



Estd. 1990

SP ORIENTATION NG2020

Participant Guide

The Partner

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 29-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 participants 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 - ORG)** at UMT provides 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.

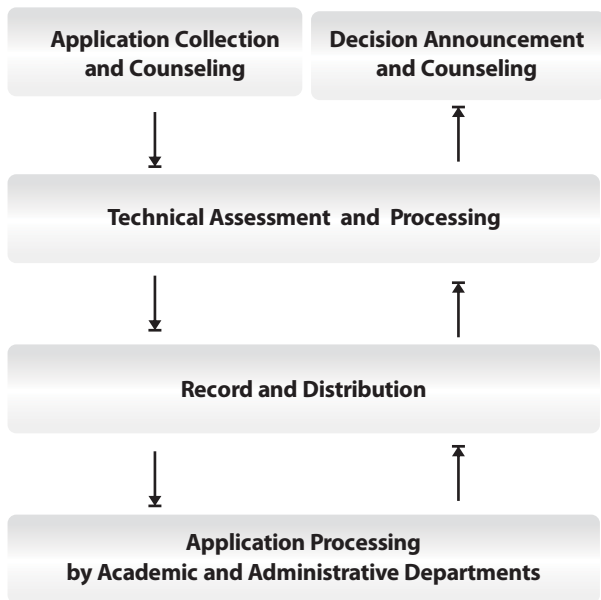
PRS look forward to partnering with you!

Manager PRS

prm@umt.edu.pk

Participant Help Desk

Below figure depicts
execution of application at PRS

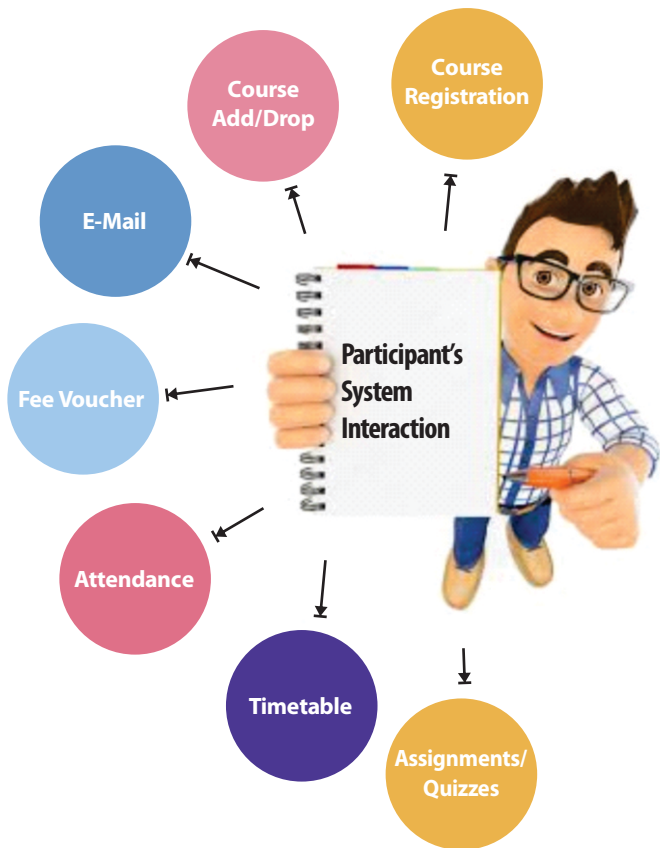


Contact Details:

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

Semester System

Month	Semester
October	Fall 2019 October 14, 2019 February 01, 2020
November	
December	
January	
February	Semester Break
March	Spring 2020 February 17, 2020 June 13, 2020
April	
May	Semester Break
June	Summer 2020 July 12, 2020 Sep 12, 2020
July	
August	Semester Break
September	Fall 2020 will start from here



How to read time table!

Sr. No.	Prog.	Dept.	Course Title	Section	Cr. H.	Resource Person	Batch	Room	Mon	Tue	Wed	Thu	Fri	Sat
1	A	B	AA	A	3	Ms. A	F2019	1N-12						
2	A	B	BB	B	3	Ms. B	F2019	1N-13	3					
3	A	B	CC	D	3	Mr. A	F2019 & F2018	MC-02			5			
4	A	B	DD	J	3	Mr. B	F2018	MC-01		6				
5	A	B	EE	C20	3	Mr. C	F2019 & F2018	2N-04						5
6	A	B	AA	C7	3	Ms. C	F2019 & F2018	1N-13				5		
7	A	B	FF	C8	3	Ms. D	F2019	1N-13					2	
8	A	B	BB	C14	3	Mr. D	F2019	1C-16						
9	A	B	DD	C15	3	Ms. E	F2019 & F2018	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.umt.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@umt.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.

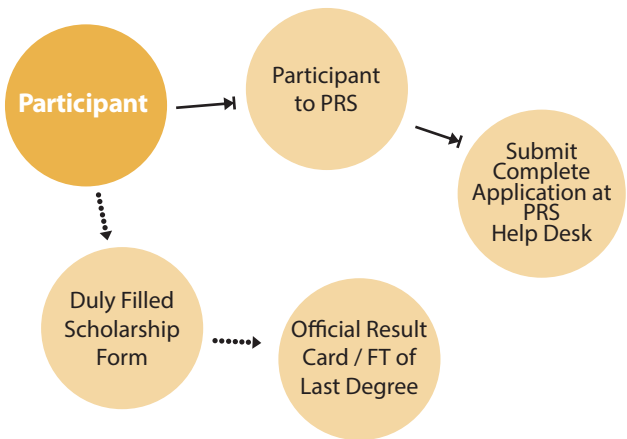
Course Evaluation

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 Attendance	5	
	Class Participation		
2	Assignments/Projects	20	30
3	Quizzes	20	
4	Mid term Examination	20	
5	End term Examination	35	70
Total		100	100

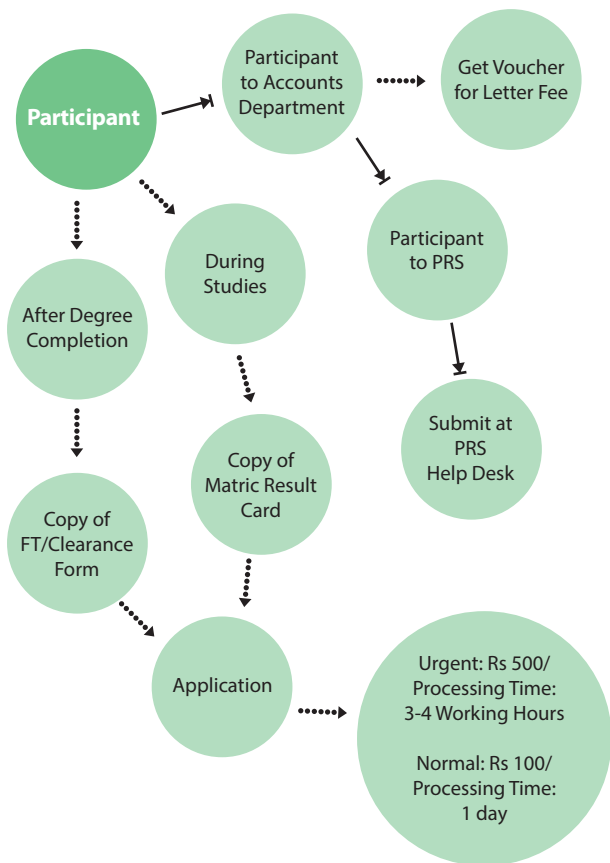


Merit Scholarship

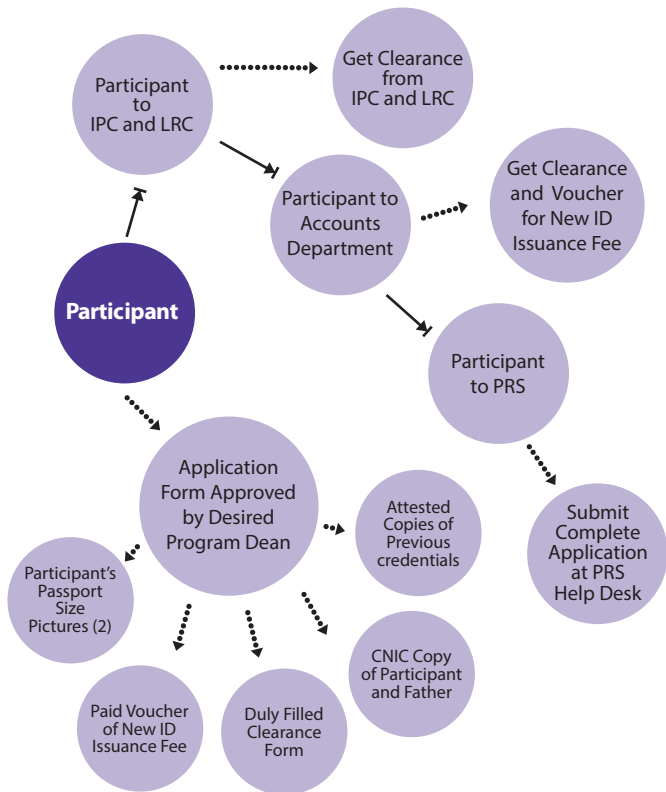


-➤ Represent application and requirements
- Represent application submission / process

Bonafide Letter

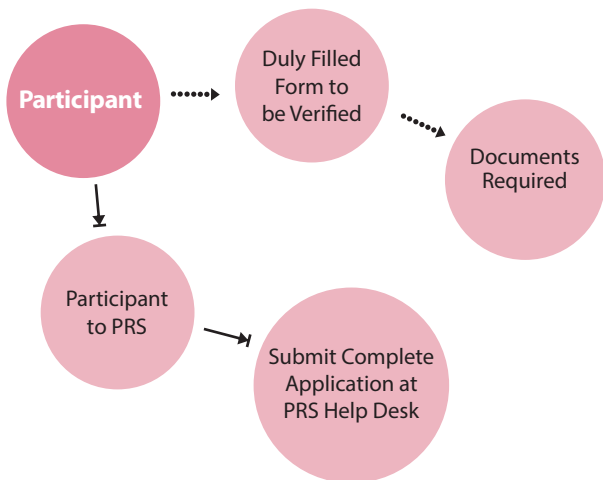


New ID Issuance Same Program



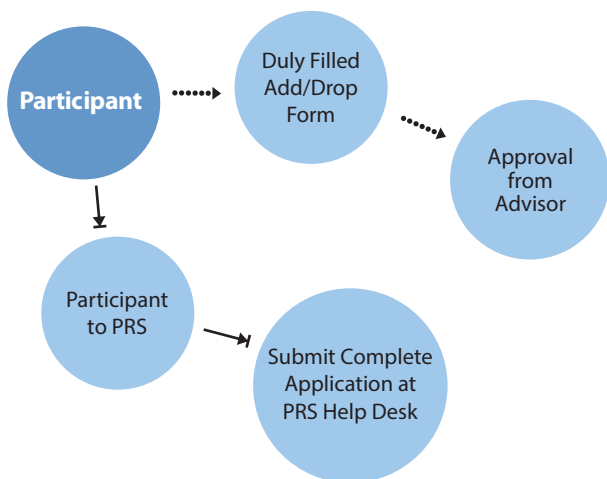
-➔ Represent application and requirements
——➔ Represent application submission / process

Student Verification Form



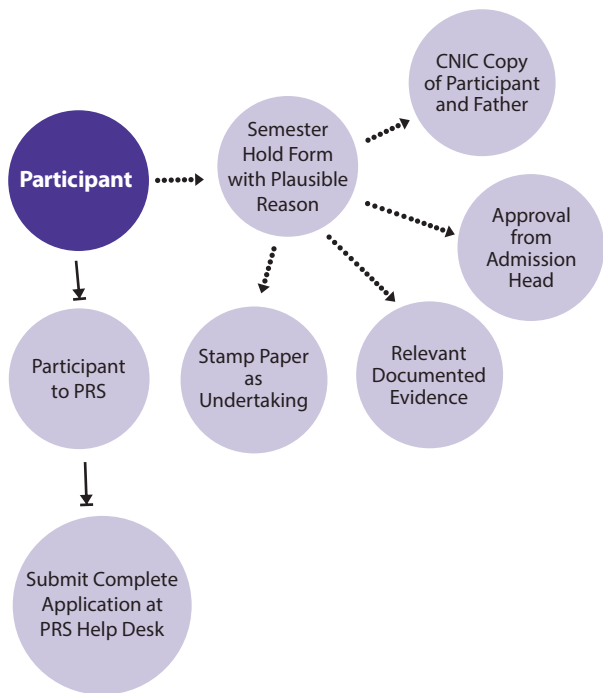
-➔ Represent application and requirements
——➔ Represent application submission / process

Section Change / Clash



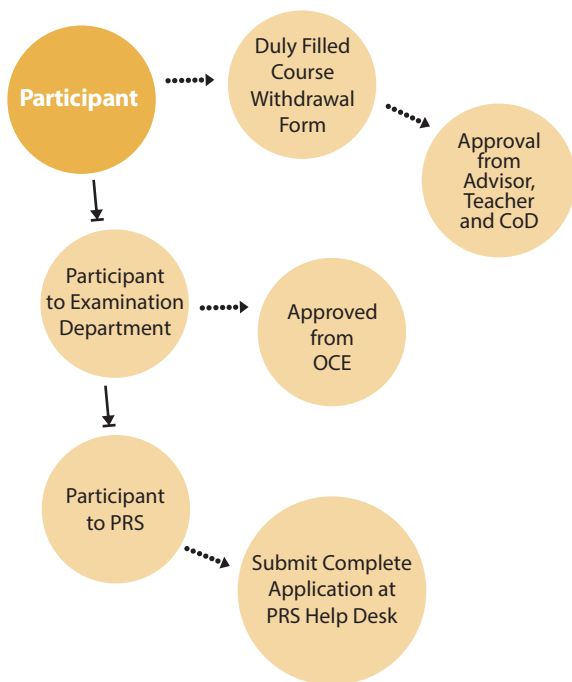
-➡ Represent application and requirements
——➡ Represent application submission / process

Semester Hold



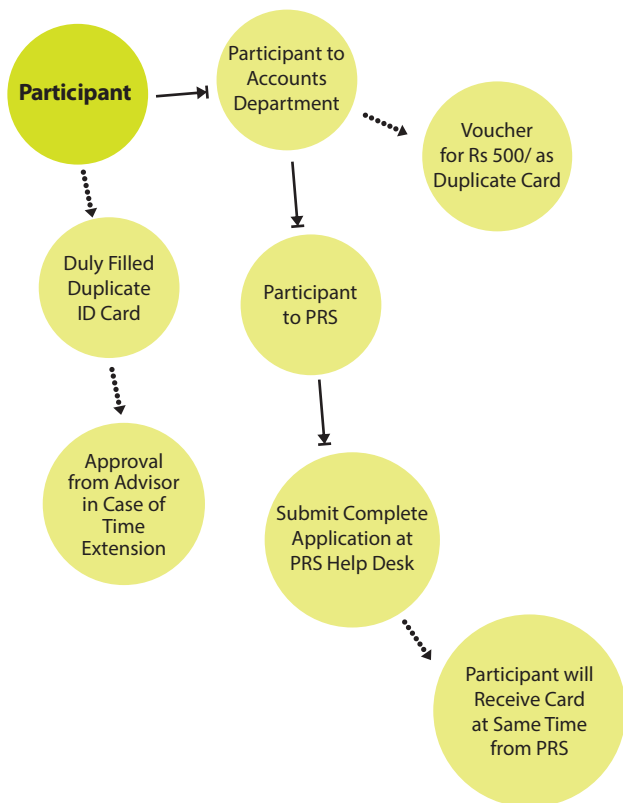
-➔ Represent application and requirements
——➔ Represent application submission / process

Course Withdrawal



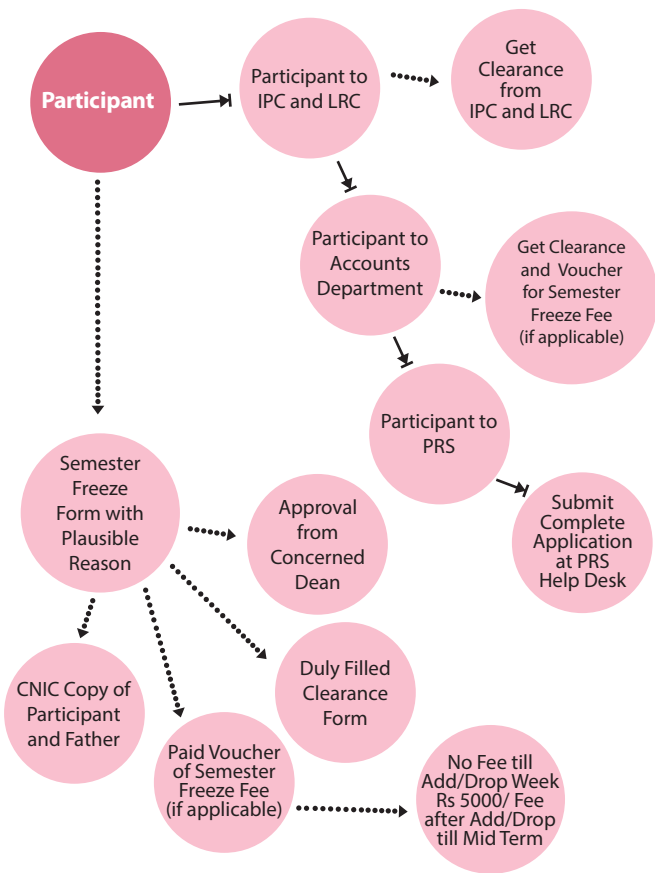
-➤ Represent application and requirements
——➤ Represent application submission / process

Duplicate SID Card



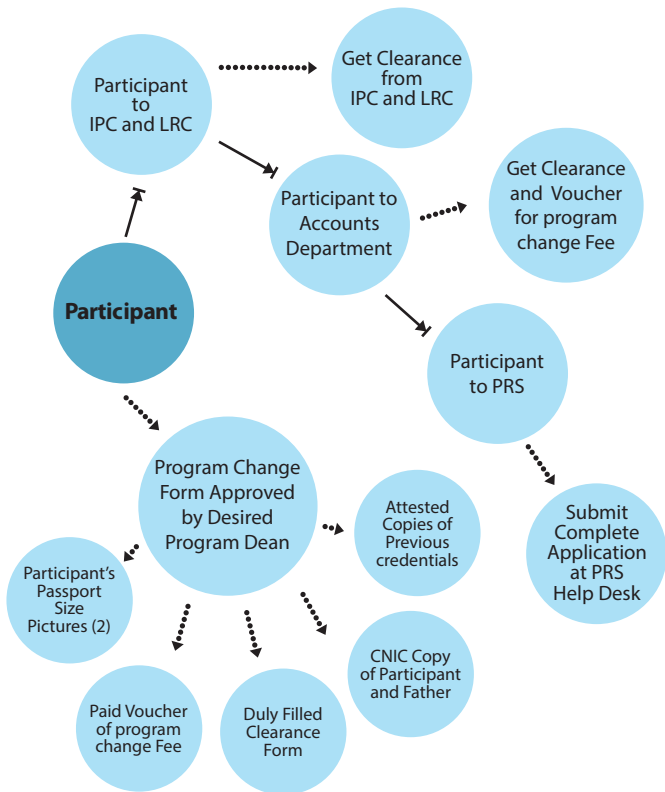
-➔ Represent application and requirements
——➔ Represent application submission / process

Semester Freeze



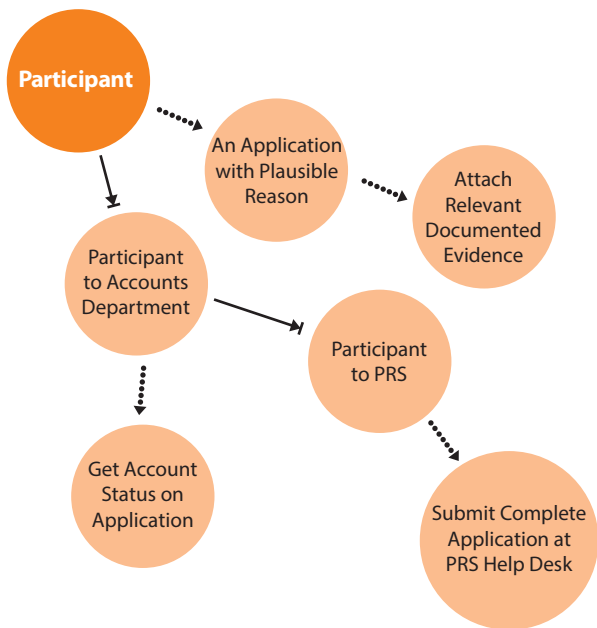
-➔ Represent application and requirements
- ➔ Represent application submission / process

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	Enlighten	Submission
Bonafide Letter	Condition	Degree should be completed / currently registered in particular semester
	Requirements	Bonafide letter request form along with a copy of Matric result / FT Rs 100/ 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 100/ 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)	Condition	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 (3-4working hours)
Project Letter	Condition	Currently registered in Particular semester
	Requirements	Request form and approval of advisor / concern teacher; no processing fee; 1 working day for processing

**Submit
Request
Letter with all
Requirements
at PRS
Front Desk**

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 PRS 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 PRS 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 Finance iii. Department of Information System iv. Department of Management v. Department of Marketing vi. Department of Operations and Supply Chain vii. Department of Quantitative Methods viii. Department of Skills Development	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 qtm.cod@umt.edu.pk skd.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	csc.cod@umt.edu.pk se.cod@umt.edu.pk
5	SEN	School of Engineering	sen.info@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	sen.dean@umt.edu.pk mec.cod@umt.edu.pk een.cod@umt.edu.pk civil.cod@umt.edu.pk
6	SPA	School of Professional Advancement	spa.dir@umt.edu.pk
7	SCA	School of Commerce and Accountancy	sca.principal@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 Psychology iii. Department of Special Needs Education iv. Department of Education v. Department of Political Science vi. Department of Sociology vii. Department of Gender Studies	itc.cod@umt.edu.pk azher.qamar@umt.edu.pk faisal.anis@umt.edu.pk edu.cod@umt.edu.pk psc.cod@umt.edu.pk soc.cod@umt.edu.pk dgs.cod@umt.edu.pk
10	SLP	School of Law and Policy	slp.dir@umt.edu.pk

11	SGS	School of Governance and Society	sgs.dir@umt.edu.pk
12	SHS	School of Health Sciences	shs.dir@umt.edu.pk
13	IIB	Institute of Islamic Banking	lib.dean@umt.edu.pk
14	SMCS	School of Media and Communication Studies	smcs.dean@umt.edu.pk
15	SFAS	School of Food and Agricultural Sciences	sfas.dir@umt.edu.pk
16	IAS	Institute of Aviation Studies	ahmad.aizaz@umt.edu.pk
17	ICP	Institute of Clinical Psychology	icpy.dir@umt.edu.pk
18	IIPG	Institute of Islamic Perspectives and Guidance	lipg.dir@umt.edu.pk
Departments of ILA		i. English Language and Literature ii. Communication and Cultural Studies	ell.cod@umt.edu.pk iccs.dir@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, Career Services	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 Support	ots.hd@umt.edu.pk
Manager IPC	firdous@umt.edu.pk
Manager, Participant Relations Section	prm@umt.edu.pk
Manager Office of Student Success	ali.mukhtar@umt.edu.pk
Participant Account Office	accounts@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 Support	OTS
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 Services	OCMS
Chairperson of the Department	COD	Office of Career Services	OCS
Chief Library Officer	CLO	Office of Communications and Media	OCM
Credit Hour	Cr. Hr.	Office of External Relations	OER

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/ocf/Services.aspx
Assessment and Evaluation	https://www.umt.edu.pk/ocf/Assessment-and-Evaluation.aspx
HEC Guidelines	https://www.umt.edu.pk/ocf/HEC-Guidelines.aspx
Download Forms (OCE)	https://www.umt.edu.pk/ocf/Download-Forms.aspx
CGPA Calculator	https://www.umt.edu.pk/ocf/CGPA-Calculator.aspx
FAQs (OCE)	https://www.umt.edu.pk/ocf/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

Pakistan Engineering Council	PEC	Office of Transport Management	OTM
Higher Education Commission	HEC	Learning Resource Center	LRC
Pakistan Bar Council	PBC	Office of Participants' Relationship Management	OPRM
Plumbers Council of Architects and Town Planners	PCATP	Office of Event Management	OEM
Teaching Assistant	TA	Quartz-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	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	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	Quartz-e-Hasna
16	Final Transcript	40	Quarter
17	Financial Assistance Loan Committee	41	Semester Freeze/Leave
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



Contact Us

Office of Participants' Relationship Management (OPRM)

Address: Level 1, Admin Block

UAN: 042-111 300 200

Email: oprm@umt.edu.pk