



**UMT**

**PARTICIPANT'S**  
**HANDBOOK**  
**ACADEMIC YEAR 2025-26**

**Undergraduate Programs**





**2025 - 2026**

# **Undergraduate Participants' Handbook**

## Contents

1	Introduction	1
2	Academic Regulations and Policies	1
2.1	Academic Calendar .....	1
2.2	Schedule of Semesters.....	1
2.3	Credit Hour.....	1
2.4	Course Registration (Enrollment in a Semester).....	2
2.5	Course Load .....	2
2.6	Add/Drop Course(s) .....	2
2.7	Repeat Courses .....	2
2.8	Class Attendance.....	2
2.9	Semester Freeze.....	3
2.10	Program Duration .....	4
2.11	Policy for Two Degrees Awarded in Same Year or Session Clash with Same or Different Mode .....	4
2.12	Withdrawal of Course(s) .....	5
2.12.1	Re-registration of Thesis/Project.....	5
2.13	Cross Campus Registration .....	5
2.14	Cross Campus Credit Transfer Policy .....	6
2.15	Inter-School/Institute Program Change.....	6
2.16	Internal Credit Transfer Policy.....	6
2.17	External Credit Transfer Policy for Undergraduate and (Masters) Programs.....	7
2.18	Independent Study.....	9
2.19	Probation Policy for Undergraduate Students .....	9
2.20	Payment of Fee.....	10
2.21	Refund Policy .....	12
3	Examinations	13
3.1	Evaluation.....	13
3.2	Duration of Examinations .....	13
3.3	Grading System .....	13
3.4	Grading System for Engineering Participant .....	14
3.5	Award of Incomplete (I) Grade .....	15
3.6	Calculation of Grade Point Average (GPA) for a Semester.....	15
3.7	Degree Completion Requirement.....	15
3.8	Make-up of Midterm Examination.....	15
3.9	Communication of Results .....	16
3.10	Examination Schedule .....	16
3.11	Examinations Rules.....	16
4	Final Transcripts and Degrees	17
4.1	The Process of Final Clearance .....	17
4.2	Guidelines for Issuance of Final Transcript and Degree .....	17
4.3	Award of Degrees.....	18
4.4	Duplicate/ Revised (FT/ Degree) .....	18
5	Honors and Awards	19
5.1	Rector's Merit Award for Undergraduate and Master Programs only (16 years of education).....	19
5.2	Dean's Merit Award for Undergraduate and Master Programs only (16 years of education) .....	19
5.3	Medals and Awards.....	20
5.5.1	Patron's Medal (Gold).....	20
5.5.2	Rector's Medal (Silver).....	20

5.5.4 Special Medal Awards .....	21
5.5.6 Rector's Award for Entrepreneurship & Innovation .....	22
<b>6 Convocation</b>	<b>22</b>
6.1 Code of Conduct.....	22
<b>7 Scholarships and Financial Aid Policy</b>	<b>23</b>
7.1 Merit Scholarships for Undergraduate Studies .....	23
7.2 Non-Merit Scholarships .....	24
7.2.1 Alumni Scholarship Policy.....	24
7.2.2 Kinship Policy .....	25
7.2.3 Discount Policy for ILM Colleges Students applying for Undergraduate Programs .....	25
7.2.4 Corporate Group Discount .....	25
7.2.5 Remote Area Scholarship .....	25
7.2.6 Outstanding Sportsmen and Extracurricular Scholarship .....	25
7.2.7 Special Person (Differently-Abled) Scholarship .....	25
7.2.8 Discount Policy for The Knowledge School (TKS) .....	25
7.2.9 Discount for Children of Shuhada .....	25
7.2.10 Discount for Children of Government Teachers (up to Scale 16) .....	25
7.2.11 Justice A R Cornelius Scholarship .....	26
7.2.12 Khurram Murad Scholarship .....	26
7.2.13 Scholarship Policy (Hz Khalid Bin Waleed R.A.) for MS Security and Strategic Studies .....	26
7.2.14 Scholarship for Orphans .....	26
7.2.15 Experience-Based Scholarship .....	27
7.2.16 Need-Based Financial Aid.....	27
7.3 Rules for Scholarships and Financial Aid from Fall 2024 Semester .....	27
<b>8 General Policies</b>	<b>29</b>
8.1 Participant ID Card Policy .....	29
8.2 Transport Card Policy .....	29
8.3 Academic Discipline .....	30
8.3.1 Disciplinary System .....	30
8.3.2 Disciplinary Committee .....	30
8.3.3 Disciplinary Actions.....	30
8.3.4 Punishment or Penalty for Acts of Indiscipline.....	31
8.3.5 Code of Conduct for Disciplinary Hearings .....	31
8.4 Academic Culture.....	32
8.5 Respect of Teachers .....	32
8.6 Eating/Drinking.....	32
8.7 Photography inside campus premises .....	32
8.8 Pranks .....	32
8.9 Abuse, Assault, Threatening Behavior.....	32
8.10 Firearms, Explosives and Other Weapons .....	33
8.11 Alcohol/Drugs/Intoxicants .....	33
8.12 Violation of Disciplinary Sanction.....	33

8.13	Inappropriate or Indecent Behavior.....	33
8.14	Provoking Others to Misconduct .....	34
8.15	Non-Compliance with Official Direction.....	34
8.16	Violation of University Regulations and Policies .....	34
8.17	Theft .....	34
8.18	Furnishing False Information, Forgery or Unauthorized Use of Documents .....	34
8.19	Unauthorized Access to Facilities .....	34
8.20	Animals .....	34
8.21	Demonstrations.....	34
8.22	Political Activities .....	34
8.23	Gambling.....	34
8.24	Off Campus Conduct.....	35
8.25	Environmental policy .....	35
9	Code of Conduct	35
9.1	Greetings .....	35
9.2	Safe Driving .....	35
9.3	Good Conduct .....	35
9.4	Gender Mixing .....	36
9.5	Harassment .....	37
9.6	Enforcement of Code of Conduct.....	38
9.7	Accountability for Guests.....	38
9.8	Dress Code Policy .....	38
	9.8.1 Benefits of a Decent Dress Code.....	38
	9.8.2 Dressing Guidelines .....	38
	9.8.3 Student Hygiene and Grooming Tips.....	38
	9.8.4 Requirements for Boys/Men .....	39
	9.8.5 Requirements for Girls/Women .....	39
	9.8.6 UMT Policy for Student Dress Code .....	39
10	Hostel	40
10.1	Dining and Laundry Services .....	40
10.2	Payment of Hostel Dues.....	40
10.3	Transportation Facilities.....	40
11	Cafeteria	40
12	Parking (outside campus)	40
13	Extra/Co-Curricular Activities	41
13.1	Extra-Curricular Clubs .....	41
13.2	Sports Clubs .....	42
13.3	Trips and Tours .....	42
	13.3.1 Educational Field Trips .....	42
	13.3.2 Recreational Trips .....	42
13.4	Advertisement Policy .....	43
14	Sports Rules and Regulations	43
15	Information Processing Center (IPC)	43
15.1	Login Accounts .....	44
15.2	Internet Access .....	44
15.3	Access to HEC Digital Resources .....	44

15.4	300MB Secure Data Storage .....	44
15.5	Low-Cost Laser Printing .....	44
15.6	Wi-Fi (Wireless Connectivity) .....	44
15.7	Software Applications and Development tools .....	44
15.8	IPC Rules and Policies .....	45
15.9	Web Browsing Policy .....	45
15.9.1	Purpose .....	45
15.9.2	Policy .....	46
15.9.3	Penalty for Abuse .....	46
15.9.4	Unauthorized Use of Computer or Electronic Communication Devices .....	46
15.10	Participant Moodle Account .....	47
16	Learning Resource Center (LRC) .....	48
16.1	Information and Orientation Sessions .....	48
16.2	Timing and Access .....	48
16.3	General Rules .....	48
16.4	Borrowing Rules .....	49
16.5	Library Fines .....	49
17	Participant Grievance Procedure .....	49
18	Relationship between Participant and Faculty/Staff: .....	51
18.1	Sexual Misconduct .....	52
19	On-Campus Participant Counseling Service: .....	52
19.1	Happiness Center .....	52
19.2	Happiness Coach .....	53
20	Tarbiyah Department: .....	53
21	Emergency Communications: .....	54
21.1	Emergency Phone Numbers/Helplines: .....	54
21.2	Report Suspicious Activity .....	54
21.3	Lockdown Procedures: .....	54
22	Dining/Cafeteria Services .....	55
23	Bookstore/Photocopying Services .....	55
24	Religious and Spiritual Life .....	56
25	Confidentiality of Participant Records .....	56
26	Missing Participant Procedure and Notification: .....	56
27	Services Fee Structure .....	56
28	Acknowledgement .....	58

## Glossary (in alphabetical order)

- ‘CGPA’ means Cumulative Grade Point Average
- ‘Chairperson’ means Chairperson of the concerned academic department
- ‘COD’ means Chairperson of the Department
- ‘Cr. Hr.’ means Credit Hour(s)
- ‘DAI’ means Degree Awarding Institution
- ‘Dean’ means Dean of the concerned faculty/school
- ‘FT’ means Final Transcript
- ‘HEC’ means Higher Education Commission of Pakistan
- ‘HOD’ means Head of the Department
- ‘ID’ means UMT Identification Number of a Participant
- ‘IPC’ means Information Processing Center
- ‘Participant’ means a student
- ‘OCE’ means Office of the Controller of Examinations
- ‘ORG’ means Office of the Registrar
- ‘OCMS’ means Office of Campus Management Services
- ‘OSS&V’ means Office of Safety, Security and Vigilance
- ‘OTN’ Office of Transportation
- ‘PRS’ means Participant Relations Section
- ‘OTE’ means Office of Technology Enablement
- ‘Resource Person’ means a teacher/faculty member
- ‘SGPA’ means Semester Grade Point Average
- ‘University’ means University *of* Management *and* Technology
- ‘Website’ means UMT website [www.umt.edu.pk](http://www.umt.edu.pk)

# 1 Introduction

This handbook contains general rules related to Undergraduate and Master's programs at the University of Management and Technology (UMT). This handbook is designed to familiarize participants with the academic programs offered at UMT, as well as the expectations for ethical conduct, professional behavior, and academic performance.

Each participant is required to familiarize himself/herself with the University's policies and to act in accordance with them. Participants should be aware that lack of knowledge of rules, regulations, and guidelines is not an acceptable excuse. Participants are advised in their best interest to keep this important document "*Undergraduate Participants' Handbook*" as a book of guidance during their academic career at the University of Management and Technology (UMT).

This document serves as a guide and does not replace official notifications issued periodically by UMT.

The rules mentioned in this handbook are valid at present.

UMT reserves the right to amend any policy at any time.

## 2 Academic Regulations and Policies

### 2.1 Academic Calendar

An academic calendar shall be issued by the Office of the Registrar, containing the following information:

- i. Semester commencement dates
- ii. Fee payment dates
- iii. Semester end dates
- iv. Final exam week
- v. Result notification dates
- vi. Holidays during the semester

The participants are required to adhere to the academic calendar as mentioned above.

This calendar is available at the web page of the Office of the Registrar

### 2.2 Schedule of Semesters

There are two regular semesters in an academic year, i.e., Fall and Spring. Each semester consists of a total of 18 weeks, 16 weeks for teaching and two weeks for examinations.

The University may offer Summer session comprising eight weeks. Decision to offer the Summer session is at the discretion of the University.

### 2.3 Credit Hour

**2.3.1** A "Credit Hour" is the unit of measuring educational credit, usually based on the number of contact hours per week during a semester. Each three-credit hour course will consist of 45 contact hours in a semester, calculated as 3 hours per week for 15 teaching weeks (3 hours/week \* 15 weeks = 45 hours).

**2.3.2** One credit hour in laboratory or independent study/project would require working for three hours per week during a semester.

## **2.4 Course Registration (Enrollment in a Semester)**

The participant is required to register courses as per offering of the respective School/Institute in a semester after paying the registration fee. Course registration for the upcoming semester is completed in advance by the participant, according to the schedule outlined in the University academic calendar. Moreover, late registrations will not be entertained once the add/drop period is completed.

The participant shall be responsible to check his/her registration on the portal.

## **2.5 Course Load**

The participant is required to register courses as per offering of the respective School/Institute in a semester. For Undergraduate programs, the participants may register up to 18 credit hours in a regular semester, irrespective of their CGPA.

## **2.6 Add/Drop Course(s)**

The Add/Drop week will begin one week before the commencement of classes and continue until the fifth day of classes. Approval for adding or dropping a course must be granted by the concerned advisor. However, such participants shall have to complete their degree program in the maximum time allowed for the completion of that particular degree.

Please note that course add/drop requests will not be processed based on section change requests.

## **2.7 Repeat Courses**

Courses with grades of "F," "SA," or "W" may be repeated in either regular semesters or the Summer session, if the course is offered. However, the participant must register within the specified deadlines. The participant is required to complete the normal semester activities (class attendance, assignments, quizzes, mid-term exam and final examinations). In case of repeating the course(s):

1. The fee has to be paid in relevant semester.
2. Any type of scholarship /financial aid shall not be applicable in such cases.
3. The undergraduate students may repeat a course if they have received a grade of C- or below. Both the previous and new grades will appear on the transcript, but only the higher grade will be used to calculate the CGPA.

## **2.8 Class Attendance**

The participant is expected to attend all classes, laboratories, tutorials or other class meetings officially designated for a particular course. A minimum of 75% attendance is required for a participant to be eligible to sit in the final examination/assessment. The course shall be repeated in case of short attendance.

The participant with less than 75% of attendance in a course shall be awarded with 'SA' (Short Attendance) grade and shall not be allowed to take end-term exams or assessments.

## 2.9 Semester Freeze

The participant may freeze his/her semester due to any plausible reason for a maximum period of one year (two semesters in a four/five-year degree program and once in a two-year degree program). However, freezing of first two semesters is not allowed for four/five-year degree program and first semester in two-year program.

Clearance from the Library, IPC and Accounts Office shall be mandatory. The clearance form shall be submitted to the PRS for approval and record.

The participant shall be required to surrender his/her UMT participant ID card to PRS. During the “freeze period”, the applicant shall lose his/her participant status at UMT and shall not be entitled to avail University facilities.

The participant shall rejoin in the next semester after paying his/her semester fee. The right to use all university facilities shall be resumed upon rejoining and UMT ID card would be available at PRS.

Freezing a semester is optional, and participants who choose to do so will not be eligible for any relaxation in course load or the maximum time limit set for degree completion.

If a participant needs to freeze a semester after the add/drop period, the application will only be accepted before the midterm examinations and must be based on medical emergencies certified by the University Medical Officer. The application must be submitted to PRS, and a processing fee will apply.

After the maximum semester freeze duration, the participant shall rejoin, register for courses and continue his/her studies. However, in case of failure to do so, the admission shall be cancelled automatically without any prior information/intimation.

Re-admission fee shall be applicable to those students who will miss two consecutive semesters without taking the formal approval. i.e., semester freeze request. In addition, this fee will also apply to those who apply for re-admission in the same program without going through the admission test.

The participant can only resume the program by paying re-admission fee, along with meeting the academic criteria/within the maximum time duration of the degree program.

To unfreeze the semester, the participant shall have to send the request through the Student Portal/PRS Request Management System or email at [prshelpdesk@umt.edu.pk](mailto:prshelpdesk@umt.edu.pk) or visit in person to file the request to resume his/her program, fifteen days prior to the start of the semester. On submission of the said application by the participant, he/she becomes eligible to access the online course registration for the upcoming semester.

### Note:

The participant leaving without approval or leaving the end term exams/assessments without approval, shall result in awarding an ‘F’ grade.

## 2.10 Program Duration

The duration for the completion of undergraduate and master's (16-year) degree is appended below. The maximum duration shall be counted from the start of first semester.

Degree Program	Total Duration of Program (Minimum)	Maximum Duration of Program
2-year Undergraduate	2 years	3 years
4-year Undergraduate	4 years	6 years
4-year Undergraduate(PEC Accredited)	4 years	7 years
5-year Undergraduate	5 years	8 years
4-year Undergraduate (NCEAC Accredited)	4 years	7 years

## 2.11 Policy for Two Degrees Awarded in Same Year or Session Clash with Same or Different Mode

Sr No.	Degree I	Degree II	Policy Decision
1	Undergraduate/Master degree Obtained in <b>regular</b> mode in the <b>morning session</b> in one university.	Undergraduate/Master degree obtained in <b>regular</b> mode in the <b>Morning Session</b> in the <b>same</b> university.	Degree with time clash is not allowed.
2	Undergraduate/Master degree obtained in <b>regular</b> mode in the <b>morning session</b> in one university.	Undergraduate/Master degree obtained in <b>regular</b> mode in the <b>morning session</b> in a <b>different</b> university.	Degrees with time clashes are not allowed.
3	Undergraduate/Master degree obtained in <b>regular</b> mode in the <b>morning session</b> in one university.	Undergraduate/Master degree obtained in <b>regular</b> mode in the <b>evening session</b> in the <b>same</b> university.	This combination of degrees is permitted if:  a) Admission requirements are met. b) Written permission is obtained from the university before joining programs.
4	Undergraduate/Master degree obtained in <b>regular</b> mode in the <b>morning session</b> in one university.	Undergraduate/Master degree obtained in <b>regular</b> mode in the <b>evening session</b> in a <b>different</b> university located in the same city.	This combination of degrees is allowed provided that:  a) Admission requirements are met. b) Written permission is obtained from both universities before joining Programs.
5	Undergraduate/Master degree obtained in the <b>regular</b> mode in one university.	Undergraduate/Master degree obtained in <b>private</b> mode in the <b>same</b> university.	This combination of degrees is allowed.
6	Undergraduate/Master degree obtained in the <b>regular</b> mode in one university.	Undergraduate/Master degree obtained in <b>private</b> mode in a <b>different</b> university.	This combination of degrees is allowed.

7	Undergraduate/Master degree obtained in the <b>regular</b> mode in the same session/year.	Undergraduate/Master degree obtained through <b>Distance Learning</b> mode in the same session/year.	This combination of degrees is allowed.
8	Undergraduate/Master degree obtained in private mode in one university in the same session/year.	Undergraduate/Master in <b>private</b> mode in the same university in another discipline in the same session/year.	This combination of degrees is allowed.
9	Undergraduate/Master degree obtained in private mode in one university.	Undergraduate/Master degree obtained in <b>private</b> mode in a <b>different</b> university.	This combination of degrees is allowed.
10	1 Year B.Ed degree obtained in private mode from one university in one academic year/session.	2 -year M.A in any discipline obtained in <b>private</b> mode from the same university in the same academic year/session.	This combination of degrees is allowed.
11	2-year degree (Science) obtained in regular mode in one university in one academic session/year.	2-year degree (Arts/Social Science) in <b>private/distance learning</b> mode in the same or different university in one academic session/year.	This combination of degrees is allowed.

#### **Guidelines:**

- 1- In case of professional degrees, the permission of respective councils, for example, Pakistan Medical and Dental Council (PMDC) and Pakistan Engineering Council (PEC), would be required.
- 2- Degrees with time clashes are not allowed in any case.
- 3- For all above-mentioned degree programs, if the policy of the university does not allow for any mode, the degree program cannot be pursued at all.
- 4- The participant shall meet the prerequisites and admission requirements of the degree programs.

## **2.12 Withdrawal of Course(s)**

The participant can withdraw a course up to six weeks of commencement of classes as per the academic calendar. Consequently, a ‘W’ grade shall be awarded to the participant. A ‘W’ grade has no effect on the GPA/CGPA. Repeat Course fee (on re-registration) will be charged as per policy.

### **2.12.1 Re-registration of Thesis/Project**

If the participant fails to submit Project/Thesis in the specified time i.e., one year, then F/W grade shall be awarded. However, he/she is required to register Project/Thesis in the very next semester for the completion of degree requirements within the prescribed timeline.

## **2.13 Cross Campus Registration**

Cross campus registration is allowed. However, the registration for a particular semester is subject to approval of the respective Dean/Director of the School/Institute and availability of seating capacity in the requested course(s).

- The participant shall submit request for registration of course(s) through the parent campus (where the participant is originally enrolled) by filling the specific form.

- The resource person shall forward grades to the parent campus. The participant's record shall be held and managed by the parent campus.
- A host ID may be issued to such cases without charging ID issuance fee. However, the participant ID card fee will be applicable as per university rules. In this regard, the participant will be required to submit the participant ID card issued by the other campus.

## **2.14 Cross Campus Credit Transfer Policy**

The participant may transfer his/her credits earned at UMT in other campuses by submitting the following documents, two weeks prior to the start of a new semester.

- Credit transfer form with approval of the concerned Dean of the relevant School/Institute or parent department
- Clearance from lab, library and accounts department of the parent campus
- Progress report signed by the examination office of the parent campus

**Note:**

Credit transfer across campuses is subject to the availability of seats in the intended program.

## **2.15 Inter-School/Institute Program Change**

The participant may change his/her program with the approval of Dean/Director of both the parent and destination School/Institute. Program change shall only be allowed for the participants who meet the admission criteria of the program to which they want to transfer. For further information, the participants may contact PRS.

A fee of Rs. 25000/- shall be charged as program change fee.

All policies and fee structure will be applicable as per new program schedule and any previous paid fee will be adjusted in the fee of the new program as per the policy.

**Note:**

- Program change will not be allowed in case the participant is on 'Last Probation'.
- Program change request can be entertained only once. However, program change for the second time shall require an approval from a competent authority followed by a CGPA requirement of 3.00 or above.
- Rs. 25000/- will be charged as program change fee.
- Rs. 50,000/- will be charged as program change fee for the second time.

## **2.16 Internal Credit Transfer Policy**

The Participants can apply for transfer of credits to any other program, subject to meeting the criteria of the required degree program. The participant is required to submit an internal credit transfer form duly approved by the relevant department.

The applicant shall have to study if any deficient course(s) within the stipulated time for the completion of his/her degree.

The credits transferred are counted in the courses required for the completion of the degree program and calculation of CGPA.

## **Policy Guidelines for Internal Credit Transfer Case(s)**

- Internal Credit Transfer is allowed to UMT participants if the program change request fulfills the admission eligibility requirements of the new program.
- The applicant must have a CGPA of at least 2.00 for undergraduate programs.
- During admission campaign, the participants are required to submit program change form, along with a paid copy of program change fee and clearance form. After issuance of ID of new program, the participants are required to acquire internal credit transfer form and visit the office of the respective Chairperson. The participants of Sialkot or other campuses transferring their degree programs to UMT Lahore Campus on a permanent basis are required to submit internal credit transfer form, a clearance form and progress report (duly signed by the examination office of the parent campus) in the office of the respective Chairperson.
- The Chairperson after ensuring the necessary checks will certify, if the participant fulfills the admission eligibility requirements of the new program or not.
- The Chairperson will authenticate the credit transfer form by putting his/her signature on the credit transfer form and will also attach duly approved Study Plan of the participant. After approval from the Chairperson of the department, the application will be forwarded to the concerned Dean for approval and signature on the program change form as well as the credit transfer form.
- After that, the Secretary of Equivalence Committee will put up the case before the Equivalence Committee for consideration and final decision.
- The Committee will re-evaluate the case in the light of prevailing policy and finally, the Chairperson of the Equivalence Committee will either endorse or reject the case by putting his/her signature on the credit transfer form. Meanwhile, the Secretary will record the proceedings of the Committee and will be required to submit minutes of the meeting to ORG afterwards.
- The Secretary will communicate the decision of the Equivalence Committee to the participant.
- The previous course grades and credits applicable to the new program will be counted in calculating CGPA of the new program. However, the degree duration will be counted from the starting date of the previous degree program.
- Credit transfer under program change will not be allowed in case of dismissal on academic/disciplinary grounds, including expulsion from the University or time barred case (i.e., completed maximum duration of the program after first registration, failing to complete the degree requirements in the stipulated period).

## **2.17 External Credit Transfer Policy for Undergraduate and (Masters) Programs**

- i. The applicant must have CGPA of at least 2.00 for undergraduate programs.
- ii. Up to 50% of credit hours of respective program at UMT can be transferred at the Undergraduate level and up to 30% can be transferred in Masters (16-year) Programs.
- iii. Depending upon the similarity and equivalence of courses, only credit hours of courses shall be transferred which shall have at least 60% marks in annual system or 'C+' and above grade in semester system of Bachelor/Master Programs(16-year).

## **Policy Guidelines for External Credit Transfer Case(s)**

Following process be followed for External Credit Transfer Cases (courses completed at other HEC recognized institutions/universities):-

- a) Transfer of credit hours to UMT will be considered on case-to-case basis by its Equivalence Committee authorized to review and approve the equivalence of courses completed at other HEC recognized degree awarding institutions/universities. However, the courses should have been completed in the last two years.
- b) Requests for transfer of credit hours will be initiated at the time of admission. Thereafter, no credit transfer request will be entertained at later stage.
- c) The degree duration will be counted from the starting date of previous degree program on the basis of which internal or external credit transfer is claimed. Thus, the participant should have ample time to complete the degree requirements at UMT, if considered for transfer of credits.
- d) The applicant is required to submit his/her admission form and credit transfer form available at following link, accompanied by attested copies of: (a) official transcripts, (b) course contents/outlines duly verified by previous institution/university, in the admission Office UMT, at least one month before the commencement of a regular semester.
- e) HEC Equivalence Certificate is mandatory to submit with Credit Transfer form, in case credit transfer is being sought on the basis of a foreign degree.
- f) Admission Office will refer applicant admission and credit transfer form(s) to the relevant school/department who will be responsible to determine eligibility requirement of the candidate towards admission in the desired program and also evaluate his/her credit transfer case.
- g) The Chairperson after ensuring the necessary checks, certifies that
  - 80% or more of the content of the course(s) for which credit transfer is sought are similar to course(s) offered by UMT and the detailed course contents/outlines attached are compatible in depth and breadth of similar courses taught at UMT.
  - Course and credit hours shall conform to the program outlines of UMT (i.e. credit hours earned should not be less than the course credit hours of the equivalent course at UMT).

The Chairperson authenticates the credit transfer form by putting his/her signature on verified copy of course contents as well as on credit transfer form. After approval from the Chairperson of the department, the application is forwarded to concerned Dean for his approval and signature on the credit transfer form.

- h) After that, the Secretary of Equivalence Committee will put up the case before Equivalence Committee for consideration and final decision.
- i) The Committee will re-evaluate the case in the light of prevailing policy and finally, the Chairperson of Equivalence Committee will endorse/reject the case by putting his/her signature on credit transfer form. Meanwhile, the Secretary will record the proceedings of the Committee and will be required to submit Minutes of Meetings in ORG afterwards.

- j) The Secretary will be responsible to communicate the decision of Equivalence Committee to the applicant so that he/she may decide about getting admission in UMT and finally forward the complete case to ORG for implementation.
- k) Office of the Registrar (ORG) will scrutinize the admission application form as well as Credit Transfer form and ask student to deposit prescribed fee payable at the time of admission. The Admission and Transfer of Credit Hours of the applicant will be processed in ERP upon submission of paid copy of challan.
- l) The Credit Transferred will be counted towards degree requirements of the applicant. However, GP of transferred credits will not be counted towards the calculation of CGPA, and that only “Transferred” will be displayed against those courses whose transfer of credits was allowed by the respective Dean.

## 2.18 Independent Study

- The participant may opt for independent study with the endorsement of respective Chairperson and Dean/ Director.
- The participant is required to pay Rs.20,000/- independent study fee in addition to the course fee.

### Points to be considered for opting IS:

- Only one independent study option is allowed during the degree program.
- Last semester and if only one course is remaining which was graded as F or if the participant is enrolled in 12<sup>th</sup> semester, in case of non-PEC Undergraduate programs and 14<sup>th</sup> in case of PEC Undergraduate programs.
- If the course is being offered in a semester, the participant shall not be eligible to apply for an independent study option.
- Maximum B+ grade shall be awarded.
- Requests for registration of independent study will be considered one week before midterm examination.

Please note that final transcript under such case(s) will only be released after the result declaration date, as mentioned in the academic calendar.

## 2.19 Probation Policy for Undergraduate Students

### Warning:

- i. The participant securing less than 2.00 CGPA will be placed on the warning.
- ii. An auto-generated warning letter will be issued to the student through ERP.
- iii. The participant will contact the Batch Advisor for guidance to improve his/her performance.

### First Probation:

- i. The participant securing less than 1.75 CGPA in the next semester after warning, will be on 1<sup>st</sup> probation.
- ii. An auto-generated letter on 1<sup>st</sup> probation will be issued through ERP.
- iii. The participant will contact the Batch Advisor for guidance to improve his/her performance.

**Second Probation:**

- i. The participant securing less than 1.75 CGPA in 2 consecutive semesters will be on 2<sup>nd</sup> probation.
- ii. An auto-generated letter on 2<sup>nd</sup> probation will be issued through ERP.
- iii. The participant will contact the Batch Advisor for guidance to improve his/her performance.

**Third Probation:**

- i. The participant securing less than 1.75 CGPA in 3 consecutive semesters will be on 3<sup>rd</sup> probation.
- ii. An auto-generated letter on 3<sup>rd</sup> probation will be issued through ERP.
- iii. The participant will not be eligible to register new course(s). He/she will be allowed to register the old courses for improvement.
- iv. The participant will contact the Batch Advisor and COD for guidance to improve his/her performance.
- v. Further registration for new courses will put on hold after the third probation. The participant will clear previous subjects for improvement of CGPA to greater than 2.0 to become eligible for further registration of new courses.

**Rules and Regulations:**

- i. If the participant does not improve CGPA in two additional semesters after the 3<sup>rd</sup> Probation, he/she will be warned through an auto-generated message by the system.
- ii. The Batch Advisor/CoD will assess the potential of the participant at school level. The participant can exit from 4-year degree program with ADP degree (if possible).
- iii. The Batch Advisor should approach parents/guardian and guide them accordingly.
- iv. The Batch Advisor will monitor for the maximum time duration of Degree Program.
- v. All such cases will be reviewed by a Department Level Committee, headed by CoD with Advisor and two senior faculty members as part of the committee, immediately after one week of the declaration of results and recommend continuation of degree/ADP or dismissal. The participant should be asked to plead his case before the committee. Committee will send its recommendation to ORG in the second week of declaration of results.
- vi. A University Level Committee headed by Registrar with Controller of Examinations, Dean and CoD to decide on the basis of recommendations of the Department Level Committee.
- vii. If the participant successfully clears his/her probation but later achieves a CGPA below 1.75 after a few semesters, his/her probation status will be considered as the 1<sup>st</sup> probation.
- viii. The Office of the Controller of Examinations will share the list of participants according to their warning/probation status after every semester.

**Academic Dismissals**

The participant will be dropped out from the University enrollment in the following cases:

- i. The participant got 5 or more F grades in first semester only.
- ii. The Office of the Registrar will inform the participant(s) and cancel their enrollment (if required) as per recommendations of the University Level Committee.

**2.20 Payment of Fee**

The annual fee is payable in four equal installments on or before the:

- 5th day of September
- 5th day of December
- 5th day of March

- 5th day of June

**Note: If a participant fails to pay the fee within the stipulated time, Contribution for ILM Fund Scholarship of PKR 3,000 + PKR 100 per day will be applicable after the due date as per original voucher. Moreover, fee defaulters will not be allowed to appear in the final examinations.**

Fee can be deposited through the following mode of payment:

- Over the Counter.
- Voucher can be paid at any branch of the following banks within Pakistan:
  - a. Meezan Bank Limited
  - b. Allied Bank Limited (Branch Code - 5185)
- **Online / Mobile App**

Voucher can also be paid through mobile app of the following banks:

- a. Meezan Bank Limited (via bill payment, select University of Management and Technology, enter challan no, add biller and pay)
- b. Allied Bank Limited (via bill payment, select University of Management and Technology, enter challan no, add biller and pay)

The participant may collect fee voucher from accounts staff from 09:00 am to 07:00 pm. Please ask the fee receiving officer at the bank to mention your UMT Participant ID in online narration for branch dealing purposes.

Outstanding dues can be sent through demand draft/pay order in favor of UMT only. The demand draft/pay order must reach at the following address through courier before the due date. The mailing address is as follows:

Office of the Treasurer  
University of Management and Technology  
C-II, Johar Town, Lahore  
Phone No: +92 42 35212801-10

- **Bank Details for Overseas Transfer**

For Overseas Participant

Amount US\$ / \_\_\_\_\_

Favoring:

Beneficiary:

University of Management and Technology

Beneficiary address:

C-II, Johar Town Lahore

- **Inter-bankers Routing**

Habib Bank Limited (UMT Branch Lahore)

Account Title: University of Management and Technology

Account Number: 23497000000303

Branch Code: 2349

IBAN NO: PK22 HABB 0023 4970 0000 0303

Bank Address: UMT Branch, C-II Johar Town Lahore Pakistan

HEC scholars shall pay the dues as per UMT fee package.

## **2.21 Refund Policy**

UMT follows the fee refund policy of the Higher Education Commission of Pakistan. Under this policy, the admission fees is NOT Refundable. Only tuition fee may be refunded according to the following schedule:

- 100% tuition fee may be refunded within the 1<sup>st</sup> week of the commencement of classes.
- No tuition fee will be refundable after the 1<sup>st</sup> week of the commencement of classes.
- Rs. 10,000/- will be deducted as refund processing fee.

## 3 Examinations

### 3.1 Evaluation

The final standing of each participant in each course is assessed through various assessment tools which are mentioned in the given table:

#### **Undergraduate Programs:**

Assignments/Project/Presentations for theoretical subjects = 20% - 35%

Quizzes = 15%

Mid-term examination = 25%- 30%

End-term examination = 40% -50 %

For practical subjects, Assignments/Project/Presentations = 40% & End-term examination = 60%

Mid-term and End-term examinations are mandatory for both undergraduate and graduate programs. The mid-term examination is held in the ninth week of a semester, while final examinations are scheduled at the end of a semester.

To pass a course, the participant must obtain 50% marks in undergraduate and master degree programs equivalent to 16 years of education.

Rules and regulations of accredited bodies shall be observed with respect to the accredited degree programs.

#### **Departmental Examination & Evaluation Committee**

Schools will constitute committees in each Department with a broader scope to not only check and review the format of the question papers, but also the discrepancies (if there are any) in evaluation and preparation of results.

The Committee will constitute the following members:

Chairperson = CoD of the relevant Department

Two members = Not less than the rank of Assistant Professor

### 3.2 Duration of Examinations

The duration of final examinations shall be 2-2.5 hours.

### 3.3 Grading System

Performance of the participants shall be assessed on the basis of the following grading criteria:

<b><i>Letter Grade</i></b>	<b><i>Grade points</i></b>
A+/A	4.0
A-	3.7
B+	3.3
B	3.0

B-	2.7
C+	2.3
C	2.0
C-	1.7
F	0.0
P (Pass)*	-
I (Incomplete)	-
W (Withdrawal)	-
S (Satisfactory)*	-
NC (Non Credit)*	-
AU (Audit)	-
IP (In Process)	-
SA (Short Attendance)	-

- Grading shall be based on the norms of the relative grading system.
- In some courses, “P” or “S” is awarded as the final grade. The credits of these courses are counted towards completion of the degree, but these are not used for computation of CGPA.
- Graded Elective course(s), substitute of any other elective course(s)
- Core and compulsory course(s) shall not be converted into ‘NC’.

### 3.4 Grading System for Engineering Participant

- Grading shall be based on the norms of the relative grading system.
- Minimum marks threshold shall be established to award a passing letter grade by the subject resource person in consultation with the concerned CoD. The participant earning marks below this threshold shall be awarded “F” grade.
- The participant earning marks above the minimum threshold, shall be listed in the descending order of merit. Passing letter grades shall be awarded based on a normal curve or any other method as deemed suitable with “A+” being the highest passing grade and “C- “being the lowest passing grade.
- Subjects having lab component shall be treated as separate independent subjects. They shall be assessed in continuous mode against 40% marks and the end-term viva voce shall be held for 60% marks. COD will ensure that viva voce must be conducted by a minimum of two teachers, including the one who has conducted the lab.
- In theory subjects, mid-term exam shall carry 25-30% marks and the curriculum coverage shall not be less than 40%. End-term exam shall carry 50% marks and 30% exam questions shall be set from the midterm curriculum. The remaining marks shall be allocated for quizzes, assignments, presentations, etc.

### **3.5 Award of Incomplete (I) Grade**

The participant owing to an emergency or a plausible reason, may apply for the award of ‘I’ (Incomplete) grade. Such application is acceptable upon the recommendation of the Advisor/CoD and approval of the Dean/Director. However, approval on application form is mandatory which must be submitted to the Controller of Examinations.

The participant will just appear for the end-term exam of the course(s) graded ‘I’ in the very next semester. Attendance, midterm and sessional evaluation for such course(s) will be considered as it was at the time of awarding ‘I’ grade. If the participant fails to take end-term exams in the very next semester, the ‘I’ grade will change into ‘F’ and the participant will repeat the required course(s).

Private arrangements for an “I” graded examination between the participant and an instructor are not allowed. The participants missing a re-scheduled exam shall not be given a second chance.

### **3.6 Calculation of Grade Point Average (GPA) for a Semester**

Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) shall be calculated using the following relationships:

$$\text{GPA} = \frac{\text{Sum of GPA Courses in Semester (Course Credit Hours} \times \text{Grade Points Earned)}}{\text{Total Semester Credit Hours}}$$

$$\text{CGPA} = \frac{\text{Sum of GPA of All Courses Taken in All Semesters (Course Credit Hours} \times \text{Grade Points Earned)}}{\text{Total Credit Hours Taken in All Semesters}}$$

### **3.7 Degree Completion Requirement**

The degree completion requirements in terms of CGPA (Cumulative Grade Point Average) are appended below:

Sr.#	Programs	Minimum CGPA Requirement
1	Two-year Degree Programs (equivalent to 14 years of education)	2.00
2	Two-year Degree Programs (equivalent to 16 years of education)	2.00
3	Four-year Degree Programs (equivalent to 16 years of education)	2.00

### **3.8 Make-up of Midterm Examination**

Absence from examinations is permissible only in extreme situations beyond the control of the participant. Serious illness/injury of the participant or death in the immediate family is regarded as a legitimate reason for rescheduling a make-up of midterm exams.

The request for scheduling a make-up exam must be made by the participant or someone on his/her behalf, through the make-up exam petition form which must be submitted to the CoD, along with other required documents within three working days.

The CoD shall then direct the case to the Dean/Director for approval and the exam shall be taken within two weeks of the stipulated time period.

If the participant fails to attend the scheduled make-up exam, he/she shall not be given another chance.

The participant involved in extracurricular activities arranged by the societies or other institutions, would get prior approval from the resource person and CoD/Dean regarding his/her absence from a quiz or an examination.

### **3.9 Communication of Results**

The sessional evaluation shall be made available on the participant's Portal/Moodle at least one week before the final examinations. Any objection of the participant regarding their performance must be addressed prior to the commencement of final examinations.

The semester progress report shall be communicated to the parents by Office of the Controller of Examinations.

### **3.10 Examination Schedule**

The Dean's office circulates the tentative examination schedule, at least three weeks before the commencement of the final examinations to remove clashes.

The Controller of Examinations notifies the final examination schedule, at least two weeks before the commencement of final examinations on OCE website.

### **3.11 Examinations Rules**

1. The participant should reach examination room at least 15 minutes before the scheduled time. No additional time shall be given to the participants arriving late.
2. The participant who has short attendance in any courses, shall not be allowed to sit in the examination room.
3. **Don't bring your mobile phone or any other unauthorized electronic gadgets.**

If you bring such gadgets to the exam hall, you should be aware of the following:

- i. The University of Management and Technology accepts no responsibility for any loss or damage to your belongings.
- ii. On finding any unauthorized electronic gadgets, the authorities can file an Unfair Means Case against the participant.
4. The participants must maintain complete silence in the examination room. If the participant has any kind of query, he/she should raise hand and wait for the invigilator's response.

5. Lending/borrowing of pen, pencil, ruler, calculator, etc. is strictly prohibited in the examination room.
6. The participant must display UMT ID Card.
7. No rough work is to be done on the question paper.
8. The participant must mark his/her attendance on the attendance sheet during the examinations. In case, his/her name is not listed, they need to report to the invigilator immediately.
9. The participant found cheating, chatting, gesturing or misbehaving in the examination room, shall be dealt under the UMC rules.
10. Any participant using abusive or obscene language in the answer sheet shall be dealt under disciplinary rules.
11. The participant cannot leave the examination room without prior permission of the invigilator.
12. In case of open book/open notes exams, the participant must follow instructions given on the front page by the resource person and should not indulge themselves in conversation with other students.
13. The participant is not allowed to leave his/her seat during the exam without getting permission from the invigilator.
14. An attempt to gain access to a question paper before the examinations shall be dealt under the UMC rules.

**The participant found guilty of such acts shall be liable to one or more of the following penalties:**

- Grade “F” in the subject; and/or
- Fine up to Rs. 25000; and/or
- Suspension; and/ or
- Expulsion from UMT
- Any other punishment recommended by the committee.

## 4 Final Transcripts and Degrees

### 4.1 The Process of Final Clearance

**The participant who has completed all the degree requirements shall apply for Final Transcript (FT) through the prescribed online clearance process:**

1. Login to your student portal and click dashboard for FT Clearance.
2. Click on FT Clearance Tab.
3. To start your clearance, overview your documents and related departments and click on the start button.
4. Start your clearance by clicking on ‘Yes, I am sure!’
5. Upload your educational documents by clicking on drop down button and click next.
6. Fill mandatory \* required personal details.
7. Fill feedback form and click on ‘submit’ after which you will receive the following message: ‘Your FT clearance request has been successfully submitted. Click on ‘registration’ button for alumni portal.’
8. Register yourself for alumni portal.

### 4.2 Guidelines for Issuance of Final Transcript and Degree

- It is preferred that the participant who has graduated must receive his/her FT/degree personally from the Office of the Controller of Examinations (OCE) during office hours.
- It is encouraged that the graduates receive their degrees in person on the eve of Convocation.

- However, if the participant cannot collect the FT/Degree personally, an authorized person can collect the FT/Degree on the participant's behalf, by producing a letter of authority (Appendix-12), copy of his/her CNIC and attested copies of the participant's CNIC.

The participant living abroad shall send their authority letter duly attested by Pakistan Embassy/Consulate General Office for issuance of their FT/degree through courier from Pakistan. The university shall not be responsible for any damage/loss caused to the FT/Degree in transit.

- The University reserves the right not to issue the FT/Degree, while investigating the applicant's identity and may ask him/her to produce further evidence for his/her identification.

#### **4.3 Award of Degrees**

Degrees shall be issued on the eve of convocation to those who have completed all degree requirements of a particular program and have been issued final transcripts. For the issuance of urgent degree, the participant shall apply through the prescribed urgent degree form, submitted to the PRS along with a copy of CNIC, receipt of urgent degree fee payment and a copy of FT. Urgent degree shall normally be issued within one week of the application by the Controller of Examinations.

#### **4.4 Duplicate/ Revised (FT/ Degree)**

In case FT/Degree is lost or misplaced, the participant can apply for duplicate FT/Degree by paying the duplication/revision fee in the Office of the Treasurer. The word "Duplicate" or "Revised" shall be written on the FT/Degree. In order to get duplicate FT, it is mandatory for the participant to provide the following documents:

- Photocopy of lost FT/Degree
- Original copy of FIR lodged with police station regarding the loss of FT/Degree (in case it is lost)
- An affidavit on a stamp paper of Rs. 50
- Original clipping of newspaper advertisement announcing the loss of FT/Degree (in case of loss)
- In case of correction in FT/degree or replacement of a damaged FT/degree, original FT/degree shall be surrendered.

## 5 Honors and Awards

### 5.1 Rector's Merit Award for Undergraduate and Master Programs only (16 years of education)

Rector's Merit Award is given to the participants earning Semester GPA of 4.00/4.00 and fulfill the following conditions:

- There should be no "F", "SA", "W" grade or repeat course.
- The participant is required to take full load of courses, according to the approved roadmap of the degree program, excluding the pre-GPA and non-GPA, internship and final project / thesis courses.
- The participant must not be penalized at any point as a result of disciplinary and/or unfair means. Depending upon the nature of misconduct or severity of the case, the Student's Disciplinary Committee may recommend cancellation of merit award.
- Tuition fee discount of six credit hours, along with merit award and certificate will be granted.
- No financial benefit will be given to the final semester students.

#### Note:

- The waiver will be applicable only if there are outstanding dues after deduction of the amount of waiver.
- In case of fee defaulter at the time of announcement, the waiver will be cancelled.
- The waiver of Fall semester will be adjusted in the quarterly fee of June and Spring semester in the quarterly fee of December respectively.
- The results declared on time will be considered for these awards. Late submission of results will not be considered.

### 5.2 Dean's Merit Award for Undergraduate and Master Programs only (16 years of education)

Dean's Merit Award is given to the participants earning Semester GPA of 3.70/4.00 or above (for MBA professional Semester GPA is 3.80/ 4.00 or above) and fulfill the following conditions:

- There should be no "F", "SA", "W" grade or repeat course(s).
- The participant is required to take full load of courses according to the approved roadmap of the degree program.
- Depending upon the nature of misconduct or severity of the case, the Student's Disciplinary Committee may recommend cancellation of merit award.
- Top 10% from all registered participants in a program, who meet the criteria, will be issued a letter of appreciation (excluding top 10 participants) by the respective Dean/Director.
- Top ten participants out of top 10% (as stated above) in the respective program will be granted fee discount of three credit hours, along with merit award and certificate.
- No financial benefit will be given to the final semester students.

**Examples:**

Program	Registered Participants		Eligible Participants (as per criteria)	Issue Letter of Appreciation	Top Ten Participants (To be granted fee discount, merit award and certificate in the Ceremony)
	Total	Top 10%			
BS(H)	500	50	30	20	10
BS(EE)	200	20	12	02	10
MBA	80	8	8	--	8
MSc (Psy)	30	3	3	--	3

**Note:**

- The waiver will be applicable only if there are outstanding dues after deduction of the amount of waiver
- In case of fee defaulter at the time of announcement, the waiver will be cancelled.
- The waiver of Fall semester will be adjusted in the quarterly fee of June and Spring semester in the quarterly fee of December respectively.
- The results declared on time will be considered for these awards. Late submission of results will not be considered

## 5.3 Medals and Awards

### 5.5.1 Patron's Medal (Gold)

This award is given to the graduating participants of the following degree programs on the convocation day, who achieve the highest CGPA at exit point in the respective program, as per the following criteria:

1. All undergraduate programs only
2. The graduate must have a minimum CGPA of 3.80.
3. The medal will be given to the graduates who score the highest CGPA in each program.

#### Other Conditions:

- A. The graduate must have completed her/his degree program in the stipulated time.
- B. There should be no "F", "SA" or "W" grade in the academic program.
- C. There should be no repeat course for grade improvement.
- D. Transfer cases (External/Internal) shall not be considered for the medal.
- E. Depending upon the nature of misconduct or severity of the case, the Student's Disciplinary Committee may recommend cancellation of the medal.

### 5.5.2 Rector's Medal (Silver)

This award is given to the graduating participants of the following degree programs on the convocation day, as per the following criteria:

1. All undergraduate programs only
2. The graduate must have a minimum CGPA of 3.70.

3. The medal will be given to the graduates who score the second highest CGPA in each program.

**Other Conditions:**

- A. The graduate must have completed her/his degree program in the stipulated time.
- B. There should be no “F”, “SA” or “W” grade in the academic program.
- C. There should be no repeat course for grade improvement.
- D. Transfer cases (External/Internal) shall not be considered for the medal.
- E. Depending upon the nature of misconduct or severity of the case, the Student’s Disciplinary Committee may recommend cancellation of the medal.

### **5.5.3 Rector’s Academic Excellence Award**

This award is given to the graduating participants of the following degree programs on the convocation day, who achieve the highest CGPA at exit point in the respective program, as per the following criteria:

- The graduate must have obtained a minimum CGPA of 3.80 in the following programs:
  - a. All master programs (equivalent to 16-year education)
  - b. MBA (Professional) 1.5 Years / MBA (Evening) 1.5 Years
  - c. MBA (Evening) 2 Years
  - d. Executive MBA
  - e. Executive MBA (Weekend)
- The runner-up in each program having a minimum CGPA of 3.70, will be awarded a “Certificate of Excellence.”

**Conditions:**

- The graduate must have completed her/his degree program in the stipulated time.
- There should be no “F”, “SA” or “W” grade in the academic program.
- There should be no repeat course for grade improvement.
- Transfer cases (External/Internal) shall not be considered for the medal.
- Depending upon the nature of misconduct or severity of the case, the Student’s Disciplinary Committee may recommend cancellation of the medal.

### **5.5.4 Special Medal Awards**

Special Medal Awards are given to the graduates on the basis of their overall academic performance as well as potential for success in the real world, given the clarity of objectives and overall grooming as evidenced in contribution and engagement beyond academics. Special medals are awarded on the convocation day.

**Short-listing Criteria:**

A committee shortlists the top three merit contenders as per the following criteria:

<b>Eligibility Criteria</b>	<b>Shortlisting Criteria</b>
	<b>Undergraduate Programs:</b> Weightage:

All eligible participants of the Patron's Medal, Rector's Medal, and Rector's Academic Excellence Award	<p>Undergraduate (UMT)= 80%          Intermediate = 10%          Matric = 10%</p> <p><b>Master Programs:</b>          Weightage:          Master (UMT) = 65%; Graduation = 15%          Intermediate = 10%          Matric = 10%</p>
---	--

### **Selection Criteria:**

The Convocation Awards and Medal Committee interviews the top three merit contenders and then distinguish the best participant for the award.

#### **5.5.6 Rector's Award for Entrepreneurship & Innovation**

Rector's Award for Entrepreneurship and Innovation is awarded to the graduating participants in recognition of their outstanding contribution to their projects/business plans on the convocation day.

## **6 Convocation**

### **6.1 Code of Conduct**

The University of Management and Technology, Lahore holds its convocation to honor the graduating participants' commitment and dedication to academic success. Rehearsal is mandatory for all graduates.

#### **Registration fee for the Convocation shall be charged.**

Keeping in view the decorum of the ceremony, the graduates are required to observe the following rules, during the proceedings of the convocation:

- Only formal dressing is allowed on the day of rehearsal and convocation.
- All graduates should wear their gowns properly ironed, as approved by their respective schools.
- Unnecessary movements, gossips, exchange of seats shall not be tolerated inside the convocation hall.
- Graduates are expected to observe the decorum of the ceremony.
- Do not leave the arena till the closing of the entire ceremony.
- Full cooperation from graduates for maintaining discipline and sobriety during the ceremony is expected.

The participants who fail to comply with these rules may not be allowed to attend the ceremony.

## 7 Scholarships and Financial Aid Policy

Following Scholarships & Financial Aid Structure shall be effective from Fall 2024 semester.

### 7.1 Merit Scholarships for Undergraduate Studies

UMT aims at developing the human resource to contribute positively towards society. Merit-based awards are granted to bright participants who possess the best ability to achieve the excellence.

Scholarship for undergrad studies (BS Programs) on the Basis of F.A. / F.Sc. /A-Level with equivalent percentage mentioned by IBCC

**For All Schools and Institutes (Except Pharm. D, DPT, LLB and B-Arch Programs)**

Marks Percentage in Intermediate	Scholarship
<b>Position Holders</b>	100%
<b>95% and above</b>	90%
<b>90% to 94.99%</b>	80%
<b>85% to 89.99%</b>	70%
<b>80% to 84.99%</b>	50%
<b>75% to 79.99%</b>	35%
<b>70% to 74.99%</b>	25%
<b>65% to 69.99%</b>	10%

**For B. Architecture Program**

Marks Percentage in Intermediate	Scholarship
<b>Position Holders</b>	100%
<b>95% and above</b>	60%
<b>90% to 94.99%</b>	50%
<b>85% to 89.99%</b>	40%
<b>80% to 84.99%</b>	30%
<b>75% to 79.99%</b>	20%

**For DPT Program**

Marks Percentage in Intermediate	Scholarship
<b>90% and above</b>	50%

<b>85% to 89.99%</b>	40%
<b>80% to 84.99%</b>	30%
<b>75% to 79.99%</b>	20%

**Merit Scholarship on the Basis of American High School Diploma (Equivalence Required)**

<b>High School CGPA</b>	<b>Scholarship</b>
<b>3.75 to 4.00</b>	50%
<b>3.50 to 3.74</b>	30%

**Merit Scholarship for Undergraduate Studies on the basis of Diploma**

<b>Marks Percentage</b>	<b>Scholarship</b>
<b>85% or above</b>	50%
<b>80% to 84.99%</b>	25%

**Merit Scholarship for 4-Year Undergraduate Programs on the basis of BA / B.Sc. / ADP(2-years) degree programs**

**In case of CGPA**

<b>Academic CGPA</b>	<b>Financial Award on Tuition Fee</b>
<b>4.00</b>	60%
<b>3.75 to 3.99</b>	40%
<b>3.50 to 3.74</b>	20%
<b>3.25 to 3.49</b>	10%

**In case of Annual System Percentage**

<b>Percentage</b>	<b>Financial Award on Tuition Fee</b>
<b>90.00 – 100.00</b>	40%
<b>80.00 – 89.99</b>	20%

## 7.2 Non-Merit Scholarships

### 7.2.1 Alumni Scholarship Policy

This reflects the significance that UMT attaches to its alumni while upholding and promoting the core values of the University.

- 100% waiver in admission fee
- 100% waiver in admission form fee/admission kit

**Alumni Policy for Admission in 4-Year Undergraduate Programs on the basis of 2-years degree program except ADP**

Alumni with two-year degree programs (except ADP) will get 50% waiver in tuition fee if have a CGPA of 3.00 or more.

## **7.2.2 Kinship Policy**

The kin of alumni and existing participants (brother, sister, husband, wife, father, mother, son and daughter) are allowed tuition fee waiver of 20% for all kins. The kinship fee waiver shall be applicable to new candidate (kin) getting admission and it is not transferable.

## **7.2.3 Discount Policy for ILM Colleges Students applying for Undergraduate Programs**

- 100% waiver in admission fee
- 20% additional discount in tuition fee on already defined slabs. The total merit scholarship should not exceed 90%.
- 15% Tuition fee waiver for ILM Colleges students applying for undergraduate programs.

## **7.2.4 Corporate Group Discount**

30% waiver in tuition fee of each student for organizations nominating minimum three candidates. The application will be processed through Office of Corporate Linkages and Placements and Head HR of the nominating organizations. Such applications shall be considered subject to its submission by the candidates at the time of their admission.

## **7.2.5 Remote Area Scholarship**

A tuition fee waiver of up to 50%, determined on merit, is available for students from designated remote areas who have achieved at least 60% marks or a 2.50 CGPA in their previous qualification..

Award of this scholarship is subject to meeting the defined criteria, submission of the required documents along with the prescribed application form and a successful interview.

## **7.2.6 Outstanding Sportsmen and Extracurricular Scholarship**

Up to 100% waiver in tuition fee for outstanding sportsman having national color or extracurricular activities will be eligible for scholarship

## **7.2.7 Special Person (Differently-Abled) Scholarship**

All certified special students and those with learning impairment will pay maximum of 50% fee as standard.

## **7.2.8 Discount Policy for The Knowledge School (TKS)**

100% waiver in admission fee

Alumni of TKS who have done intermediate from other colleges and apply to UMT for undergraduate degrees, will get 10% additional discount.

## **7.2.9 Discount for Children of Shuhada**

50% tuition fee waiver

## **7.2.10 Discount for Children of Government Teachers (up to Scale 16)**

20% tuition fee waive

### **7.2.11 Justice A R Cornelius Scholarship**

These scholarships have been established to pay tribute to a former Chief Justice of Pakistan. These are granted to bright Pakistani nationals belonging to the minority communities.

30% waiver in tuition fee for Pakistani nationals belong to minorities with minimum 60% marks or equivalent in Intermediate or Graduation.

### **7.2.12 Khurram Murad Scholarship**

These scholarships honor a great thinker whose writings and speeches have inspired thousands of young men and women all over the world. He was a member of the ILM Board of Trustees. These scholarships are awarded to outstanding foreign participants.

- 50% waiver in tuition fee for two students in a semester, with foreign nationality and fulfill the admission requirements of UMT.

### **7.2.13 Scholarship Policy (Hz Khalid Bin Waleed R.A.) for MS Security and Strategic Studies**

50% waiver in tuition fee for students from Armed Forces / Govt. Services of Pakistan who fulfill the admission requirements of UMT

#### **In Case of CGPA**

Academic CGPA	Financial Award on Tuition Fee	Scholarship Type
<b>2.5 to 3.49</b>	Rs. 50,000/-	Hz Khalid Bin Waleed R.A.
<b>3.5 to 3.74</b>	30%	Merit
<b>3.75 to 4.00</b>	40%	Merit

#### **In Case of Annual System percentage**

Academic Percentage	Financial Award on Tuition Fee	Scholarship Type
<b>50% – 79%</b>	Rs. 50,000/-	Hz Khalid Bin Waleed R.A.
<b>80% - 89%</b>	30%	Merit
<b>90% and above</b>	40%	Merit

### **7.2.14 Scholarship for Orphans**

20% fee waiver for orphan students

This scholarship will be given to needy and deserving students after scrutiny of evidence provided by the participant and a brief interview by the committee.

#### **7.2.15 Experience-Based Scholarship**

Scholarship for MS/M.Phil. candidate with a Professional / Industrial experience with minimum 5 years:

Experience	Scholarship
<b>10 Years and Above</b>	30%
<b>7 Years and Above</b>	25%
<b>5 Years and Above</b>	20%

#### **7.2.16 Need-Based Financial Aid**

This need-based scholarship is given to needy and deserving students after scrutiny of evidence provided by the participant and a brief interview. The scholarship / fund is treated as Qarz-e-Hasna which the participant has to return in installments over three to five years after completion of the degree.

### **7.3 Rules for Scholarships and Financial Aid from Fall 2024 Semester**

#### **Criteria for Continuing Fee Waiver through Merit / Non-Merit for Fall 2024 Onward Batches**

- All kinds of discounts, waivers, scholarships and financial aids are applicable to tuition fee only.
- Admission and Library fees are not refundable in any case.

**The minimum CGPA requirement criteria to continue Fee Waiver granted through Merit Scholarships for all undergraduate programs is tabulated below:**

All Undergraduate Programs (except Pharm-D and LLB Programs)	
Scholarship %	Maintaining CGPA
<b>100%</b>	3.90
<b>90%</b>	3.80
<b>80%</b>	3.70
<b>70%</b>	3.60
<b>60%</b>	3.55
<b>50%</b>	3.50
<b>45%</b>	3.45
<b>40%</b>	3.40
<b>35%</b>	3.35

<b>30%</b>	3.30
<b>25%</b>	3.25
<b>10%</b>	3.00

**Note:**

The minimum CGPA requirement to continue fee waiver granted through non-merit scholarships for undergraduate programs is 3.00.

**Rules Governing Scholarships & Financial Aid:**

1. All kinds of discounts, waivers, scholarships and financial aid are applicable to tuition fee only
2. Admission and library fees are not refundable in any case
3. Continuation of all financial aids and scholarships, except Outstanding Sportsmen & Extracurricular Scholarships, in subsequent semesters is subject to maintenance of following CGPA criteria:

Programs	Criteria for Merit Scholarship	Criteria for Non-Merit Scholarships & FA
Bachelors (14 & 16 Years equivalent)	Minimum 2.75 CGPA required	Minimum 2.50 CGPA required
Masters (16 Years equivalent)	Minimum 2.75 CGPA required	Minimum 2.50 CGPA required
Masters/MS/MPhil (18 Years equivalent)	Minimum 3.25 CGPA required	Minimum 3.00 CGPA required
PhD	Minimum 3.50 CGPA required	Minimum 3.25 CGPA required

4. Continuation of Outstanding Sportsmen & Extracurricular Scholarships in subsequent semesters is subject to maintenance of minimum graduating CGPA requirement in respective degree program.
5. CGPA maintenance criteria for continuation of scholarships and financial aid are applicable from 1st semester onwards. SGPA in 1st semester is considered as CGPA and maintenance criteria as mentioned in above table will be applied accordingly.
6. All kinds of discounts, waivers, scholarships and financial aid shall be permanently withdrawn on the basis of fee default of two consecutive quarters.
7. It is mandatory for every scholarship or need-based financial assistance holder to finish their enrolled program in the prescribed duration of the program. No extension of award will be provided beyond the standard duration of the course/degree.
8. If a participant getting scholarship or need based financial assistance discontinues his/her studies for more than consecutive two semesters and would like to resume his/her studies later, he or she shall be treated as a new applicant for admission. All fee, awards, rights and privileges shall be considered accordingly subject to fulfillment of applicable criteria and meeting policy requirements.
9. If a participant getting financial assistance leaves the program/University, the participant is required to pay the full amount of scholarship or waiver, at the time of clearance before issuance of progress report and NOC.
10. In case of a disciplinary breach, involvement in political, unethical, activities and/or against the interest(s) of the University or its authorities shall result in withdrawal of all financial awards, discounts, and privileges whatsoever.
11. If a participant getting scholarship or financial assistance repeats a course, the participant shall be charged with the full fee of the course credit hour wise.

12. All UMT Alumni seeking further higher education at UMT will pay Rs5000 as Admission and Rs5000 as Library Fee irrespective of the grant of scholarship or financial assistance.
13. A participant may only avail one type of scholarship or financial assistance. No two financial awards or scholarships will be awarded simultaneously. If a participant is eligible for more than one award, he or she may choose one award only.
14. Information regarding Remote Area Scholarship, application requirements and selection criteria are available from the office of “Participants from Remote Areas Advisor” (PRAs Advisor)
15. Doctoral dissertation fee shall be charged. For details, please contact Office of Registrar.

## 8 General Policies

### 8.1 Participant ID Card Policy

- The University ID card identifies a participant as a current member of the UMT participants' body. Provision of all UMT facilities shall be subject to availability of UMT ID Card. Therefore, the participants are encouraged to receive their ID cards from PRS.
- It is mandatory for all participants to properly display UMT ID card while entering the premises of the University. If the participant does not possess UMT ID card, he/she shall be fined Rs. 500/- every time this happens. If someone misuses the ID card, he/she shall be fined Rs. 5000/-. In the above-mentioned cases, the participant shall be allowed to enter UMT premises upon presenting CNIC to ensure that they do not miss any classes, quizzes or exams, but they would not be allowed to make use of UMT facilities.
- The UMT ID card is non-transferable, must be carried at all times, and presented upon demand by a university official or a security guard; failure to do so may subject the participant to disciplinary action. Moreover, presenting the expired ID card to university officials, shall be considered violation of the university policy, and shall be subject to fine, disciplinary action, or both.
- Misuse of the participant's ID card for entry of an outsider in UMT will subject to disciplinary fine amounting to Rs.10,000/-.
- If the ID card expires or becomes unusable due to wear and tear, it shall be reported to PRS immediately. Similarly, lost and stolen cards must also be reported promptly to PRS. PRS shall issue a new ID card upon submission of ID issuance application and deposit slip of non-refundable ID card replacement fee payable in cash.
- The ID card found by a non-owner should be submitted to PRS as soon as possible. PRS shall send an email to collect the ID card.
- Any transfer, alteration, falsification, or forgery of a participant ID card constitutes a violation of the university policy and may result in an appropriate disciplinary action to be determined by the respective committee. In addition, fraudulent or illegal use of the campus identification card may result in criminal charges and/or civil proceedings.
- The card is void upon termination or interruption of enrollment.
- The participant is supposed to surrender the ID card upon the request of a university official or in case of breach of the university code of conduct.
- The participant must submit the participant ID card to PRS at the time of clearance.

### 8.2 Transport Card Policy

The policy is designed to ensure smooth and seamless provision of transport services to the participants of the University of Management and Technology.

- It is mandatory for all the participants 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.
- the participant will visit the Office of Treasurer to get the Transport Card after payment of Transport dues on Cash Counter. Transport Charges will be applied as per prevailing policy.
- The Transport Card is non-transferable. Only the concerned participant can use it.
- It is mandatory for all the participants using university transport facility to renew their transport cards on expiry of the existing card.
- If the card is not renewed right after expiry of exiting card, and the participant is found travelling without a valid card, a fine of Rs. 1000 per ride shall be charged.
- Any editing, falsification, or forgery of the UMT Transport Card is considered an offense and may result in severe disciplinary action.

### **8.3 Academic Discipline**

The participants are encouraged to meet faculty members during the scheduled office hours of the faculty members for the purpose of seeking guidance and counseling.

#### **8.3.1 Disciplinary System**

The UMT Disciplinary System provides procedures under which the alleged violation of the University's Code of Participant Conduct and Code of Academic Integrity and other policies, rules and regulations are investigated.

The Code of Conduct for the Participants sets forth the responsibility of all participants at the university to exhibit responsible behavior and good conduct in university premises and wherever and whenever they are representing the university.

The Code of Academic Integrity sets forth the standards of integrity, honesty and discipline that should be adhered in all academic activities.

The worthy Rector has constituted a Student Disciplinary Committee (SDC) to examine and decide, judiciously, the participants' cases of breach of discipline.

#### **8.3.2 Disciplinary Committee**

Allegations of the students' misconduct in violation of the University Standards of Conduct, will be reported to the Secretary of the Student Disciplinary Committee along with relevant witness statements, evidence, and other relevant substantial or circumstantial material related to the allegation.

The Secretary will review the initial admissibility of the case and determine whether a complaint comes under the purview of this Disciplinary Policy. He is responsible to brief the Chairman on the reported cases and convene the SDC to review the cases under the directives of the Chairman.

#### **8.3.3 Disciplinary Actions**

Strict adherence to standards is expected from UMT participants at all levels. In case of breach of discipline by any participant, the DC is authorized to take any one or more of the following actions, in the best interest of the university's image, integrity, academic discipline, and quality of education.

- Recommend expulsion cases to the Rector
- Recommend temporary suspension from program and/or course(s) to the Rector

- Recommend course repetition
- Recommend withdrawal of full or partial fee concessions
- Demand affidavit of apology
- Issue letters of warning and displeasure
- Ask for parental guarantee for improved/correct behavior
- Any other action deemed appropriate and proportional to the proved offence.

#### **8.3.4 Punishment or Penalty for Acts of Indiscipline**

Punishment or penalty for acts of indiscipline shall be proportionate to the gravity of the offence and may comprise any one or more of the following penalties/ punishments:

##### **a. Minor Punishments**

1. Warning: Notice to the offender, orally or in writing, that continuation or repetition of prohibited conduct may lead to further disciplinary action.
2. Probation: Probation for a specific period
3. Fine: Fine which may amount up to Rs. 20,000/-
4. Hostel Suspension/Permanent Removal: Expulsion from the hostel for a specified period or permanent removal from the hostels
5. Withholding of Certificate: Withholding of character certificate
6. Removal of Privileges: Deprivation from the privileges enjoyed by the participant
7. F Grade: Award of “F” grade in a course

##### **b. Major Punishments**

1. Expulsion: Expulsion from the class for a specific period with a maximum period of one semester
2. Fine: Fine which may amount up to Rs. 100,000/-
3. Exam Result: Cancellation of examination(s) result
4. Rustication: Expulsion or rustication from the institution for a specific period
5. Degree: Non-conferment of degree/transcript
6. Relegation/withdrawal from course, program or university
7. Other sanctions or a combination of above-mentioned punishments as are deemed appropriate.

**Note: In every case investigated by the Participant Disciplinary Committee, the accused participant shall be given full opportunity to present his stance and defend himself.**

#### **8.3.5 Code of Conduct for Disciplinary Hearings**

Abusing the Code of Conduct for Disciplinary Hearings include:

- 1) Failure to obey the notice from a university official to appear for a meeting or hearing as part of the participant conduct system.
- 2) Falsification, distortion or misrepresentation of information before a hearing body or designated hearing officer of the university.
- 3) Disruption or interference with the orderly conduct of a hearing proceeding
- 4) Causing a violation of the University Code of Conduct hearing to convene in bad faith.
- 5) Any actions/statements deemed inappropriate.

## **8.4 Academic Culture**

UMT management strives to provide the participant an academically congenial and culturally conducive learning environment. Hooliganism, agitation or pressure tactics shall not be tolerated. In case of any problem, the participant shall directly communicate with the concerned official or faculty member.

## **8.5 Respect of Teachers**

All participants are advised to give full respect to teachers. Any misbehavior or misconduct may lead to the cancellation of registration in that course by the teacher.

## **8.6 Eating/Drinking**

Eating and drinking by the participant in the classrooms are strictly prohibited. In case of special occasions, permission should be sought from the concerned officials.

As per directive of the Director General Food, Government of the Punjab, all types of energy drinks and beverages are prohibited inside the campus.

All individual events (birthday/ parties etc.) are strictly prohibited inside the campus premises.

## **8.7 Photography inside campus premises**

The participants having the relevant subjects will only be allowed to carry photography cameras inside the campus premises. In case of special activity, the head of the concerned department/ office will share the list of the participants authorized for subject activity.

## **8.8 Pranks**

Though it is common for the participant community to engage in humorous pranks, all participants are advised to ensure that such activities never exceed the bounds of good humor and respect for others. Such activities must never infringe on a student's rights or academic/ social culture, inflict physical or psychological pain, causes personal humiliation or damage to campus or personal property. Any action that gives rise to such consequences will be subject to disciplinary action/ fine.

## **8.9 Abuse, Assault, Threatening Behavior**

Abuse, assault and threatening behavior includes intentional or reckless acts endangering, threatening or causing physical or mental harm to any person, including the perpetrator, on the University premises or at university-sponsored activities, or intentionally causing reasonable apprehension of such harm including, but not limited to abusive language and/or physical or verbal intimidation, harassment, coercion, and all such acts are strictly prohibited.

## **8.10 Firearms, Explosives and Other Weapons**

On UMT Campuses, there is a total ban on illegal or unauthorized use, possession, or storage of firearms, explosives (including, but not limited to fireworks), other weapons, dangerous and toxic chemicals (except for those used in laboratories under the supervision of designated UMT official), whether or not the possessor is duly licensed to hold that firearm or chemicals.

## **8.11 Alcohol/Drugs/Intoxicants**

- The University of Management and Technology prohibits the unlawful manufacture, distribution, dispensation, sale, possession or use of alcohol or any drug by any of its participant on its premises or as part of any of its activities.
- In case of recovery of drugs from any of the participant, strict disciplinary action shall be taken to ensure compliance with this policy in the future, which can range from heavy fines, suspension or even rustication/termination.
- If necessary, a criminal action shall be taken according to the National law.
- Smoking is strictly prohibited at all times in UMT campus, hostels and shuttle buses and violation of this policy is subject to fine of up to Rs.20,000/- Additionally, the possession of cigarettes or vapes on campus or in hostels (including in bags or rooms) will incur a fine of Rs. 10,000/-.
- Display of cigarette packs, cigarettes and lighters is strictly prohibited, as it gives motivation and encouragement to others as well.
- The sale of tobacco is banned on the university premises.
- Payment of this fine shall be in cash. In case of non-payment, an additional charge of Rs. 200/- shall be added to the principal amount every day.
- All participants shall be made aware of the policy during orientation.
- Visitors not adhering to the policy shall be asked to comply or leave the premises.

## **8.12 Violation of Disciplinary Sanction**

It means knowingly violating terms of any disciplinary sanction imposed in accordance with UMT Statutes, rules and regulations.

## **8.13 Inappropriate or Indecent Behavior**

Indecent and Inappropriate behavior is prohibited on the campus and at any university-sponsored events and activities. Indecent and inappropriate behavior includes defying the norms of social, religious and cultural decency by a participant or a group of participants.

Indecent and inappropriate behavior may also include the following:

- Damage to the university fixtures/furniture, scribbling/carving on desks, wall chalking, misuse of lab/university equipment, etc.
- Use of mobile phones in classrooms, examination halls, labs and library, thus disrupting the calm of these places.
- Engaging in disorderly or indecent conduct, breach or attempt to breach peace or aiding, abetting, or procuring another person to breach peace on the university premises or at any university-sponsored functions/activities. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on the university premises without his or her prior knowledge and approval.

## **8.14 Provoking Others to Misconduct**

Intentionally using words or actions to incite or encourage others to violent or retaliatory behavior or other acts of misconduct.

## **8.15 Non-Compliance with Official Direction**

Failure to comply with reasonable direction of university officials acting in performance of their duties.

## **8.16 Violation of University Regulations and Policies**

Violating the university regulations or policies including amendments and additions adopted since the date of publication.

## **8.17 Theft**

Theft or attempted theft of property or services on the university premises or at any university-sponsored activities.

## **8.18 Furnishing False Information, Forgery or Unauthorized Use of Documents**

Intentionally furnishing false information to the university and its officials or misusing affiliation with the university to gain access to outside agency/services or using false information or university resources adversely affect the reputation of the university. Forgery, unauthorized alteration, or unauthorized use of any university document or electronic transmission, or instrument of identification, or academic and non-academic records, signatures, seals, or stamps thereof.

## **8.19 Unauthorized Access to Facilities**

Unauthorized access or entry to or use of any university facilities and equipment. Unauthorized possession, duplication or use of keys to university premises, offices facilities or equipment or unauthorized entry to or use of university premises, offices.

## **8.20 Animals**

Bringing any animal into any university building with the exception of animals used for authorized laboratory purposes or animals being used for security purpose for which express permission has been granted or emotional support animals or use service animals for the disabled.

## **8.21 Demonstrations**

Demonstration is exceeding the bounds of free assembly and demonstrations engaging in unlawful acts that cause or imminently threaten injury to person or property, infringes on the rights of other members of the University community leading to or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

## **8.22 Political Activities**

Unauthorized use of any university facilities or equipment for political activities.

## **8.23 Gambling**

Unauthorized and/or illegal exchange of money or services as a result of an organized or unorganized game or competition.

## **8.24 Off Campus Conduct**

As representatives of the university, the participants are expected to conduct themselves off-campus in a manner that does not adversely affect the interests and image of the university.

## **8.25 Environmental policy**

The Environmental Policy aims to express the university's commitment to environmental protection to provide instruments for implementation of the policy and to enhance quality of participant experience at the university. The university shall implement and promote initiatives to decrease the university's use of non-renewable resources, including fuel, paper, water, etc.; decrease waste generated by the university and planting of plants.

- The university shall adopt a full-time, zero tolerance policy for littering violations, and shall encourage everyone on campus to participate in the "Zero Tolerance for Litter" initiative.
  - a. The participants are expected to not to deface, damage and vandalize the university buildings and fixtures, such as graffiti, putting feet on walls writing or carving on furniture walls and washrooms, etc.
  - b. Discourage people to harms plants, including but not limited to plucking flowers and leaves.
  - c. Send a courtesy letter to people whose trash is identifiable.
  - d. Take necessary action against litterers.
  - e. Sitting on planters, cross over the floral beds, plucking of flowers, damage to plants and pots is strictly prohibited.
  - f. The participants are not allowed to visit lawns and ground during irrigation
  - g. Do not move in central lawn in front of main building, always use walkway.
  - h. Disposable cups, glass and wrappers, etc. should be trashed in bins.
- Enforce litter control with existing and new programs.
- The aforementioned policies shall be vigorously enforced through:
  - a. Reporting participant violators to the Office of Campus Management
  - b. Reporting employee violators to the OHR or an immediate supervisor

# **9 Code of Conduct**

## **9.1 Greetings**

The participants are advised to adopt the habit of greeting others, using culturally accepted methods. This is an important aspect of civilian etiquette and obligation that the university would like to promote.

## **9.2 Safe Driving**

The participants are required to avoid reckless driving on the campus and abide by the laid down speed limits and sign postings to avoid penalties. Over speeding and dangerous driving on the campus shall result in initiation of disciplinary action against the concerned participant.

## **9.3 Good Conduct**

The participants are required to observe the following guidelines in their interactions at the campus and university-sponsored events/activities:

- Adhere to UMT rules, regulations and disciplinary standards.

- Regularly read, understand and comply with all notices displayed on the notice board and in case of query, seek clarification from the relevant department/office.
- Meet all deadlines mentioned in any notice(s) displayed from time to time or given by the university officials.
- Ask for explanation and seek clarification of what has been communicated in writing only from the issuing authority and not to assume or conclude anything from a procedure, rule or regulation.
- Contact and convey to chairpersons or Deans any grievance or vital suggestion for necessary action and appropriate measures.
- Attend all courses of instruction as per their respective program requirements and undertake all sessional work and examinations in true spirit.
- Inform the Office of the Registrar regarding any change in their addresses and contacts to ensure smooth and instant delivery of necessary messages, reports, etc.
- Protect and safeguard personal belongings, books and other items at all times. In case of loss, UMT shall not be responsible for any loss or damage.
- Keep UMT campus clean. Littering trash is highly undesirable and environmentally unfriendly.

## 9.4 Gender Mixing

- The participant is strictly reminded to follow the accepted social and cultural norms of the society regarding gender relations. The participant engaged in sexual harassment and obscene behavior (as per social norms) shall face strict disciplinary action.
- Inappropriate physical contact between male and female will be subject to fine, suspension and possible expulsion for each participant.

### a. Minor Physical Contact:

In case of minor physical contact between male and female (occurred unintentionally) while having some fun or playing (maintaining distance) may be considered as Minor Physical Contact. Such cases may be closed at OSSV after necessary counseling/verbal warning.

### b. Physical Contact

The participants are advised to maintain proper distance (between male and female) while at the campus and avoid any physical contact which defies the norms of social and culture values. Touching body parts (such as face/cheeks, thighs or any other part) is not tolerable. Under no circumstances, the participants are allowed to involve in any kind of physical contact. Penalty for such act shall be according to the gravity of the case and may comprise of any one or more of the following:

- Counseling
- Community Service
- Warning: Warning in writing to offenders
- Fine: Fine which may amount up to Rs.20,000/-
- Holding the Degree/Certificate: Holding the degree/certificate for a specific time period

- Removal of Privileges/Scholarship: Deprivation from the privileges enjoyed by the participants

#### **c. Immoral/Unethical Conduct**

An act of physical contact which leads to sexual conduct/activity of any gravity within the campus premises, will be considered as major offense. Punishment for such misconduct shall be according to the nature of the case, comprising one or more of the following:

- Counseling
- Community Service
- Warning: Warning in writing to offenders
- Fine: Fine which may amount up to Rs. 100,000/-
- Holding the degree/certificate: Holding the degree/certificate for a specific time period
- Suspension: Suspension from the class /university for a specific period up to one semester
- Rustication: Expulsion or rustication from the university
- Removal of privileges/scholarship: Deprivation from the privileges enjoyed by the participant

#### **d. Policy for Alumni**

Alumni who violate the above code of conduct, will be subject to punishment as follows:

- Warning
- Cancellation of membership
- Restriction to enter the premises
- Ban the admission in any program at UMT

#### **e. Policy for Outsider**

Outsider/visitor found involved in such activity will be punished as under:

- Hold/ban the admission in any program
- Restriction to enter the premises
- Referring the case to local police (if needed)

### **9.5 Harassment**

It covers the following:

- Sexual harassment is prohibited and is constituted as a punishable offence.
- Sexual harassment is demeaning to human dignity and is unacceptable in a healthy work environment and sexual harassment of any participant shall not be tolerated.
- Reprisals and threats against any person who makes use of this policy or participates in proceedings held under its jurisdiction to hold the participant accountable for prohibited acts, is prohibited. Any individual or body found to make such reprisals or threats shall be subject to disciplinary action, and appropriate legal action.
- The intention of this policy and its procedures is to prevent sexual harassment from taking place, and where necessary to act upon complaints of sexual harassment promptly, fairly, judiciously and with due regard to confidentiality for all parties concerned.
- All actions categorized as sexual harassment when done physically or verbally would also be considered as sexual harassment when done using electronic media such as computers, mobiles, internet, e-mails etc.

## **9.6 Enforcement of Code of Conduct**

Matters falling under breach of the university Code of Conduct, rules and regulations would be referred to the relevant UMT authorities authorized to investigate such matters. Parents/guardians of those participants subject to such investigation shall be informed. The participant who are charged with violations of this code are subject to disciplinary action in accordance with UMT rules/regulations/statutes.

## **9.7 Accountability for Guests**

The participant may be held accountable for acts of misconduct of their guests while on the university premises or at university-sponsored activities

## **9.8 Dress Code Policy**

“The way you dress and the way you present yourself are what define you as a person. This is all part of becoming a leader and being able to make others think of you as someone they can trust and respect.”

### **9.8.1 Benefits of a Decent Dress Code**

- Builds Confidence
- Reflects Personality
- Gives a Sense of Achievement

### **9.8.2 Dressing Guidelines**

- Well-fitted, clean and properly ironed dress
- Clothes that expose any part of your body are not permitted
- Clean and polished shoes (no flip-flops)
- Properly buttoned-up shirt
- No shorts, sleeveless or ripped clothing
- Long sleeve shirts to more professional
- Keeping jewelry and accessories to minimum
- Avoid excessive makeup

### **9.8.3 Student Hygiene and Grooming Tips**

- Bath/shower regularly
- Take care of your oral hygiene (brush at least twice a day)
- Properly tied and combed hair

- Trimmed nails
- Use of a nice deodorant (especially in summers)
- Change your clothes and socks daily

#### 9.8.4 Requirements for Boys/Men

- Decent shirts that may or may not have collars
- Neat and clean pants
- If wearing a shalwar kameez it must be properly ironed
- Jeans worn must not have holes, rips, or be revealing
- Pajamas, house shoes, or other nightwear are not permitted
- Proper undergarments must be worn with all clothing
- Pants should be worn at waist level and loose pants must be worn with a belt.



#### 9.8.5 Requirements for Girls/Women

- Traditional shalwar kameez and dupatta
- Jeans with kurta/shirt
- Light jewelry like nose pins, ear studs and rings on fingers
- Sleeveless shirts, see-through clothing, heavy makeup and jewelry are prohibited on the campus
- Neat and tidy head coverings
- Dresses should be of modest length
- Hair should be neatly tied or properly brushed/straightened if left open
- Makeup should be at minimal



#### 9.8.6 UMT Policy for Student Dress Code

The participants are required to dress in culturally and socially accepted clothes.

##### For Males:

Do not wear tight or see-through dresses, shorts, sleeveless shirts and clothes, shabby or torn clothing, jogging or exercise clothing during classes, untidy, gaudy or immodest dress in classrooms, cafeteria and university offices, or unprofessional attire in formal programs and interviews.

#### **For Females:**

Do not wear tight or see-through dresses, shorts, sleeveless shirts and clothes, shabby or torn clothing, jogging or exercise clothing during classes, untidy or immodest dress in classrooms, cafeteria and university offices, or unprofessional attire in formal programs and interviews

The participants are advised not to wear expensive accessories. If they do so, they shall do so at their own risk.

## **10 Hostel**

UMT Hostels with a capacity to house 700 boarders, 250 boys and 450 girls, are situated at LDA Avenue, Iqbal Avenue and Wapda Town, Lahore.

Rooms are available on double, triple and quad occupancy on first come first served basis. However, single occupancy may also be provided subject to availability and terms & conditions.

All rooms are provided with necessary furnishings.

### **10.1 Dining and Laundry Services**

Dining and laundry services are provided by contractors. The participants may avail these services on the basis of monthly payment. The participants are required to pay their dining and laundry bills regularly to the respective contractors directly. In case they do not pay their monthly bills on time, their names shall be reported to PRS for necessary recovery action.

(For detailed information about hostel, contact the concerned Hostel Supervisor or Manager Housing)

### **10.2 Payment of Hostel Dues**

Hostel rent for six months, admission fee and security (refundable) shall be paid in advance to the accounts department to get accommodation at UMT Hostels. Thereafter, only rent shall be paid on six months basis.

### **10.3 Transportation Facilities**

The university has a fleet of buses that are used for transporting the participants from hostel to campus according to the schedule provided by Office of Transportation.

## **11 Cafeteria**

Contracted canteen facilities are provided at UMT campus and hostels where snacks and meals can be purchased on cash payment.

## **12 Parking (outside campus)**

- a) OSSV reserves the right of admission in the parking.
- b) OSSV will administer the safe and secure parking facility to the UMT family.
- c) The students will lock their vehicle properly; in case of loss, OSSV will not be responsible.
- d) Security staff can check any car anytime.
- e) Any kind of fight/immoral/unethical activity is strictly prohibited in a car / parking area, otherwise strict action will be taken.
- f) Rash driving is prohibited.
- g) It is mandatory to take a token from security staff while entering the parking.
- h) Do not argue/misbehave with security staff at the time of duty.
- i) Tinted glass is not allowed.
- j) OSSV will not be responsible for any liability of damages. OSSV will only be responsible for the smooth and safe entry/exit of vehicles.
- k) The parking facility is only available during the campus hours (i.e., 07:00am to 09:30pm). Parking before and after official timings shall not be allowed.
- l) The parking area will be monitored by security staff with the help of additional support staff.
- m) In case of loss of parking token, the individual will have to provide the vehicle's documents along with their own identity. A fine amounting to Rs. 1000/- will be charged in case of lost car parking token and fine amounting to Rs. 500/- will be charged in case of lost bike parking token.
- n) The parking facility is only available during the campus hours. Overnight parking is not allowed. A fine amounting to Rs. 200/- per hour will be imposed in case a car is left in the parking area for overnight parking and fine amounting to Rs. 100/- per hour will be imposed in case a bike is left in the parking area for overnight parking.

## 13 Extra/Co-Curricular Activities

Sports athletics and other recreational activities provide an enriched academic environment. At UMT, we encourage the participants to actively take part in these activities by joining the following clubs and societies:

### 13.1 Extra-Curricular Clubs

UMT Literary Society	UMT Film Making Club	Pakistan Forum
UMT Photography Club	UMT Drama Club	Cine Circle
UMT Blood Donor Society	UMT Navigator's Club	UMT Adventure Club
UMT Character Building Society	UMT Entertainment Club	UMT Calligraphy Club
UMT Environmental Protection Society	UMT Physiotherapist Club	UMT Gaming Zone
UMT Painting and Sketching Club	UMT Model United Nations	UMT Active Minds Club
UMT Event Management Specialist Team	UMT Islamic Society	UMT Robotech Society
UMT English Speaking Union	UMT 3D Street Art Club	UMT Media Club
UMT Overseas Participant Club	UMT Entrepreneurs Society	UMT Pet Lovers Club
UMT Social Welfare Society	UMT Engineering Society	UMT Quizzical Society
UMT Computer Science Society	UMT Debating Club	UMT Scholastic Society
UMT Rovers Crew	UMT Nutritionist Club	UMT Talks Club
IQBALIAN	UMT Ushers Club	Marshals
UMTECH	UMT OPERA House	UMT Archie
Toastmasters	UMT Theatre	UMT Mime
UMT Comedy Club	UMT Girl's Club	

## 13.2 Sports Clubs

Athletics Club	Cricket Club	Rowing Club	Netball Club
Baseball Club	Chess Club	Yoga Club	Throwball Club
Hockey Club	Football Club	Basketball Club	Archery Club
Rugby Club	Health & Wellness Club	Shape Up-Fitness Club	Kabbadi Club
Badminton Club	Table Tennis Club	Boxing Club	Tug of war Club
Martial Arts Club	Tennis Club	Wushu Club	Squash Club
Rifle Shooting Club	Volleyball Club	Karate Club	Gymnastic Club
Boot Camps	Golf Club	Wrestling Club	Weightlifting Club
Judo Club	Taekwondo Club	Cycling Club	Swimming Club
Bodybuilding Club	Fencing Club	Handball Club	Ski Club

Associating with the Office of Participant Affairs (OPA), we transform the participants and put them on the path to become global leaders of change. We also encourage the participants to use their talent and skills in extracurricular activities like recreational and athletic. We also offer scholarships to qualified students on merit.

Co-curricular activities are organized by the respective Schools.

## 13.3 Trips and Tours

### 13.3.1 Educational Field Trips

Field trips provide excellent opportunities to enhance and reinforce knowledge gained in the classroom and laboratory. When planning such field trips, the following requirements must be met:

- All field trips must be approved by the concerned department Chairperson, prior to scheduling. The department must be advised, in writing, of the date, time, place and purpose of each field trip. Courses complemented (if any), must be recorded.
- The maximum duration of the field trip would be half a day. Field trips requiring more time shall be planned separately for boys and girls.
- At least one faculty member must accompany a field trip. In case of an all-girls field trip, one female faculty member must accompany the trip.
- The department Chairperson shall keep a file of all documents related to the field trip for a period of three years.

### 13.3.2 Recreational Trips

Combined girls' and boys' trips of any duration, for recreational purposes, are prohibited. However, separate all-girls trips and all-boys trips may be arranged through approval from the Chairperson of the department. At least two faculty members shall accompany any planned recreational trip. An all-girls trip must be accompanied by at least one female faculty member.

## 13.4 Advertisement Policy

The policy is designed to establish rules and regulations that govern advertisements and publicity acts, in the form of posters, signs, flyers, banners, etc. in the University of Management and Technology. Such advertisements and publicity acts shall be permitted to the participants subject to prior approval from the Head of the ‘Office of Campus Management and Services.’,

- All such items must be restricted to advertisement points as designated by the ‘Office of Campus Management and Services’, and affixed in such a way so as not to damage the wall, or surface to which they are affixed.
- Upon approval from Head ‘Office of Campus Management and Services’ and consent of that department’s Chairperson/Office Head, such items may be affixed within an Academic Department or Support Office. In this situation, the Department Chairperson or Office Head assumes the responsibility for any damages that may occur thereafter.
- All departments, clubs, groups and/or individuals responsible for the affixation of such items are also responsible for ensuring their removal, and the removal of all items used in affixing those postings/items. Damage resulting from the removal of improperly affixed such items shall be repaired at the expense of the party responsible for the placement of such items.
- The content of such items must not promote any political, religious, racial or cultural hatred. Content of such items must not promote and/or encourage the use of tobacco or other illegal and recreational drugs.
- If any party or individual feels any concerns regarding the contents of any such /item, the ‘Office of Campus Management and Services’ should be contacted for further guidance.
- The ‘Office of Campus Management and Services’ and security personnel reserve the right to refuse to display such items or remove any such items that do not comply with this policy, or any applicable university policy. Moreover, the Head ‘Office of Campus Management and Services’ is also authorized to take any disciplinary action in case of non-compliance with this policy.

## 14 Sports Rules and Regulations

All individuals and teams involved in sports are expected to show sportsmanship, respect, consideration and appreciation towards their opponents, team-mates, officials and University staff at all times.

- a. Under no circumstances should a player or sportsperson react in a violent manner, nor use any form of foul or abusive language, whether it is directed at a member of the staff, match official, opponent, playing colleague, team official or spectator.
- b. Individuals signing the player registration form agree to abide by this code of conduct and shall accept that any deviation from these rules shall result in disciplinary action by the University.
- c. Persons under the influence of drugs are not permitted to participate in sports activities at the University and as such the defaulters shall be liable to disciplinary action by UMT.
- d. Note, please remember that no referee, umpire or official is perfect. You may not agree with every decision that is made and, just like players; the umpires and sports officials too may make mistakes.

## 15 Information Processing Center (IPC)

Information Processing Center (IPC) is intended to provide ultra-modern computing facilities. IPC facilitates more than 25,000 participants and serves 2500-3000 participants daily. Our standards meet the international

requirements of highly advanced IT equipment and services. The participants of the university are being served with latest IT facilities, in an ideal working environment by a highly skilled & professional team. IPC is equipped with the latest 1600+ computer resources including 700+ i7, 400+ i5 and Apple Mac which comprises; 2 General Computing Centers with 400+ PCs, 16 computer-based classrooms with 50 PCs each and a separate project lab, HEC-Scholars, Graduate Lab and DLD Lab, Robotics Lab, LRC Research Lab, DRC Lab and SLP Lab with required software and printing services.

The participants of the University are provided with the latest IT facilities and support. These services include:

## **15.1 Login Accounts**

Each participant is issued a unique login ID to avail domain, email and help desk facilities. Login accounts are necessary to access domain resources, secure data storage, email correspondence and online access of results, registration and the participant's account history.

## **15.2 Internet Access**

The participants are facilitated with high-speed unlimited internet access of 400Mbps CIR Internet Bandwidth.

## **15.3 Access to HEC Digital Resources**

The participants can access digital resources managed and provided by Higher Education Commission (HEC) via UMT webs at IPC as HEC allows access to these resources in their recognized institutions.

## **15.4 300MB Secure Data Storage**

300MB Secure Data Storage have been allocated per participant for their assignments, projects, and other research work. The participants can access this data from any networked computer. The data backup is scheduled by the Lab Administration on regular basis.

## **15.5 Low-Cost Laser Printing**

IPC supervises the latest printing facilities including 4 heavy duty HP 9050 Laser Printers having the capability of 50ppm (pages per minute) and automatic two-sided printing (duplex printing) with 100-sheet multipurpose tray.

## **15.6 Wi-Fi (Wireless Connectivity)**

The IPC team facilitates the participants for wireless connectivity (Wi-Fi) which they can use across the campus. The participants can avail the wireless facility on their laptops and I-phones using their login credentials.

The participants from all schools and institutes of the university are served with the latest operating systems and technologies like Windows 10 enterprise, (Mac OS) and Open-Source Linux OS. A vast line of softwares for development, documentation, designing, engineering, accounting, research and security, are installed and properly configured in all systems.

## **15.7 Software Applications and Development tools**

IPC facilitates all types of software recommended by resource persons. These softwares include graphics, web development tools, programming languages, office application, databases, documentation, project management, accounting and other advanced software.

## 15.8 IPC Rules and Policies

The Information Processing Center (IPC) users are expected to behave in a responsible and courteous manner and observe the following rules while using IPC Computer Center.

- For entry to IPC Computer Center, possession of ID card by each participant is mandatory.
- IPC users must log into their own accounts. Account login/password sharing is strictly prohibited. The participants are expected to protect their login password and follow the university privacy.
- IPC users must log out after finishing their work.
- Unauthorized visitors are not allowed.
- One person per workstation is allowed.
- NETSEND utility/command is not allowed in computer lab.
- Mishandling of Internet: Access to pornographic material and material banned in Pakistan, playing games and watching videos for recreational purposes is not allowed in IPC.
- Food or drink is not allowed in IPC at any time.
- Smoking is not permitted in IPC.
- Disruptive behavior such as loud talking and using mobile phones is not allowed in IPC.
- Any participant found responsible for causing damage to the IPC equipment shall be liable for such damages.
- The participants are not allowed to reboot, turn off or move any workstation, PC or any other devices. The participants are not allowed to download/install any software on any IPC computer. Only IPC operators and technical support personnel are authorized to carry out these tasks.
- Everyone including participants and staff are informed that no personal devices can be brought in or taken out of IPC. You should get a gate pass for it.

Personal systems (laptops) and headphones are not permitted in IPC. Only final project presentation systems are allowed in IPC. The violation of any above-mentioned rules may incur a fine up to Rs. 5000/-.

## 15.9 Web Browsing Policy

### 15.9.1 Purpose

UMT encourages its community (faculty, participant, and staff) to use the Web as a useful repository of information, and an effective medium of communication and learning. The purpose of this section is to make members of our community aware of the type of unacceptable Web related activities and of the repercussions of not following this policy.

## **15.9.2 Policy**

The UMT community should use the Web for work-related activities only because any other activity on the Web adversely affects the academic use of the Internet bandwidth. Whereas, some non-academic activities, such as browsing of web-based daily newspapers is understandable, it should be kept to minimum. The following e-activities are not permitted on campus:

- Downloading or streaming movies
- Downloading or streaming music
- Online trading of shares in local or international financial markets (stock exchanges)
- Excessive browsing of sports websites, in particular those whose content is updated periodically (e.g., cricinfo.com)

Browsing sites with pornographic, obscene material, or browsing banned sites (in Pakistan) or downloading pornographic material.

UMT maintains a log of all internet activity done through the use of university IT resources. This log contains relevant information about a Web activity, including user name, computer used (IP address of the machine), date and time of activity, duration of activity, and URL (Universal Resource Locator or Web address) of the web page browsed.

## **15.9.3 Penalty for Abuse**

The University expects a high degree of responsibility on part of the users of this facility. Violation of this policy may lead to disciplinary action including expulsion from the University. Note that it is the responsibility of a user to protect his/ her password and not share it with others. A user shall be held responsible for any activity done with his/ her username.

## **15.9.4 Unauthorized Use of Computer or Electronic Communication Devices**

Theft or other abuse of computer facilities and resources including but not limited to:

- 1) Unauthorized access to a file with the intention of using, reading or changing the contents, or for any other purposes
- 2) Unauthorized transfer of a file
- 3) Use of another individual's identification and/or password
- 4) Interference in the work of another participant, faculty member or University official.
- 5) Sending obscene abusive or threatening messages
- 6) Transmission of computer viruses.
- 7) Interfering with normal operation of the University computing system
- 8) Unauthorized duplication of software or other violation of copyright laws
- 9) Unauthorized access to or unauthorized, mischievous or malicious use of university computer equipment or networks or electronic communication devices, or the use of such equipment or devices to gain unauthorized access to and/or use of, off-campus computer equipment.

## **15.10 Participant Moodle Account**

UMT-LMS (Moodle) is an Open-Source Course Management System (CMS), also known as a Learning Management System (LMS) or a Virtual Learning Environment (VLE). All participants and Faculty members shall have access to Moodle and are expected to utilize it.

If you are facing any problem using Moodle, please email at [lms.support@umt.edu.pk](mailto:lms.support@umt.edu.pk)

## **16 Learning Resource Center (LRC)**

UMT supports its academic programs and research initiatives through a fully automated library, on-site collections and a variety of online services. The UMT library is an indispensable source of information and is one of the finest working libraries in Pakistan. The number of corporate clients and alumni who continue to use its services on regular basis testifies the quality of the UMT library. Experienced library professionals and staff always assist the users with the library's comprehensive information and research materials. The integrated library system facilitates lending, reference and information services and also offers a comprehensive service portfolio for the participants, faculty and researchers. Library services are supported through a dedicated line, which provides the participants to access to periodicals, databases, online searching and browsing.

### **16.1 Information and Orientation Sessions**

Regular library orientation sessions are held to enhance information-handling skills of the library users and also to increase the effectiveness of research.

### **16.2 Timing and Access**

Except for the designated official holidays, the library is open Seven days a week from 0800 hrs. to 2100 hrs. (1000 hrs. to 1700 hrs. on Sundays) for the participants with valid UMT Identification Card.

### **16.3 General Rules**

Library participants are expected to observe the following rules while using the library facilities. Any violation may incur disciplinary action.

- i. Leave your personal belongings (bags, briefcases, handbags etc.) at the library entrance.
- ii. Take care of your belongings as library disclaims any responsibility for loss or damage.
- iii. Keep your cell phones on silent mode/switch off within the library premises.
- iv. To make the library environment more conducive for reading and research, gossiping, cell phone calls, sleeping, eating, drinking, smoking, chatting, and disturbing the order of library furniture is strictly prohibited.
- v. Submit library material(s) for inspection, if requested.
- vi. Underlining, marking, folding and tearing pages of library materials are prohibited.
- vii. Leave the library materials on tables after consulting/reading.
- viii. Observe IPC rules while using the library computing facilities.
- ix. Library membership could be suspended or canceled along with a penalty in the following cases:
  - Non-payment of library fine(s)
  - Theft of library material(s)
  - Non-payment of damage fine
  - Non-returning of the temporary issued material within due time
  - Any kind of disturbance in library
  - Misconduct with the library staff
  - Breaching of established library rules and norms

## 16.4 Borrowing Rules

All registered members with valid UMT ID are entitled to borrow library materials. The borrowing privileges may differ depending upon the membership category. The borrowing privileges for different membership categories are:

Category	Borrowing Privileges	Time Period
Undergraduates (BS, BBA, B Com, DPT, LLB)	4	14 days
Graduates (MBA, MA, M Com, LLM)	6	14 days

- A valid UMT identification card is necessary to borrow library materials.
- Books borrowed by any individual can be reserved.
- Reserved books may be collected within 3 days from the circulation desk.
- Book(s) borrowed by any individual can be renewed for a period of 14 days as long as the same is not reserved by another patron.
- Non-circulating materials such as reference books, CD-ROMs, annual reports, journals and newspapers, audio/video materials, text books, and research projects cannot be borrowed.
- Non-circulating materials can only be used within the library.
- Any borrowed library materials is subject to recall as and when needed by the library.
- If the participants misplace any library material, they should immediately report the incident to the circulation desk to avoid overdue fines.

## 16.5 Library Fines

Certain fines are charged for overdue (not returned on time) library materials. This is an effort to provide the participants an equal opportunity to make use of library materials and to maximize sharing of library collections.

- i. Overdue fine is charged from the first overdue date/day.
- ii. Overdue fine on general books will be PKR 10 per book per day.
- iii. Overdue fine on temporarily issued materials will be PKR 50 per hour.
- iv. Loss of library materials will be charged three times the current price OR replacement of the material(s) with PKR 100 additional as processing charges.
- v. PKR 5000 in addition to the current price will be charged in case of stealing library materials.
- vi. In case of any disciplinary violations PKR 200 will be charged on the first violation and PKR 500 on the second violation. In case of repeated violations, the issue may be referred to the concerned disciplinary committee.

## 17 Participant Grievance Procedure

**Purpose:** The Participant Grievance Procedure is available to any UMT participant(s) who seeks to resolve any grievance involving an alleged violation directly affecting that participant, by any member of the University community while acting in an official capacity (e.g., faculty member, administrator, staff member), of any of the written policies of the University or the school in which the participant is enrolled.

### Phase One: Attempt to Resolve the Matter Through Informal Resolution:

- 1. Direct Discussion:** The participant wishing to grieve an alleged violation of the University policies shall first contact within twenty (20) working days of any occurrence giving rise to the grievance or the time they could reasonably have learned of such occurrences, the person responsible for the matter being grieved (the respondent) and attempt to resolve the grievance informally.
- 2. Informal Mediation:** At the request of the grievant or respondent, the concerned Chairperson or Dean/Director shall arrange a meeting of the parties, attend such meeting(s), and attempt to aid in the resolution of the grievance.
- 3. Advisement:** The participant uncertain about how to proceed may consult their Advisors who shall identify the appropriate person.

## **Phase Two: Formal Review**

(If the matter is not resolved in Step One)

**Filing of a Written Complaint:** If the grievance is not resolved informally within fifteen (15) working days after the grievant contacted directly the appropriate person to attempt an informal resolution, the participant may obtain a review by submitting a written complaint to the Office of the Rector, the Office of the Registrar and the respondent. The letter must be sent within twenty (20) working days of the first direct contact that the grievant had with the respondent (person he/she felt to be responsible for the situation). In his/her letter of complaint, the grievant must include the following:

1. The specific written University policy that allegedly has been violated
2. A description of the facts and evidence supporting the alleged violation
3. A description of the redress that the grievant seeks

## **Appointment of the Ombudsman and the Dispute Resolution Board:**

The Board shall be convened by the Rector in conjunction with the Registrar and shall be chaired by the Ombudsman (appointed by the Rector). The Board shall include the Dean or Director of the concerned school or institution, Chairperson of the Department which offers the program the participant is enrolled in, the participant(s) faculty advisor(s), Head OHCM and one other faculty member as appointed by the Rector.

The Dispute Resolution Board shall:

1. Meet with the complainant
2. Meet with other persons as he or she shall deem appropriate for the purpose of ascertaining the facts and attempting to resolve the complaint.
3. Render a written report on the merits of the matter to the grievant, the respondent, and the Rector.

## **Phase Three:**

**Decision by the Rector:** Based on the written report by the Dispute Resolution Board, the Rector shall take appropriate action concerning the dispute.

## **Notice of Non-Discrimination**

UMT is committed to providing a working, learning and living environment free from discrimination and harassment and to fostering a nurturing and vibrant community founded upon the fundamental dignity and worth of its members.

## **Disability Services**

Disability Services facilitate equal access for the participants with disabilities by coordinating accommodations and support services, cultivating a campus culture that is sensitive and responsive to the needs of participant. Participant seeking accommodations or support services from Disability Services are required to register with the office of Campus Management (South side main building).

### **TA/RA Code of Conduct:**

The participant appointed as Teacher Assistant (TA) or Research Assistant (RA) should act in an ethical and a professional manner. They should not abuse their position and indulge in unfair activities by any means. TA/RAs should:

- Mark and grade with consistent and transparent standards
- Respond to emails in a timely manner and keep copies of communication
- Be aware of ethics of behaviour outside the classroom
- Give constructive criticism on sensitive matters or to sensitive participants professionally
- Ensure discussion groups are inclusive
- Show up to all lectures and take notes, if appropriate
- Maintain professional distance
- Respect confidentiality of the participants
- Have integrity
- Respect diversity
- Treat participants with respect
- Acknowledge boundaries

Be fair, equitable, and must not practice favouritism

## **18 Relationship between Participant and Faculty/Staff:**

The University considers that close, intimate and/or exclusive relationship between faculty/staff and the participants whom they teach, assess or are otherwise responsible for, raise serious questions of conflict of interest, trust and confidence and dependency in working relationships and of equal treatment in teaching, learning, selection, assessment and research. There is a danger that such relationships exploit the relationship of authority and trust that is inherent in the relationship between members of staff and the participant. Amorous relationships and relationships which demonstrate disrespect for others or lack of professionalism in interpersonal conduct between faculty/staff members and the participant are strictly prohibited. Although, there is inevitably a subjective element in witnessing or experiencing such behaviours, certain actions are clearly inappropriate and shall not be tolerated by the university. These include, but are not limited to, the following:

- unwanted physical contact (e.g., hitting, slapping, kicking, pushing) or the threat of the same;
- after-hours meetings in office, inviting participant(s) to office without any academic reasons;
- exchange of personal information, such as phone numbers, pictures, personal email IDs;
- be-friending on social media (including but not limited to Facebook, Twitter, Instagram, Snapchat, Messengers, My Space, Google+, WhatsApp, Viber);
- communication done via any means other than the university issued email IDs, or designated Class Representatives (CRs) are strictly prohibited;
- social gatherings outside the university premises, at homes, hostels, cafes, restaurants, parks, etc.;

- sexual harassment (including romantic relationships between teachers and learners in which the teacher has authority over the learner's academic progress) or harassment based on age, gender, race, ethnicity, national origin, religion, disability or sexual orientation;
- loss of personal civility including shouting, personal attacks or insults, displays of temper (such as throwing objects);
- discrimination of any form including in teaching and assessment based upon age, gender, race, ethnicity, national origin, religion, disability, or sexual orientation;
- requests for others to perform inappropriate personal errands unrelated to the didactic, investigational, or clinical situation at hand;
- grading/evaluation on factors unrelated to performance, effort, or level of achievement;
- Unnecessary delay in posting of grades or evaluation of assessments.

## 18.1 Sexual Misconduct

In case Sexual Misconduct occurs, the participant can follow the instructions given below:

**A. If assault occurs:**

- i. Exit the situation and seek safety. If needed, call OSS&V or police to assist by dialling OSS&V contact number or 15.
- ii. Seek prompt medical attention, preferably at on-campus clinic hospital or the closest hospital to you if you are outside of the UMT area. It is essential that survivors of sexual assault receive medical treatment and support as soon as possible. The sooner a sexual assault is reported, the easier it is to collect valuable evidence, regardless of desire to use the evidence to pursue any type of legal or judicial action.
- iii. Evidence collection is the most effective within 72 hours. To facilitate evidence collection, the survivor:
  - a. Should not bathe;
  - b. Should not urinate;
  - c. Should not drink any liquids;
  - d. If oral contact has occurred, the victim should not smoke, eat or brush teeth, and;
  - e. The survivor should not change clothes. If clothes have been changed, soiled clothes should be placed in a paper bag (plastic destroys crucial evidence), separating items to prevent contamination.

**B. If harassment occurs:**

- i. Exit the situation and seek safety. If needed, OSS&V or police to assist by dialling OSS&V contact number or 15
- ii. If possible, clearly explain to the person causing the harassment that the conduct must cease immediately.

The participant may resolve their grievances via the Participant Grievance Procedure.

## 19 On-Campus Participant Counseling Service:

### 19.1 Happiness Center

The Happiness Center at the University of Management and Technology (UMT), Lahore, is a specialized facility dedicated to enhancing mental well-being and addressing psychological challenges across all age groups. Its

mission is to support individuals in overcoming a wide array of mental health issues, ranging from everyday stressors to more complex emotional and behavioral concerns.

The Happiness center's team consists of professional clinical psychologists and counselors who are experienced in dealing with various psychological problems, including adjustment difficulties, interpersonal and intrapersonal conflicts, communication barriers, and emotional issues such as anxiety, depression, trauma, and self-harm tendencies.

The Happiness Center offers free services to UMT students, faculty, and staff, ensuring that the university community has direct access to mental health support. For individuals from the broader community, services are provided at minimal costs, making professional and psychological help both affordable and accessible. In addition to individual therapy and counseling, the center also actively engages in awareness and educational initiatives, such as the publication of *The Clinical Psychologist*, a biannual magazine aimed at promoting mental health awareness.

The center is committed to fostering a supportive environment where individuals can seek guidance and counseling to improve their mental well-being, ensuring that psychological care is not only effective but also compassionate and inclusive. Appointments can be easily booked via email at [cc.center@umt.edu.pk](mailto:cc.center@umt.edu.pk) for UMT members, and [app.hc@umt.edu.pk](mailto:app.hc@umt.edu.pk) for the outside community.

The Counselling Services staff provides the participants with a safe place to express their thoughts and feelings and manage the stress of university life. All sessions are completely confidential.

While going through a mental stress or any personal issue which causes any trouble in your life and disturbing your life style.

## 19.2 Happiness Coach

The information regarding the counselor is mentioned below:

Name: **Shaheen Firdous**

Designation: **Female Counselor & Happiness Coach**

Email: [shaheen.firdous@umt.edu.pk](mailto:shaheen.firdous@umt.edu.pk)

Appointment: **On phone call, message or email.**

Office Location: **level 2, Bank Building, OPA**

## 20 Tarbiyah Department:

The Tarbiyah Department aims to instill Islamic perspectives and values, fostering personal growth, productivity, and positive contributions to society. It focuses on two key approaches:

1. **Direct (30%)**: Organizing programs on self-development, relationships, and moral intelligence rooted in Islamic identity.
2. **Indirect (70%)**: Building a network of faculty and student representatives who subtly incorporate Tarbiyah values into campus life.

### Key Initiatives:

Tarbiyah Ambassador Group	Quran Program: "القرآن نبض حيائى"	Tarbiyah Event Calendar
Counseling Desk: Ask Asiya Madani	Ramadhan Harmony Award	IM Possible Challenge

Seerah Week: "Sunnah is Fitra"	Ashourah Fast in the Masjid	Best Student's Award
One-Minute Initiative	CBS Tarbiyah Reps	Faculty Volunteers

## 21 Emergency Communications:

UMT uses an emergency response communications system, to immediately inform the campus community of emergency situations as well as cancelations and closures caused by severe weather.

The participant shall receive text messages, phone calls, and/or e-mails immediately in case of any news pertaining to any form of emergency situation. In order to receive these updates, the participant must provide the updated information to PRS by submitting the information update form available at the University photocopier.

### 21.1 Emergency Phone Numbers/Helplines:

Emergency Phone Numbers/Helplines are displayed in every classroom, lab, and common room. In addition, they are displayed in corridors and halls.

### 21.2 Report Suspicious Activity

If you see something suspicious, or if you receive information that may indicate that the campus may be targeted for terrorist activity, notify OSS&V Department immediately. Please note that your safety comes first, therefore, DO NOT:

- Ignore your instincts
- Take direct action or pursue
- Confront the individual

If you become aware of a suspicious activity, DO:

- Call 15 and 1122 if there is a life-threatening situation.
- When reporting suspicious activity, it helps to give the most accurate description possible.
- Notify the OSS&V Department as soon as possible and describe the activity you observed:
  - Brief description of the activity
  - Date, time, and location of the activity
  - Physical identifiers of anyone you observed
  - Descriptions of vehicles
  - Information about where people involved in suspicious activities may have gone
  - Your name and contact information (optional)

### 21.3 Lockdown Procedures:

In the event of a severe threat to safety, it may be necessary to “Lockdown” the Campus to protect occupants and minimize the overall exposure to danger. Notice of a “Lockdown” shall be broadcast over the Campus Alerting System which consists of P/A speakers in the hallways, Desktop Alerts and SMS Text Alerts. If you hear a Lockdown Message, take the following immediate action:

- Get to a safe place out of hallways or common areas.

- Close and lock the door.
- Move away from doors and windows.
- Sit on the floor or crouch behind desks and be quiet.
- Silence cell phones or devices that generate noise.
- Do not answer the door.
- Do not evacuate until contacted by Lahore Police or until you receive specific directions over the P/A system.
- In case of a medical or other emergency during a Lockdown call 15 or 1122.

**a. Healthcare Information:**

A physician or nurse practitioner is available on-campus to provide clinical evaluation, treatment of minor illnesses and injuries, and evaluation and referral for more serious illnesses and injuries. The participants do not incur any additional costs for their visits.

**b. Disclosure of Contagious Disease:**

Students suffering from a contagious disease need to inform the Registrar Office immediately of the disease, once they are diagnosed. They will also need to provide details of every person they may have come in contact with, of sufficient degree to pass the disease, at the UMT premises. The information provided will be confidential and will only be disclosed for medical purposes, and as far as possible, the identity of the participants will be protected. The following diseases are considered contagious under this rule. The list may be amended.

- Tuberculosis (TB)
- Hepatitis
- Malaria
- Dengue
- COVID-19

**c. Submission of Health Records:**

All newly admitted participants need to complete the health records form, available at Appendix G and submit the information to the Office of Registrar before the start of classes.

**d. Submission of Immunization Records:**

All newly admitted participants (graduate, undergraduate and transfers) must provide evidence of vaccination with two doses of the combined MEASLES (RUBEOLA), MUMPS, RUBELLA (MMR) vaccine, if not immune by the history of disease or laboratory titer. They also need to provide evidence of immunization of the following: POLIO; DIPHTHERIA (DPT), Whooping Cough, Tetanus; MENINGOCOCCAL MENINGITIS; TETANUS BOOSTER (Most Recent). The evidence needs to be provided to the Office of Registrar before the start of classes. The evidence needs to be provided to the Office of Registrar before the start of classes.

## 22 Dining/Cafeteria Services

A café operates at the Main Building, offering tea, coffee, meals, snacks and more from 9am till 9pm. In addition, tuck shops, are operative on the 2<sup>nd</sup> Floor, Library Building, and a Juice Corner behind the main Building, near photocopy Shops.

## 23 Bookstore/Photocopying Services

Multiple Photocopy shops operate in UMT. They provide photocopy, printing, binding, services to the participant, throughout the semester, at affordable rates.

## **24 Religious and Spiritual Life**

A Jamia Mosque is established on campus, where Jumma prayers, Eid Prayers are held, in addition to Jammat prayers five times a day. UMT welcomes the participants from all religious backgrounds, the participants from different religious backgrounds is free to follow their religious practices on campus.

## **25 Confidentiality of Participant Records**

With the exception of limitations herein stated, UMT permits any participant, presently or previously enrolled, to access to her/his official records created during her/his period of enrolment. The creation and maintenance of participant records are based upon recommended practices, and, except for the permanent academic transcript, records are destroyed periodically.

## **26 Missing Participant Procedure and Notification:**

If a member of UMT has reason to believe that a participant is missing, they should immediately notify OSS&V and the concerned program director. All possible efforts shall be made to locate the participant to determine their state of health and well-being through collaboration with the OSS&V, the Registrar Office, and other offices as appropriate. Concurrently, the UMT officials shall endeavor to determine the participant's whereabouts through contact with friends, associates, and/or employers of the participant. If not located within 24 hours of receiving the initial report, notification of the missing participant's biological and physical information shall also be provided to other law enforcement agencies to help locate the participant. In accordance with the UMT's Missing Participant Procedure and Notification Policy, each participant is required to identify the specific person whom the UMT should contact within 24 hours of determining that the participant is missing.

## **27 Services Fee Structure**

It is the participant's responsibility to remain up-to-date about all the rules and regulations of the University.

The University reserves the rights to alter, add and/or withdraw any policy without prior information. However, all such changes shall be posted on the website in the relevant section of the Participant Handbook.

<b>Serial #</b>	<b>Name of Document</b>	<b>Normal Fee(PKR)</b>	<b>Urgent Fee (PKR)</b>
1	Issuance of Participant Reference Letters except Internship Letters	1,000/-	1,500/-
2	Issuance of Duplicate ID Card	1,000/-	NA
3	Issuance of No Objection Certificate(NOC)	2,000/-	NA
4	Registration of Independent Study	20,000/-	NA

5	Program Change Fee - New Intake	5,000/-	NA
6	Program Change (from old program to new Program for first time)	25,000/-	NA
7	Program Change (from old program to new program for second time)	50,000/-	NA
8	Readmission - New ID Issuance Fee	10,000/-	NA
	Readmission - Fee Same ID	25,000/-	NA
9	Semester freeze after first week of classes	10,000/-	NA
10	Degree Extension Fee	30,000/-	NA
11	Semester Progress Report	1,000/-	NA
12	Consolidated Progress Report	1,000/-	NA
13	Urgent Degree	NA	10,000/-
14	Duplicate Final Transcript	10,000/-	NA
15	Duplicate Degree	10,000/-	NA
16	Verification of original and photocopies of Final Transcript (max four copies)	1,000/-	NA
	Verification of original and photocopies of Degree (max four copies)	1,000/-	NA
17	Incomplete Transcript on FT Pad	10,000/-	NA

**Note:**

The above-mentioned charges may be revised without prior notice.

## **28 Acknowledgement**

I have read and understood the details given in the Participant' Handbook and agree to abide by the rules and regulations.

**Participant's Name\*:** ..... **Participant's ID Number**.....

**Participant's Signature\*:** ..... **Date:** ...../...../.....

**Parent/Guardian's Signature:** ..... **Date:** ...../...../.....

**Please submit this form to the Office of Registrar after signatures.**