cod@umt.edu.pk
10	SLP	School of Law and Policy	dir.slp@umt.edu.pk
11	SGS	School of Governance and Society	dir.sgs@umt.edu.pk
12	SHS	School of Health Sciences	dir.shs@umt.edu.pk
		Department of Nutrition Sciences	nutrition.cod@umt.edu.pk

		Department of Physical Medicine and Rehabilitation	pmr.cod@umt.edu.pk
		Department of Basic Medical Sciences	bms.cod@umt.edu.pk
13	SMCS	School of Media and Communication Studies	smcs.dean@umt.edu.pk
14	SFAS	School of Food and Agricultural Sciences	dir.sfas@umt.edu.pk
15	IAS	Institute of Aviation Studies	ias.principal@umt.edu.pk
16	SPP	School of Professional Psychology	spp.dean@umt.edu.pk
		Department of Clinical Psychology	spp.dean@umt.edu.pk
		Department of Applied Psychology	spp.dean@umt.edu.pk
17	IIPG	Institute of Islamic Perspectives and Guidance	iipg.dir@umt.edu.pk
18	ILA	Institute of Liberal Arts	ila.dean@umt.edu.pk
Departments of ILA		i. Department of English and Literary Studies ii. Department of English Language and Literature iii. Department of History	ell.cod@umt.edu.pk dels.cod@umt.edu.pk waqas.sajjad@umt.edu.pk

UMT Senior Administration

Designation	E-Mail
President, ILM Trust and UMT	president@umt.edu.pk
Rector UMT	m.aslam@umt.edu.pk
PS to Rector	ps.ore@umt.edu.pk
Rector Secretariat	rs@umt.edu.pk
Director General UMT	dg@umt.edu.pk
Registrar UMT	registrar@umt.edu.pk
Treasurer UMT	treasurer@umt.edu.pk
Controller of Examination	controller@umt.edu.pk
Head, Office of Campus and Event Management	ocms.hd@umt.edu.pk
Head, Office of Safety Security & Vigilance	ossv.hd@umt.edu.pk
Director, Office of Corporate Linkages and Placements	ocs.dir@umt.edu.pk
Chief Librarian	clo@umt.edu.pk
Head, Office of Participant Affairs	opa.hd@umt.edu.pk
Head, Office of Technology Enablement	ote.hd@umt.edu.pk
Manager IPC	firdous@umt.edu.pk
Participants' Relations Manager	prs@umt.edu.pk
Manager Office of Student Success	ssi@umt.edu.pk
University Student Experience	student.experience@umt.edu.pk
Participant Account Office	accounts@umt.edu.pk
Participant Relations Section (PRS)	prshelpdesk@umt.edu.pk

List of Commonly Used Abbreviations

Office of the Rector	ORC	Office of Information Systems	OIS
Office of the Registrar	ORG	Office of Participant Affairs	OPA
Office of the Controller of Examinations	OCE	Office of Planning and Development	OPD
Office of the Treasurer	OTR	Office of Technology Enablement	OTE
Quality Enhancement Cell	QEC	Office of Information and Admissions	OIA
Rector Secretariat	RS	Office of Security, Surveillance and Vigilance	OSSV
Board of Advanced Studies and Research	BASAR	Office of Human Resources	OHR
Pharmacy Council of Pakistan	PCP	Office of Campus Management and Services	OCMS
Chairperson of the Department	COD	Office of Corporate Linkages and Placements	OCLP
Chief Library Officer	CLO	Office of Communications and Media	OCM
Credit Hour	Cr. Hr.	Accreditations and Academic Quality Improvement Cell	AAQIC
Pakistan Engineering Council	PEC	Office of Research Innovation and Commercialization	ORIC
Higher Education Commission	HEC	Learning Resource Center	LRC
Pakistan Bar Council	PBC	Participant Relations Section	PRS
Pakistan Council of Architects and Town Planners	PCATP	Office of Alumni Relations	OAR
Teaching Assistant	TA	Qarz-e-Hasna	QH
Cumulative Grade Point Average	CGPA	Student Disciplinary Committee	SDC
South Asian Quality Assurance System	SAQS	Final Transcript	FT
Student ID	SID	Financial Assistance Loan Committee	FALC

List of Commonly Used Terms

Sr #	Term	Sr #	Term
1	Academic Calendar	25	Fine
2	Add/Drop Period	23	Grade Point Average
3	Batch Advisor	26	Higher Education Commission
4	Class Attendance	27	I Grade
6	Course Load	28	Inter School Program change
7	Course Load Management	29	Late Payment
8	Course Registration	30	Late Payment Fine Waiver
9	Course Withdrawal	31	Late Registration
5	Credit Hour	32	Maximum duration of degree
10	Credit Transfer	33	Minimum CGPA for award of degree
11	Cumulative Grade Point Average (CGPA)	34	Online Course Registration Information System
12	Dean & Rector Merit Award	35	Participant Handbook
13	Degree	36	Payment Schedule
46	Disciplinary System	37	Penalty for Disciplinary Violation
14	Dismissal on Academic Grounds	38	Pre Registration
15	Fees/Payment Challan	39	Qarz-e-Hasna
16	Final Transcript	40	Quarter
17	Financial Assistance Loan Committee	41	Semester Freeze/Un Freeze
18	Re-Admission	42	Semester Grade Point Average
19	Re-instate scholarship	43	Short Attendance
20	Repeat Course	44	Student Disciplinary Committee
21	Resource Person	45	Student ID
22	Scholarship	47	University Leave
24	Scholarship Cancellation	48	Semester

Quarterly Installment

Important Dates

Due Date of Quarterly Installments of Learning investment

1	June 10
2	Septmeber10
3	December 10
4	March 10

Note:

- Rs. 3000 + Rs. 100 will be charged per day as a late fee fine after the due date.
- Participants paying fee in any HBL Branch apart from HBL UMT are advised to send scanned copy of paid voucher at payments@umt.edu.pk
- There are 16 quarters during 4 years degree program
- There are 8 quarters during 2 years degree program

Important Links

Academic Calendar	https://www.umt.edu.pk/org/Academic-Calendar/Rules-of-Academic-Calendar.aspx
Participants Handbook	https://www.umt.edu.pk/org/Academics-and-Academic-Affairs/Participant-Handbook.aspx
Download Forms (ORG)	https://www.umt.edu.pk/org/Download-Forms.aspx
Code of Conduct	https://www.umt.edu.pk/org/Academics-and-Academic-Affairs/Code-of-Conduct.aspx
FAQs (ORG)	https://www.umt.edu.pk/org/Frequently-Asked-Questions.aspx
Scholarships	https://www.umt.edu.pk/org/Scholarship-Financial-Assistance/Merit-Based-Other-Scholarships.aspx
Rules Governing Financial Aid Scholarship	https://www.umt.edu.pk/org/Scholarship-Financial-Assistance/Rules-Governing-Financial-Aid-Scholarships-applicable-from-Fall-2018.aspx
Services	https://www.umt.edu.pk/oce/Services.aspx
Assessment and Evaluation	https://www.umt.edu.pk/oce/Assessment-and-Evaluation.aspx
HEC Guidelines	https://www.umt.edu.pk/oce/HEC-Guidelines.aspx
Download Forms (OCE)	https://www.umt.edu.pk/oce/Download-Forms.aspx
CGPA Calculator	https://www.umt.edu.pk/oce/CGPA-Calculator.aspx
FAQs (OCE)	https://www.umt.edu.pk/oce/FAQs.aspx
Fee Structure	https://admissions.umt.edu.pk/Fee.aspx
Quarterly Installments	https://www.umt.edu.pk/treasurer/Participant-Fee-Affairs/Quarterly-Installment.aspx
Overseas Transfer	https://www.umt.edu.pk/treasurer/Participant-Fee-Affairs/Overseas-Transfer.aspx

IPC Login FAQs

How to Change Gmail Password?	Change your password on Laptop or Computer - Open your Google Account. You might need to sign in. - Under "Security" select Signing into Google. - Choose Password. You might need to sign in again. - Enter your new password, then select Change Password. Change your password on Android phone - On your Android phone or tablet, open your device Settings app > Google Account Management. - At the top, tap Security. - Under "Signing in to Google" tap Password. You might need to sign in. - Enter your new password, then tap Change Password. Change your password on iPhone/iPad - On your iPhone or iPad, open the Gmail App. Tap Menu > Settings, your account > Manage your Google Account. If you don't use Gmail, go to myaccount.google.com - At the top, tap Personal info - Under "Profile" tap Password - Enter your new password, then select Change Password If you are still facing an issue reach us at ipc.support@umt.edu.pk
How to Reset LMS Password	- Visit lms.umt.edu.pk - Press Forgotten your username or password? option or simply follow this link reset password link https://lms.umt.edu.pk/moodle/login/forgot_password.php - Enter either your UMT student ID or UMT email address and press the search button - Login in to your UMT official Gmail account (f2020xxxxxx@umt.edu.pk), you will receive a reset email from the Moodle supervisor. - Click the reset link button. - On the next page enter your UMT Student Id and new password and confirm the new password. If you are still facing an issue reach us at lms.support@umt.edu.pk
How to login Zoom account?	- Visit zoom.us or install a zoom app on your smartphone and open a zoom app on your mobile. Click Sign in. - Enter your UMT official Email Address (f2020xxxxxx@umt.edu.pk) and password. Click Sign in. - You will be redirected to a zoom account. If you are still facing an issue reach us at ipc.support@umt.edu.pk
How to Activate the Zoom account?	(If you are logging into zoom for the first time using UMT Email Address) - Visit Zoom.us or install a zoom app on your smartphone and open a zoom app on your mobile. - Enter your UMT official Gmail account (f2020xxxxxx@umt.edu.pk) and password. - Click Request an email option and email is being sent to your UMT email account from zoom. - Login in to your UMT official Gmail account (f2020xxxxxx@umt.edu.pk), you will receive a reset email from Zoom. Click go to sign up page. - In the next page enter a new password and confirm new password. If you are still facing an issue reach us at ipc.support@umt.edu.pk
How to reset Online Student Portal?	- Visit online.umt.edu.pk > Student Portal - Press Forgot Password? Button - In the pop enter UMT email address and press Send Email Link button. - Login in to your UMT official Gmail account (f2020xxxxxx@umt.edu.pk), you will receive a reset email from OIS Support. - Click the reset link button. - In the next page enter your UMT Student Id and new password and confirm the new password. - Please follow the password guidelines for the password mentioned on the screen - Password should must have Upper Case, Lower Case, Numbers and Special Characters like @,\$. If you are still facing an issue reach us at ois.support@umt.edu.pk



Contact Us

Participants' Relations Section

UAN: 042-111 300 200 Ext: 3713 - 3749

Email: prshelpdesk@umt.edu.pk