UMT

Estd. 1990

GRADUATE PARTICIPANTS' HANDBOOK

ACADEMIC YEAR 2025-26





Participants' Handbook for Advanced Studies 2025-26

(MS/MPHIL/EQUIVALENT AND PhD DEGREE PROGRAMS)

Applicable from Fall 2023 Intake

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Glossary (in alphabetical order)

- **BASAR:** Board of Advanced Studies and Research
- **CGPA:** Cumulative Grade Point Average
- **Chairperson:** Chairperson of the concerned Academic Department
- **CLO:** Chief Library Officer
- **COD:** Chairperson of the Department
- **Cr. Hr.:** Credit Hour
- **DAI:** Degree Awarding Institution
- **Dean:** Dean of the concerned Faculty/School
- **DGC:** Department Graduate Committee
- **FT:** Final Transcript
- **GEP:** Graduate Education Policy
- **GRE:** Graduate Record Examination
- **HAT:** Higher Education Aptitude test
- **HEC:** Higher Education Commission of Pakistan
- **HJRS:** HEC Journal Recognition System
- **ID:** UMT Identification of the participant
- **IPC:** Information Processing Center
- **NOC:** No Objection Certificate
- **NQF**: National Qualification Framework
- **OCE:** Office of Controller Examination
- **OCMS:** Office of Campus Management and Services
- **OCRIS:** Online Course Registration Information System
- **ORG:** Office of the Registrar
- **OSS&V:** Office of Safety, Security, and Vigilance
- **OTE:** Office of Technology Enablement
- **OTN:** Office of Transportation
- **Participant:** Student
- **Resource Person:** Teacher/Faculty Member
- **SDC:** Student Disciplinary Committee
- **SGC:** School Graduate Committee
- **SGPA:** Semester Grade Point Average
- **OPS:** Office of Participant Services
- **University:** University of Management and Technology
- **UMC:** Unfair Means committee
- **Website:** UMT website www.umt.edu.pk

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1 Preface

Handbook of Advanced Studies has been comprehensively revised in accordance with the **Higher Education Commission (HEC) Graduate Education Policy 2023**. This revision reflects the University of Management and Technology's commitment to aligning its academic framework with national standards, thereby ensuring consistency, transparency, and academic excellence in all graduate programs. This Handbooks is applicable to MS/MPhil/Equivalent & PhD Programs admitted in Fall 2023 and on proceeding batches.

The handbook is intended to serve as an authoritative reference document for **Participants, faculty members, and administrative staff**, providing clear guidance on the policies, procedures, and academic requirements governing graduate studies at UMT. It aims to facilitate a shared understanding of institutional expectations, streamline academic processes, and uphold the highest standards of scholarly conduct and research integrity.

Participants and faculty members are expected to consult Handbook of Advanced Studies for their guidance and also following the academic standards set by the HEC and UMT in order to pursue the MS/MPhil/Equivalent and PhD Programs.

2 Introduction

Your decision to pursue postgraduate education at UMT allows you to address the demands and challenges of the twenty-first century. Educators, corporate executives, and technologists are experiencing tremendous social change. Innovative technologies and globalization are reshaping the framework of our thoughts and actions. These changes are driven by a knowledge-based economy that heavily relies on quality research and knowledge-based leadership. The demand for researchers and practitioners who can address the impact of these changes on academia has never been greater. Similarly, the need for faculty who can equip the next generation with the knowledge and skills to lead in a constantly changing environment can hardly be over-emphasized.

Since its inception in 2004, the University of Management and Technology (UMT) has been preparing professionals to create environments where lives can be transformed. Resource persons and participants at UMT, together, are actively involved in solving the most critical and immediate challenges facing educators, management executives, and technologists. We are eagerly breaking new scholarly ground by pursuing emerging issues of teaching-learning endeavors, innovative technologies, and management practices by applying cutting-edge research tools and methods. This pursuit of knowledge is the backbone of all breakthroughs that change how we think, act, and live in our domains.

UMT aspires to become a learning institution and evolve as the leading community for the integrated development of society by actualizing strategic partnerships with stakeholders, harnessing leadership, generating useful knowledge, fostering enduring values, and projecting sustainable technologies and practices.

The graduate faculty at UMT comprises a group of internationally recognized and highly dedicated professionals engaged in a life-long quest for knowledge. UMT offers a PhD in different disciplines through which you will be prepared to conduct scholarly research to transform you into a dynamic and vibrant leader in education and management. A collegial environment, adequate support, and a sustained emphasis on scholars' professional development for the world of academia and business make doctoral studies at UMT a rewarding and enjoyable experience.

3 Semester Regulations and Policies for MS/MPhil and Equivalent Program

3.1 Academic Calendar

UMT publishes the complete schedule of the academic year (Fall, Spring, and Summer semesters) in advance for the convenience of the participants and faculty members with the following details:

i. Semester starting date
ii. Registration dates
iii. Mid-term Exam dates
iv. Dues payment dates
v. Semester end date
vi. Final exam week
vii. Grade notification date
viii. Holidays during the semester

Participants are responsible for meeting the requirements and deadlines published for each semester in the university's academic calendar. They are expected to know and adhere to the rules, regulations, course loads, prerequisites, and policies of the University and the departments/institutes and programs in which they are enrolled.

3.2 Schedule of Semesters and MS/MPhil Program Duration

a. There are two regular semesters (Fall/Spring) in an academic year. Each semester will consist of 18 working weeks, 16 weeks for teaching, and 02 weeks for examinations. There will be one to two weeks of semester break at the end of each semester.

b. The minimum and maximum duration of MS/MPhil and equivalent programs is 1.5 to 4 years.

3.3 Credit Hour

A “CREDIT HOUR” is the unit of measuring educational CREDIT, usually based on the number of classroom hours per week throughout a term. For example, a theory course of 03 Credit hours will have 3 hours of class contact per week, and a lab course of 01 Credit hour will have 3 hours of lab contact per week.

3.4 Supervisory Services (MS/MPhil)

Participants are entitled to supervisory services from the respective Schools/ Institutions:

MS/MPhil participants are entitled to a supervisor for one year after the approval of the research proposal. If the participant requires a supervisor after the end of this period, they will be required to pay for the supervisory services. IP Fee (Thesis) will be charged after third Semester from the thesis registration.

3.5 Course Categories

Courses have been divided into following categories:

i. Compulsory

ii. Elective.

3.6 Course Codes

All courses offered in MS/MPhil or Equivalent programs will have designated course codes of 600-700 level and above. MS/MPhil students can also opt for 800 level courses

3.7 Course Load

a. A participant can take a workload of nine credit hours but cannot exceed twelve credit hours in each semester.

b. The participant can take a maximum of twelve credit hours in a regular semester.

3.8 Probation/ Good Standing

a. Whenever MS/MPhil participants' CGPA falls below 2.25/4.00, they will be put on "probation" for the next semester. If the participant fails to attain a CGPA of at least 2.25/4.00 in the following semester, they will be put on "last probation." If the participant fails to attain a CGPA of at least 2.25/4.00 in the next semester, they will be dropped from the University.

Note: The qualifying CGPA for the award of an MS/MPhil degree without a thesis is 2.5 and with a thesis is 3.0. It is the responsibility of the participant to make sure they attain the minimum required CGPA to attain MS/MPhil degree. A minimum CGPA of 3.0 is required for admission to the PhD program.

b. The thesis should be offered to MS/MPhil participant who has completed at least six courses (18 credit hours) with a CGPA of 3.00 or above in the first two semesters and attended at least two research seminars/workshops/CPD seminars of HEIs approved by PEC having PCPs (Professional Credit Points).

c. If participants improve their CGPA to 3.00 after the third semester, they can be offered a thesis.

3.9 Registration, Add/Drop, and Withdrawal

Participants need to register for every semester they want to study. Course registration of the continuing participants for the upcoming semester is done in advance, i.e., two weeks before the commencement of the semester (fresh participants may enroll on the day of orientation). Participants register for their courses through the online participant portal at online.umt.edu.pk. The registration in a particular course section is closed once it reaches the defined cap. Participants can check the status of their course registration along with information such as courses taken in a particular semester and sections along with timetable details through the online participant portal. The participant should contact the IPC lab for their login, password, and related issues. If participants observe an issue with course registration, they can coordinate with the respective Advisor/Department Coordinator.

3.10 Late Registration

Once the deadline for registration of courses is passed, course registration will only be allowed till the last date of Add/Drop period, according to the Academic Calendar. After the Add/Drop period, no registration will be allowed for the courses in that semester. However, fresh participants can enroll in the first week of their classes.

3.11 Add/Drop Course(s)

Since participants pre-register for the courses before the commencement of the forthcoming semester, they are allowed to add/drop course(s) at the commencement of the semester. The time period to change (add or drop) a course is one week (according to the Academic Calendar). Participants cannot drop or change a course without approval from their advisor. For this purpose, participants must submit add/drop requests through the online student portal. The advisor/s will approve/disapprove the request according to the rules. In case of any query/issue with their course registration, participants must coordinate with their respective advisor/s.

3.12 Withdrawal of Course(s)

With the consent of the concerned faculty member/s and Chairperson of the respective department, participants may be allowed to "Withdraw" a course(s) by the end of the 06th week of the semester. They will be awarded a 'W' in that particular course(s) in the transcript. However, the GPA/CGPA will not be affected. Participants have to pay the repeat fee when they repeat the course or the actual fee of the course taken in lieu of the withdrawn course.

3.13 Cross Campus Registration

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

a. Participants will submit a request for course(s) registration across the campus through the parent campus (i.e., where the participant is originally enrolled) on a specific form.

b. A host ID may be issued to such cases without charging an ID issuance fee. However, participants ID card fee will be applicable as per the university rules. In this regard, participants will be required to surrender their ID card issued by the other campus.

c. The Resource Person shall forward grades to the parent campus. Participants' record will be kept and managed by the parent campus.

3.14 Repeating a Course(s)

The course(s) with an "F," "SA," "W," "C–," and "C" grade may be repeated to improve the CGPA in regular semester(s), subject to registration by the concerned participant within the due dates. The participant must complete the normal semester assessment activities, e.g., mid-term and final examinations.

a. A maximum of two courses can be repeated in the MS/MPhil program with 30-36 credit hours and four for the MBA programs with 66 credit hours. In such a case, both the courses and the grades obtained will be recorded on the transcript. However, only the better grade will be calculated in the CGPA.

b. In case of repeating the course(s), participants have to pay full dues without any financial benefits with the next installment.

Note: Repeating a course means a course for improving the CGPA. Fail Courses does not come under 'Course Repeat Category'. while courses graded as "F" shall be passed within the allowed duration of the degree program.

3.15 Credit Transfer Policy for MS/MPhil and Equivalent Program

3.15.1 Policy for External Credit Transfer Case(s)

i. On the recommendations of the concerned Dean, the UMT Equivalence Committee, BASAR may allow participants to transfer a maximum of one-third of the required courses of the MS/MPhil or equivalent to complete that program at UMT. However, the courses should have been completed in the last two years.The Academic Council is authorized to allow the transfer of credit hours more than the aforesaid limit on exceptional grounds/cases examining the merit and genuineness of the case on the recommendations of the concerned Dean/BASAR. The Academic Council may allow any participant who has completed coursework of MS/MPhil or equivalent program in any other HEC-approved university for transfer credit hours. Such candidates should have at least a CGPA of 3.3 and must have taken almost the same courses or courses that can be substituted, provided each course does not have a B grade. However, the participant must earn a minimum of 15 credit hours at UMT for the entitlement of the respective program degree.

ii. The degree duration will be counted from the starting date of the previous degree program based on which credit transfer is claimed. Thus, participants should have ample time to complete the degree requirements at UMT if considered for transfer of credits.

iii. HEC Equivalence Certificate is mandatory to be submitted with a Credit Transfer form in case credit transfer is sought based on a foreign degree.

iv. At least 80% or more of the content of the course(s) for which credit transfer is sought should be similar to the course(s) offered by UMT, and the detailed course contents/outlines attached should be compatible with the depth and breadth of similar courses taught at UMT.

v. The Credit transferred will be counted towards the degree requirements of the applicant. However, grade points of transferred credits will not be counted towards the calculation of CGPA, and only the term "Transferred" will be displayed against those courses whose transfer of credits is allowed by the respective Dean. Moreover, the grades of the transferred courses will not be displayed on the transcript.

3.15.2 Policy for Internal Credit Transfer Case(s)

i. Internal Credit Transfer is allowed to UMT participants only if the Program Change request fulfills the admission eligibility requirements of the new program.

ii. The applicant must have a CGPA of at least 2.5 for MS/MPhil and equivalent programs.

iii. The previous course grades and credits applicable to the new program will be counted towards calculating the CGPA of the new program. However, degree duration will be counted from the starting date of the previous degree.

iv. Credit Transfer under Program change will not be allowed in case of dismissal on academic/disciplinary grounds, including expulsion from the University or a time-barred case (i.e., completed maximum duration of the program after first registration and unable to fulfill the requirements for the award of degree in the prescribed duration).

3.15.3 Cross Campus Credit Transfer Policy

The internal credit transfer policy will apply to cross-campus credit transfer cases. However, the following additional documents will be required to be submitted with the credit transfer form:

i. Credit transfer form with the concerned CoD and Dean of destination School and parent department approval.

ii. Clearance from Lab, Library, and accounts of parent campus

iii. Progress report signed by the Controller's office of parent campus

iv. If on probation, the transfer is not allowed

3.16 Class Attendance

a. Participants are expected to attend all classes, laboratories, tutorials, or other class meetings officially designated for a particular course. They are also expected to complete all assignments/assessments. Each three-credit hour course will have 48 contact hours (3 hours/week*16 teaching weeks) in a semester.

b. No one is allowed to attend a class without registration in the respective section of a particular course.

c. Participants may check their attendance status from their respective attendance portal.

d. The queries for attendance-related issues should be forwarded to the respective Advisor/Chairperson of the department.

e. A minimum of 75% attendance is required for the participants to be eligible to sit in the final examination/assessment.

f. Participants with less than 75% attendance in a course will be given a grade 'SA' (Short of Attendance) and will not be allowed to take end-term exams or assessments. They will have to repeat the course to get the required attendance to be eligible to sit in the exam when the course is offered next time, after paying the full course fee.

3.17 Semester Freeze/Leave

a. Participants may freeze/leave their semester due to any plausible reason for a maximum period of one semester. However, freezing in the first semester is not allowed.

b. In order to freeze a semester, participants will apply before the beginning of that particular semester.

c. If participants need to freeze their semester after the add/drop period, the application will only be accepted in cases of medical emergencies or for personal emergencies deemed critical enough by the PRS to justify a mid-semester freeze. All such applications will be submitted to PRS with supporting documents detailing and proving the emergency. Such participants will be charged a processing fee of Rs 10000. The Registrar's decision will be final in these cases.

d. During the "freeze period," the applicants will lose their participant status at UMT and will not be entitled to avail University facilities like hostel, medical, transport, library, and computer labs. They will have to render their University of Management and Technology participant ID Card.

e. Participants will rejoin the next semester after paying the semester fee. The right to use all university facilities will be resumed upon rejoining, and a new UMT ID card will be available from PRS.

f. Freezing the semester(s) is a matter of choice, and such participants who opt for it will not qualify for any relaxation in the semester maximum credit hour limit or towards the maximum time specified for the completion of the degree. Therefore, leave from the semester will be counted towards the maximum permissible semesters to complete the degree.

g. For a prolonged/extraordinary leave of more than one semester, participants must apply for leave with a valid reason, which will be judged on a case-to-case basis by the Registrar. The clearance process for semester freeze will also be followed for this kind of semester freeze. The leave application will be submitted before the semester starts. Participants will not have to pay any charges during the semester freeze. Leave is valid for two semesters maximum. After two semesters, participants will rejoin, register for courses and continue studies, failing which their admission will be suspended automatically, without any prior information/intimation.

h. Leaving more than two semesters without official approval will lead to the suspension of admission. Participants can only resume the program by paying a re-admission fee, along with meeting the academic criteria/within a maximum duration of the degree program.

i. The first-semester freeze/leave is not allowed and the admission will be on hold (first-semester freeze). However, considering the unavoidable circumstances (upon provision of relevant evidence), a participant may be facilitated through admission on hold, where the participant account will be deactivated, and a new participant ID will be issued to the participant.

j. The fee deposited will be carried forward to the new participant ID. However, the participant has to rejoin the university within one year, failing which the fees deposited will be forfeited. The current fee package will be applicable according to the semester in which the participant will rejoin the university

3.18 Inter-Schools/Institute Program Change

a. Participants can change their program of study upon the acceptance of the Dean/Director of the School/Institute to which the participants wish to transfer by submitting a request on the student portal/program change form and clearance form. Program change will only be allowed for the participants who meet the program's admission criteria to which they want to change.

b. The Dean/Director of the School/Institute accepting the program transfer will determine the road map to be completed. The previous course grades and credits applicable to the new program will be counted towards calculating the CGPA of the new program. After approval, the Office of the Registrar will issue a new ID after checking all documents and deactivate the previous ID.

c. The admission fee paid by the participants for the previous program will be fully adjusted in the admission fee of the new program. However, Rs 25000/- will be charged as a program change fee. If participants decide to change the program immediately after getting admission, Rs. 5,000/- will be charged as a program change fee. All new policies and fee structure will apply to the new program, and the fee schedule and any previously paid fees will adjust in the new program.

3.19 Dismissal on Academic Grounds

The participant of MS/MPhil and equivalent program will be dismissed from the University, and their admissions will be canceled on academic grounds if they have:

a. GPA/CGPA less than 2.25 in two consecutive semesters of MS/MPhil and equivalent program and fail to attain CGPA of 2.25 in the third semester;

b. Completed the maximum program duration at the University after their first registration without being able to fulfill the requirements for the award of MS/MPhil and equivalent program

c. Have not met the admission criteria in case of provisional admission.

Note: The participant dismissed on academic grounds will be provided with an official transcript indicating the courses completed along with grades earned in the registered courses.

3.20 Re-Admission (Separation from Program on Academic Grounds)

a. Re-admission should have to go through the entire admission process and is granted to only those participants who have been dismissed on academic grounds. Dismissal based on the expiration of the maximum degree duration from the date of first registration will render the participant inadmissible for re-admission.

b. The UMT Equivalence Committee may or may not transfer a course taken by the readmitted participants prior to re-admission, depending on the approved criteria being followed at the time of readmission. The new

transcript will only show those courses that have been transferred towards the continuation of the degree by the participant. Then the participant will have to pay the readmission fee except for the library fee and will pay the fee under the new fee package.

c. The Registrar's decision regarding re-admission will be considered final.

3.21 Independent Study

Independent study courses at the graduate level are not allowed, whether group, independent study, or otherwise.

3.22 Course Levels/Assessments

In MS/MPhil/Equivalent programs, the resource person must take a minimum of Seven assessments (five sessional assessments, one Mid Term and one End Term Exam), including quizzes, assignments, report writing, presentation, and mid-term and final term exams.
Each resource person shall ensure that s/he has taken the following minimum assessments, and the results of these assessments shall be uploaded on the student portal timely.

i. Sessional = (35%):
ii. Mid-Term = (25%): Written
iii. Final Term (40%): Written

3.23 Course assessment for MS/MPhil/Equivalent Programs must be as under:

Mid Term: 20-30 %
Final Term: 40-50 %

3.24 Policy on Thesis IP (In process) Grade

Participants of MS/MPhil/equivalent programs are required to register a thesis in the 3rd semester, subject to the approval of the respective CoD. However, the participants who fail to submit their thesis within the specified minimum duration, i.e., two consecutive regular semesters, may apply to the respective Dean/Director for extension through their supervisor. The School Graduate Committee, on the recommendation of the Department Graduate Committee, may initially give an extension for six months, which may be further extended. In case of extensions, the maximum duration of MS/MPhil/equivalent programs will not be violated (i.e., 4 years).

The participants working on theses are required to register their thesis as IP, through the supervisor, in all semesters until the completion of their thesis. In case a participant may not complete the thesis in three consecutive regular semesters, the thesis re-registration fee will be applicable on a semester basis for the use of university facilities during the extension period.

3.25 Allocation of Supervisor to MS/MPhil and Equivalent Program Participant

The Department Graduate Committee (DGC) is entrusted with approving the supervisor to MS/MPhil and equivalent program participants after the preliminary selection made by the participants. The conditions for allocation are as follows:

a. The participant will work on the approved research proposal after successfully completing the coursework.

b. Each MS/MPhil thesis should be linked with one of the sustainable development goals (SDGs), and it should be clearly mentioned in the significance of the study in the proposal/synopsis and the abstract of the final thesis.

c. MS/MPhil and equivalent program Research Proposals will be presented in the DGC. The DGC will be authorized to approve proposals.

d. The participant load of the supervisor should not exceed the following limit as defined by UMT/HEC:

- **i.** Faculty members with MS/MPhil or equivalent degree and at least 04 years of relevant teaching/research experience may supervise the participant in up to 5 MS/MPhil level programs.
- **ii.** Faculty members having a PhD degree may supervise up to 12 MS/MPhil/PhD participants. However, a faculty member cannot supervise more than 5 PhD participants at a given time.

e. MS/MPhil participants have to sign a supervisory agreement form after the approval of the synopsis (Appendix A1)

f. MS/MPhil participants have to submit a research progress report each semester (Appendix A2)

3.26 Department Graduate Committee (DGC)

a. Chairperson of the Department	Convener
b. Professors and Associate Professors of the concerned Department	Member
c. All PhD faculty of the respective department	Member
d. Concerned Supervisor(s)	Member

The quorum for a meeting shall be one-half of the total members.

Functions of DGC
The following are the functions of the Department Graduate Committee:

a. To approve the research proposal of MS/MPhil and equivalent program participant

b. To approve supervisors to MS/MPhil and equivalent program participant

c. To consider research proposal(s) for project funding

d. To propose a list of external examiners, if required

Research Proposal Supervisor/Supervisory Agreement will be signed by the participant and the proposed supervisor (Appendix A1)

3.27 MS/MPhil and Equivalent Program Thesis Evaluation

a. The nominated External Examiner will evaluate the thesis. DGC will recommend the names of the panel of experts to the concerned School Dean. SGC (School Graduate Committee) and BASAR, which will then approve the panel or disapprove only specific names from the panel. From the approved panel, the DGC will appoint the External Examiner.

b. The Plagiarism Test must be conducted on the thesis before its submission to external examiners. Plagiarism Policy is available at serial **4.28** of this document.

c. The Board of Examiners will consist of the following:

- **i.** Chairperson/DGC (moderator)/Convener
- **ii.** Dean of the Concern School/nominee
- **iii.** External Examiner
- **iv.** Research Supervisor(s)

d. The external examiner has to evaluate the thesis and submit an evaluation report (Appendix A3) before the viva examination.

e. The candidates will appear before the Board of Examiners for the assessment of their thesis. The Board of Examiners will approve or defer approval pending the re-submission of the thesis with minor or major changes.

f. Minimum criteria of HEC, if any, regarding the particular thesis will have to be fulfilled;

g. Approval of the thesis by the Board of Examiners will be mandatory for awarding the degree.

3.28 Research Requirements from MS/MPhil Program Participants

a. Each MS/MPhil participant has to attend three research workshops and three research seminars and has to present his/her research work at a conference.

b. Each MS/MPhil participant, who has opted to do a thesis, has to write a research paper from his/her thesis and submit it to their supervisors for publication in a Journal. It is a mandatory requirement for the completion of the degree.

3.29 Coursework Requirement for Award of MS/MPhil/Equivalent Degrees

For award of MPhil/MS/equivalent degree

i. Coursework Track: Participant may complete prescribed credit hours of MS/MPhil/Equivalent degree program by opting course work track in all disciplines including engineering programs. Course work track cannot be pursued in Pure/Applied Sciences disciplines.

ii. Research Track: Thesis is mandatory in Pure /Applied sciences disciplines. Participant may complete prescribed credit hours of coursework in MS/MPhil/Equivalent degree program in two first two semesters. They will register thesis in third semester and may conclude in Fourth Semester.

3.30 MS Thesis Words Limits

Thesis Word Limit for MS/MPhil/Equivalent Programs is as under:

a) Agriculture, Biological & Medical Sciences: 15 to 25 thousand words

b) Physical Sciences and Engineering & Technology: 15 to 25 thousand words

c) Business, Social Sciences, Arts & Humanities: 20-30 thousand words.

i. These word limits include tables, equations, and figures but exclude the abstract, table of contents, list of figures, acknowledgments, and declaration of originality at the beginning and exclude the references, bibliography, and appendices at the end of the document.

ii. Tables should be counted as 150 words per table. Maps, illustrations, and other pictorial images count as 0 words. Figures must be counted as 150 words if only representing the presented data. However, if figures/graphs illustrate data presented elsewhere within the thesis (as a table, for instance), it will count as 0 words.

iii. The number of tables and figures shall not exceed 35% of the total thesis word count.

3.31 Degree Completion Timeline

i. Coursework Track: Participant can complete MS/MPhil/Equivalent Degree program with course work in minimum 1.5 Years or maximum four years.

ii. Research Track: Participant can complete MS/MPhil/Equivalent Degree program in minimum 2 Years or maximum four years.

4 Semester Regulations and Policies for PhD Programs

4.1 Academic Program

a. PhD participants will take prescribed courses, as defined by the school/department but not less than 18 credit hours to complete the coursework.

b. PhD participants will be required to pass a comprehensive examination as per the prescribed process after completing the coursework.

c. PhD participants will present the research proposal to the Department Graduate Committee and then the School Graduate Committee; after that, it will be submitted to the BASAR for approval.

d. PhD participants will give a seminar once a semester relevant to their field of research at their convenience and as per the department's directions within a year after the approval of the proposal by BASAR.

e. PhD supervisor/s is/are required to submit detailed biannual progress reports of each semester to the Dean Research with the endorsement of the COD and the Dean.

f. PhD program requires full-time engagement in the coursework/research

4.1.1 PhD Time Duration

The time period to complete a PhD program is usually 3-8 years; however, the total time should not exceed 08 years from the date of admission in the PhD program, including Semester Leave/Freeze.

4.2 Course Codes

All courses offered in PhD programs will be designated course codes of 700-800 levels. 700 Level course is offered simultaneously in MS and PhD programs. Hence, in place of the 700-level course earlier studied by the student in the MS/MPhil program, Schools/Institutes shall offer another course

4.3 Course Load

a. PhD participants have to complete at least 20 credit hours of coursework.

b. A PhD participant will generally be required to take a course load of 9 credit hours and a maximum of 12 credit hours in each semester.

c. Whenever PhD participants' SGPA falls below 3.00/4.00, they will be on "probation" for the next semester. If the participant fails to attain a CGPA of at least 3.00/4.00 in the next semester, they will be dropped from the university.

d. PhD participants who have earned an 'F' grade in a course in any semester will be dropped from the program.

4.4 Course Registration (Enrollment for a Semester)

All participants must register for each semester they want to study. Course registration of continuing participants for the upcoming semester is done in advance, i.e., in the 13^{th} week of the current semester (the fresh participants can enroll on the day of orientation). Participants will register online. They can check their registration status along with information such as the semester, all the courses taken in that particular semester, and the sections along with the timetable details online through the student portal. The participants are advised to contact the IPC lab for login and password-related issues.

4.5 Late Registration

After the first week of classes, no course registration will be allowed for that semester. However, fresh participants may enroll during the first week of their classes (specially allowed for registration after the first week).

4.6 Add/Drop Course(s)

a. Since the participants register for courses before the end-term exams, they are allowed to add/drop a course after the declaration of results. The participants may add/drop elective courses with an option to drop any core course only if required. The participants cannot drop or change a course without their advisor's approval.

b. The time period to change (add or drop) a course is one week, starting from the commencement of the semester. For this purpose, the participant must submit a request through the online participant portal. The Advisor will approve/disapprove the request. The participant may drop a course with the approval of the concerned Advisor. However, such participants will have to complete their degree program within the maximum time allowed.

c. If the participants add repeat courses/additional courses, they will have to pay the repeat fee (100% fee will be charged without any discount) along with the next installment.

4.7 Withdrawal of Course(s)

PhD participants, with the consent of the concerned faculty member, may be allowed to "Withdraw" a course(s) by the end of the 06th week of the semester. They will be awarded a 'W' in that particular course(s) in the transcript. However, the GPA/CGPA will not be affected. The participant has to pay the repeat fee when they repeat the course, and a 100% fee will be charged; any discount allowed will not be applicable on repeat courses.

4.8 Course Levels/Assessments

In PhD programs, the resource person must take a minimum of seven assessments (five sessional assessments, one Mid Term and one End Term Exam), including quizzes, assignments, report writing, presentation, and mid-term and final term exams.

Each resource person shall ensure that s/he has taken the following minimum assessments, and the results of these assessments shall be uploaded on the student portal timely.

i. Sessional = (35%):
ii. Mid-Term = (25%): Written
iii. Final Term (40%): Written

4.9 Course assessment for PhD programs must be as under:

a) Mid Term: 20-30 %
b) Final Term: 40-50 %

4.10 Credit Transfer Policy for PhD

4.10.1 Policy for External Credit Transfer Case(s)

i. On the recommendations of the concerned Dean and UMT Equivalence Committee, the BASAR may allow a transfer of a maximum of two courses of the PhD to complete that program at UMT. However, the courses should have been completed in the last one year.

ii. The Academic Council is authorized to allow the transfer of credit hours beyond the aforesaid limit on exceptional grounds/cases examining the merit and genuineness of the case on the recommendations of the concerned Dean, UMT Equivalence Committee and BASAR. The Academic Council may allow any participant who has completed coursework of a PhD program in any other HEC-approved university to

transfer credit hours. Such candidates should have at least a CGPA of 3.3 and must have taken almost the same courses or courses which can be substituted, provided that each course does not have less than a B grade.

iii. Credit transfer cases will also be dealt with in accordance with MOUs signed between UMT and other HEIs

iv. The degree duration will be counted from the starting date of the previous degree program based on which credit transfer is claimed. Thus, the participant should have ample time to complete the degree requirements at UMT if considered for transfer of credits.

v. HEC Equivalence Certificate is mandated to submit the Credit Transfer form in case credit transfer is being sought based on a foreign degree.

vi. 80% or more of the content of the course(s) for which credit transfer is sought is similar to the course(s) offered by UMT, and the detailed course contents/outlines attached are compatible in depth and breadth with similar courses taught at UMT.

vii. The credits transferred will be counted towards the degree requirements of the applicant. However, grade points of transferred credits will not be counted towards the calculation of CGPA, and only "Transferred" will be displayed against those courses whose transfer of credits was allowed. Moreover, the transferred courses' grades will not be displayed on the transcript.

viii. Participants will be charged half of the total fee of transferred courses in addition to the prescribed fee of new courses to be studied as well as thesis evaluation fee.

ix. Participants have to fulfill the residency requirement of one year after transferring credit hours at UMT, even if the research work is at its final stage. Otherwise, the normal duration of the program will have to be followed for the completion of the degree.

4.10.2 Policy for Internal Credit Transfer Case(s)

i. Internal Credit Transfer is allowed to UMT participants if the Program Change request fulfills the admission eligibility requirements of the new program.

ii. The applicant must have a CGPA of at least 3.0 for PhD programs.

iii. The previous course grades and credits applicable to the new program will be counted towards calculating the CGPA of the new program. However, degree duration will be counted from the starting date of the previous degree.

iv. Credit Transfer under Program change will not be allowed in case of dismissal on academic/disciplinary grounds, including expulsion from the University or a time-barred case (i.e., completed maximum duration of the program after first registration and unable to fulfill the requirements for the award of degree in prescribed duration).

4.10.3 Cross Campus Credit Transfer Policy

The internal credit transfer policy will apply to cross-campus credit transfer cases. However, the following additional documents will be required to be submitted with the credit transfer form:

i. Credit transfer form with the approval of the concerned CoD and Dean of the destination school and parent department.

ii. Clearance from Lab, Library, and accounts of the parent campus

iii. Progress report signed by the examination office of the parent campus

4.11 Independent Study

Independent study courses at the graduate level are not allowed, whether group independent study or otherwise.

4.12 PhD Research Work

a. PhD participants are entitled to a supervisor for a period of three years after passing the comprehensive examination. If the participants require a supervisor after the end of this time period, they will be required to pay for the supervisory services.

b. PhD participants, who fail to submit their thesis within 05 years effective from the date of admission, may apply to the respective Dean/Director for extension through the supervisor. The SGC may approve an extension of up to 8 years from the admission date. Afterward, the case will be time-barred, and admission will be canceled. Thesis IP fee will be charged in case of exhausting five years in the PhD Program

4.13 Allocation of Supervisor.

The Department Graduate Committee (DGC) or School Graduate Committee (SGC) is entrusted with approving supervisors for PhD participants after the preliminary supervisor selection by the PhD participant. The conditions for approval are as follows:

a. The respective Department/School will appoint a supervisor at the start of the degree program.
b. The participant will work on the approved research proposal after the successful completion of coursework and the comprehensive exam of PhD.
c. PhD Participants shall present their research proposals in the DGC and SGC. PhD Research Proposal recommended by DGC and SGC will be presented in the meeting of the BASAR for approval.
d. Each PhD thesis should be linked with at least one Sustainable Development Goal (SDG), and it should be clearly mentioned in the significance of the study in the proposal/synopsis and the abstract of the final thesis.
e. The scholar and the proposed supervisor will sign the research Supervisor/Supervisory Agreement form (Appendix B1).
f. The supervisor should hold a PhD degree in the relevant field. The supervisor should not exceed the maximum limits as defined by the HEC and UMT, i.e., 05 theses of a PhD program at a given time.
g. It is mandated that the maximum supervisory load shall not exceed five PhD students simultaneously. Further, fresh PhDs can supervise MS/MPhil and co-supervise PhD students, while a PhD faculty member, after two years of obtaining a PhD degree, can supervise one PhD student in the 3rd year, two PhD students in the 4th year and maximum up to 5 PhD students from the 5th year onward, subject to fulfillment of other conditions provided in this policy.

4.14 School Graduate Committee (SGC)

The composition of SGC is as follows:

a. Dean/Director of respective school/institute
b. Chairpersons of teaching departments of respective school/institute
c. Professors and Associate Professors of respective school/institute
d. Supervisor(s) concerned
e. Two external subject experts for each discipline with regard to PhD Research Proposal

The quorum for a meeting shall be one-half of the total members. The presence of the Subject Expert will be essential to convene the meeting, provided that a minimum of one subject expert of the respective discipline has attended the meeting of SGC.

Functions of SGC

i. To assess the presentation of PhD research proposal(s) along with the recommendations of the Department Graduate committee.
ii. To approve recommendations regarding the list of external examiners
iii. To approve the recommendation of DGC for the final allocation of the supervisor

iv. To revise/approve the research proposals at the school level. PhD research proposals recommended only by SGC will be considered in the BASAR.
v. To incorporate/comply with observation/suggestions of BASAR regarding PhD research proposals
vi. Any other issue related to PhD program

4.15 Change of Supervisor/Topic

a. Any subsequent changes in the proposal, title, or topic shall also be routed through the same channel.

b. The candidate may request a change in PhD supervisor, or a supervisor may opt to withdraw from the supervision of a candidate. The candidate or the supervisor will submit their request to the concerned chairperson. SGC/DGC will make a recommendation for a change of supervisor for approval by the BASAR. No relaxation in maximum time for the completion of a PhD degree will be granted to the candidates on the basis that their supervisor/s has/have changed.

4.16 Cancellation of PhD Program Admission

The Registrar will process the cancellation of PhD admission on the recommendations of the Dean if the participant:

a. Earns two consecutive adverse reports from the respective supervisor(s) (Appendix B2). Cancellation of PhD admission will be presented in the BASAR
b. Is found guilty of academic misconduct such as plagiarism and cheating or found guilty by the Participant Disciplinary Committee.
c. Earns a CGPA of less than 3.00 out of 4.00 in two consecutive semesters.
d. Remains unsuccessful twice in the qualifying comprehensive examination.
e. Remains unsuccessful in the qualifying comprehensive examination in the first two years.
f. Remains unsuccessful in qualifying PhD Synopsis in one year after passing the comprehensive examination..
g. Completes 8 years at the University from the date of admission without being able to fulfill the requirements for the award of PhD degree.

The aggrieved participant may file an appeal against the cancellation of PhD admission to the UMT Grievance Committee constituted in line with point 6 of HEC Graduate Education Policy 2023. within a period of 30 days of the cancellation of admission. The Grievance Committee will allow them to be heard in person, and its decision will be final.

4.17 Residency Requirement

The minimum residency requirement is two calendar years at UMT. The primary purpose of the residency requirement is to ensure that the doctoral scholar has ample opportunity to benefit from the physical and academic environment of the university. The participants can benefit from laboratories, a library, and other facilities on campus. Moreover, they can participate in seminars, lectures, and other academic and social events on campus. Another purpose is that the faculty can monitor their professional and academic development and regularly assess their competence in the area of research.

It also allows the participants to improve their research capabilities by discussing the problems with their fellow participants and the faculty. All of this promotes a collaborative research culture.

4.18 Comprehensive Examination

4.18.1 Introduction

A PhD participant who has completed PhD coursework and has to appear for a comprehensive exam is required to register for the comprehensive examination (CPE896). A comprehensive examination aims to assess the participant's knowledge and scholarly qualifications for the PhD degree. It consists of written and oral parts.

The comprehensive examination committee for the doctoral participant consists of:

a. Department Chairperson or Director/Advisor PhD program
b. Other committee members and any other(s) selected by the head of the Department (minimum of 3 members constitute the committee)
c. Other members of the PhD committee may be invited as observers

Before admission to candidacy for the doctoral degree, the participant must pass a written and oral doctoral comprehensive examination. This examination is intended to test the participant's comprehensive knowledge of the subject of study, both in breadth across the general field of study and in depth within the area of specialization. The comprehensive examination is considered a single examination, although it consists of written and oral parts. While the PhD committee sets general policies and guidelines for exams, each program is expected to have different ways of assessing the participant's knowledge of the field and their preparation to begin the thesis. The participant will pass the written portion before sitting for the oral exam. Programs will have written policies regarding the Comprehensive Examination scheduling format and administration of the written test part. The time between the written and oral portions is determined by individual programs. However, the oral portion should come early enough to allow the participant to advance to candidacy in a timely fashion. OCE must schedule the exact time and place of this examination.

Upon successful completion of the written examinations, the oral comprehensive examination is conducted before the department faculty. This is the occasion when faculty members have both the opportunity and obligation to require the participant to display a broad knowledge of the chosen field of study and sufficient depth of understanding in areas of specialization. The examining committee must attest that the participant has demonstrated the professional level of knowledge expected of a junior academic colleague. The quality of the Comprehensive Examination is the responsibility of the examining committee.

Following will be the pattern of the Comprehensive Examination:

a. The participant will select four courses out of all studied PhD courses for a Comprehensive Examination
b. There will be two papers (consisting of two courses each) of four hours each in the comprehensive exam followed by viva-voce.
c. The papers will be closed book and are required to be solved in a specified time and place.

4.18.2 Guidelines for Setting up Comprehensive Examination

a. A list of readings for the examination will be issued to all candidates at the time of admission into doctoral programs. All of these books will be made available at the library in the textbook section. All articles will be provided through digital resources.
b. The date of the Comprehensive Exam will be announced at least one month in advance. It will be held only twice a year with at least six months in between.
c. A three-member team of faculty will be responsible for finalizing the question paper.
d. The comprehensive Exam will consist of two papers, each having four questions, and one hour per question will be provided. It will be a closed book environment.
e. The Office of Controller Examinations will conduct a comprehensive Examination under the supervision of the Committee.
f. The passing marks will be 70%. There will be no choice.

g. External examiners will be consulted in framing questions and grading, depending upon their availability

4.18.3 Comprehensive Examination Committee

The examining committee must consist of a minimum of three members. The members must be pre-approved by the Chairperson and Dean.

4.18.4 Successful Completion

a. For qualifying the comprehensive examination, the PhD Participant has to pass every paper with 60% marks and should have 70% aggregate.
b. A report of this decision carrying the signatures of all committee members must be sent to the Chairperson of the Committee, Controller of Examination, Registrar, and all those who maintain the participant's file.

4.18.5 Failure

A failure of the written or oral section of the exam constitutes a failure of the comprehensive exam. If a failure is reported, the committee must include an outline of the general weaknesses or deficiencies of the participant's work in the result report. The participant and the committee members are encouraged to work together to identify steps the participant might take to become fully prepared for the subsequent examination.

A PhD student, in case of any grievance related to the comprehensive exam, can appeal to UMT Grievance Committee.

4.18.6 Request for Clarification

If at any time the participant believes that the advice given by the Comprehensive Examination Committee is inadequate, the participant may send a written request for clarification to the committee. A copy of this request should also be sent to the committee members. The committee must respond to this request in writing within two weeks, and a copy must be filed with the relevant Dean/Chairperson.

4.18.7 Retake

The participant who fails may not take a second comprehensive examination for at least 12 weeks. Failure to pass the Comprehensive Examination in two attempts will lead to admission cancellation from the PhD program.

4.18.8 Research Proposal

After successfully completing the comprehensive examination, the participant has to register for "PhD Synopsis RES 897". The participant will prepare a research proposal for PhD research in the prescribed format within 03 months after passing the Comprehensive Examination. If DGC and SGC find the research proposal suitable, SGC will recommend the research proposal to BASAR through PhD Committee for approval within three months from the date of submission by the participant.

4.18.9 Guidelines for Preparing Summary of Research Proposal

The candidate should circulate eight-page summaries to the members, which should include the following, the details of which are available at the website of Dean Research (https://www.umt.edu.pk/odr/MS-MPhil-PhD-Policies-and-Performa.aspx):

1- Introduction (2-4 pages)
2- Literature Review (2-4 pages)
3- Statement of the Problem
4- Significance / Rationale of the Study
5- Objectives of the Study
6- Hypotheses / Research Questions

7- Methodology (2-3 pages)
8- Research Design
9- Sample
10- Operational Definitions of the Variables (optional)
11- Data Collection Techniques / Assessment Measures
12- Procedure
13- Ethical Considerations: consent/access/and participant's protection
14- Proposed Analyses
15- Limitations/Delimitations (if Applicable)
16- Time Frame of Thesis
17- List of References
18- Appendices

4.19 PhD Participant Commitments

a. Upon successful defense of the research proposal, participants will be required to enroll in RES-898A Doctoral Thesis Work-I (registered as zero credit hours), contributing 03 credit hours towards the total credit hours required for the thesis (if passed successfully).
b. If completed successfully, participants will be required to re-register for the same course in the subsequent semesters with an advancement in the course code every time i.e. RES- 898B Doctoral Thesis Work-II, then RES-898C Doctoral Thesis Work-III, and so on till the completion of the research work (submission to OCE for external review).
c. If the participants earn unsatisfactory grade in two consecutive semesters, their admission will be canceled.
d. In case participants do not register for Doctoral Thesis Work, their research advisor may not facilitate them in research work, and an unsatisfactory grade will be awarded to them.
e. After the approval of the Research Proposal, PhD participants will be required to attend departmental and school seminars and present their research in progress, working papers, and thesis drafts at the said seminars each semester. They will also be required to provide their progress reports at the said seminars.
f. The participants will also be required to meet their supervisors at least once per week after the approval of their research proposals and discuss their progress.

4.20 Progress Reports

Progress Reports are submitted on the PhD Progress Report Form (Appendix B2) in each semester through the concerned Department to the Dean Research and contain the following:
a. Report on the participant's achievements over the past six months
b. Facilitate planning of upcoming milestones and aims
c. Identify any issues for discussion (with Supervisors, Chairpersons, Dean / Director)
Its effectiveness depends on:
a. Taking the process of reflection and planning seriously
b. Candid responses from all the stakeholders
c. A willingness to discuss and address any issues that arise through the process of reflection and planning

4.21 PhD Thesis Timeline

PhD participants who fail to submit their thesis within five years effective from the date of admission, may apply on the prescribed application form (Appendix B3) to the respective Dean/Director for an extension through the supervisor and the concerned department. The School Graduate Committee, on the recommendation of the Department Graduate Committee, may recommend an extension for consideration and approval by the BASAR.

4.22 PhD Thesis Requirements

The PhD thesis submitted by the candidate for the PhD degree must comply with the following conditions (Appendix C1):

a. It must form a distinct contribution to the body of knowledge and afford evidence of originality by discovering new facts or exercising independent critical judgment.

b. Publications of at least two research papers are compulsory for a PhD degree in all disciplines. This requirement applies to PhD participants who register for Doctoral Thesis-I in Spring 2021 or later. The Dean Research will verify the publication and ensure its affiliation with UMT.

c. The degree will only be issued after the fulfillment of the thesis requirements. The Controller of Examination will ensure that the participant has published the research paper in accordance with the thesis requirement condition.

d. A PhD participant has to publish two papers in at least "Y" category in social sciences/humanities and "X" category or above in science/applied sciences disciplines as the first author with UMT affiliation in HEC recognized Journals as per HEC Journals and Publications Policy 2024. The supervisor should be the second author.

e. Each PhD participant has to attend five research workshops and five research seminars and present his/her research work at three conferences

f. Any part of the thesis that has been published before thesis submission must be appended at the end of the thesis.

g. The participants will submit through their supervisor one copy of the thesis, typed or printed, and a CD of the thesis after qualifying for the PhD (Appendix C3 & C4).

4.23 Criteria for External Examiners to evaluate the thesis

External Evaluation of PhD Dissertation

i. The PhD dissertation must be evaluated by:

a. At least two external experts who shall be:

i. PhD faculty members from the world top 500 universities ranked by the Times Higher Education or QS World Ranking in the year corresponding to dissertation evaluation year OR

ii. Pakistan-based Distinguished National Professors, Meritorious Professors from any national university; or professors from top universities ranked by HEC; or professors from any Pakistani University having a minimum H-Index of 30 for Sciences, 15 for Social Sciences or 8 for Arts & Humanities as determined by Web of Science.
OR

b. At least one external expert qualifying any one of the conditions mentioned in 'a' above if the PhD candidate publishes dissertation research in a peer-reviewed journal that is classified by the HEC in category W for Sciences and X or above for Social Sciences.

Note: However, previous batches from Fall 2023 Intake can also opt this mechanism.

4.24 Appointment of Examiners

a. The DGC and SGC will ask for a recommendation from the BASAR to approve a panel of external examiners (foreign examiners from the world top 500 universities ranked by the Times Higher Education or QS World Ranking in the year corresponding to dissertation evaluation year and Pakistan-based Distinguished National Professors, Meritorious Professors from any national university; or professors from top universities ranked by HEC; or professors from any Pakistani University having a minimum H-Index of 30 for Sciences, 15 for

Social Sciences or 8 for Arts & Humanities as determined by Web of Science.) for the evaluation of the thesis before submission.

b. The BASAR will approve a consolidated list of external examiners.

c. The supervisor will then recommend three external (local) and three external (foreign) examiners through the Dean/Director of the respective school/institute (Appendix C2). The Dean/Director of the respective school/institute will then forward the list of external examiners to OCE (which will be endorsed by Dean Research). The Rector/Nominee will appoint international external experts and local experts from this list in order of preference.

d. A fresh panel of external examiners will be appointed if nominated external evaluators do not respond within two months.

4.25 Evaluation of Thesis

a. The concerned supervisor will evaluate the thesis, which will be forwarded to the Office of Examination for further evaluation by external examiners.

b. The Plagiarism Test must be conducted on the thesis before its submission to the external examiners (Appendix C3). The Plagiarism Policy is available at serial 4.28 of this document.

4.26 Publication Requirements:

In addition to fulfilling the General Requirements, a PhD supervisor must publish research articles in the HEC-recognized research journals and the category specified in the HEC Journals and Publications Policy 2024 for the publication year. These conditions vary by disciplines and aim to ensure that the potential PhD supervisor is an active researcher:

a) Specific Requirements for Science and Technology:

For indigenous and foreign PhDs:

i. Within the last 3 years after PhD: at least one research publication in a W category journal OR
Within last 5 years after PhD: at least five research publications in an X category journal.

b) Specific Requirements for Social Science, Arts and Humanities and Business Education:

For indigenous and foreign PhDs:

i. Within the last 3 years after PhD: at least one research publication in a W category journal.

OR

ii. Within the last 5 years after PhD: at least five research publications in an X or Y category journal.

c) Specific Requirements for Regional and National Languages:

For indigenous and foreign PhDs:

i. Within the last 3 years after PhD: at least one research publication in X category journal.

OR

ii. Within the last 5 years after PhD: at least five research publications in X or Y category journal

d) The Controller of Examinations will get the thesis evaluated (Appendix C5) within six months after the date of submission/resubmission of the thesis to his/her office. Any delay beyond six months will be brought to the notice of the Rector and Dean Research.

e) No degree will be awarded unless all examiners recommend the award of the degree. While recommending the award of the degree, the examiners will also report whether the thesis is fit for publication both from the point of view of content and language.

f) If both external examiners find the thesis inadequate, the candidate will be declared failed.

g) If one of the external examiners approves the thesis and the other rejects it, then the evaluation of the 3rd examiner will be considered for the decision. If the 3rd examiner disapproves of the thesis, the candidate will

be asked to do additional research work for a maximum of one year. In case of the approval of the thesis by the 3rd examiner, the case will be processed further for thesis defense.

h) If any of the examiners adjudges the thesis inadequate and suggests major modification/revision of the thesis, the candidate will be required to resubmit a revised version of the thesis within one year. S/He will be required to pay 50% of the original thesis fee for the examination.

i) The same examiner who suggested modification in the thesis, but did not recommend the award of a degree, will evaluate the revised version of the thesis.

j) If an examiner suggests modification/corrections and recommends the award of a PhD degree, the candidate will make changes within six months. The corrections/modifications/changes in the revised version will be verified by the supervisor, COD, and the Dean (Appendix C6).

4.27 Thesis Defense / Oral Examination

a. If the thesis is adjudged as adequate by the foreign examiners, the participant will be required to undergo a defense examination (Appendix C7 and C8) to be conducted by two external examiners (local), supervisor/s, and chairperson DGC/chairperson SGC.

b. Two examiners for thesis defense will be appointed from within Pakistan from the approved panel.

c. PhD thesis defense will be evaluated on a specific evaluation proforma (Appendix C9 and C10).

d. The thesis defense will be open to the public, but only the examiners appointed for this purpose will do the evaluation, followed by viva-voce

e. If the participant fails to satisfy the examiners in the defense, they may require the participant to defend the thesis for the second (and the final) time within six months.

4.28 Anti-Plagiarism Policy

UMT follows the HEC Anti-Plagiarism policy 2023, which is available at:
https://www.hec.gov.pk/english/policies/Documents/Plagiarism-Policy.pdf

4.29 Award of Degree

On completing PhD Degree requirements, the participants will be issued PhD Thesis Defense notification by the Controller of Examinations. The scholar will then apply for the Final Transcript and the degree.

4.30 Copy of PhD Thesis to HEC

OCE will email the prescribed HEC Proforma (PhD Country Directory) to the PhD Graduate after the issuance of the Final Transcript. The PhD Graduate will submit the duly filled PCD form and the required documents to OCE. OCE will send the PCD form to HEC (signed by CoE and the Rector) along with one hard copy and CD of the thesis.

5 General Guidelines for MS/MPhil and PhD Participant

5.1 Research Reward Policy

5.1.1 Introduction

Publishing scientific research is deemed one of the essential jobs and anticipated tasks of faculty members and researchers at UMT. The Research Reward Program aims to reward and honor the efforts of outstanding researchers at UMT and encourage them to strive further to elevate academic and applied research at UMT to the highest levels. The program also aims to increase research productivity and quality, enhance UMT's research culture, and uplift the University's academic rank.

5.1.2 Objectives

Publishing scientific research is considered one of the most critical responsibilities and expected contributions of faculty members and researchers at UMT. The Research Reward Program is designed to recognize and honor the achievements of exceptional researchers at UMT, motivating them to further elevate the standards of academic and applied research at the university. This program also seeks to boost research productivity and quality, strengthen UMT's research culture, and enhance the university's academic standing.

1.1 Promote the publication of research in leading international journals, raising UMT's global academic profile.
1.2 Contribute actively toward achieving internationally recognized research excellence.
1.3 Foster meaningful collaborations with researchers worldwide, expanding UMT's research network and impact.
1.4 Encourage a diverse range of scholarly contributions, enriching academic discourse across various fields.

5.1.3 Scope

This Research Reward Policy is applicable to all faculty members (including visiting and on long leave), research associates and participants of Schools/Institutes, alumni, as well as non-faculty researchers, effective from 1st October 2024.

5.1.4 Policy: Guidelines and General Eligibility Requirements

a. This policy will apply to research articles published by UMT authors in HEC recognized international and national Journals.

b. Researchers must have UMT affiliation for all types of research manuscripts.

c. Researcher having account/profile on Google Scholar, Scopus, Mendeley, Publon and ORCID will be eligible to apply for reward for any category defined in this policy.

d. Conference papers shall not come under the umbrella of this policy.

e. Research work published in a journal that is not a full-length research paper i.e. Letter to Editor, Abstracts, Notes, Short Paper/Study, Correspondence, Discussion & Comments, Contribution, Erratum, and Corrigendum, etc. will not be considered for the cash reward.

f. Publishing of articles with publishing fees paid by UMT will not be considered for a cash reward.

g. Full book/book chapter(s)/partial contribution in a book will be dealt with separately as per HEC policy in the annual performance appraisal.

h. Winning of research grants, patents, models, applied research, etc. shall be dealt with as per policy available at: www.umt.edu.pk/oric/Downloads.aspx

i. This reward will be given upon the online/print publication of the article.

j. For single author* publication, a complete reward amount will be given to the author; however multiple/co-authorship* will be treated as per detail:

One co-author	60% for the first author 40% for the second author
Two co-authors	50% for the first author 30% for the second author 20% for the third author
Three co-authors	40% for the first author 30% for the second author 20% for the third author 10% for the fourth author
More than three co-authors	35% for the first author 25% for the second author 20% for the third author 20% is distributed among the other authors equally
Corresponding Author	The corresponding author if not the first author will be considered as the second author and the rest of the authors will be dealt with accordingly (this policy will not be applicable in case of more than one corresponding author)

***For authors with UMT affiliation only**

k. In cases with multiple authors, the total reward amount will be divided among all authors; however, only UMT authors will receive the reward. Non-UMT authors will be excluded from receiving any portion of the reward.

l. Name/affiliation of UMT in the publication shall be a pre-requisite for availing this reward.

m. UMT author(s) showing affiliation with two or more institutions will carry weight accordingly (e.g. for dual affiliation weightage will be 50%).

n. Verification of the publication from the UMT Research Grant Committee (RGC) shall be mandatory for this reward.

5.1.5 Type 1: Publication Categories and Amount of Cash Rewards

Categories of cash rewards will be as per HEC's new journal recognition criteria, without any differentiation of sciences/social sciences/humanities. The distribution will be as follows:

HEC Category	Impact Factor Range	Cash Award / Subject Categories	
		Social Sciences/ Arts & Humanities	**Pure/Applied Sciences**
Y (Local Journals)	N/A	Rs. 15,000	Nil
Y – Category (Pakistani Journals indexed in Scopus, Web of Science (WoS), MEDLINE (PubMed), China National Knowledge Infrastructure (CNKI)	N/A	Rs. 30,000	Rs. 10,000

SJR listed (other than Y and X categories)	N/A	Rs. 45,000	Rs. 20,000
X – Category (Pakistani Journals indexed in Scopus and in X category by HEC, Journals indexed in Emerging Sources Citation Index (ESCI))	N/A	Rs. 60,000	Rs. 30,000
International Journals	0.01 To 0.99	Rs. 75,000	Rs. 50,000
International Journals	1.00 To 1.99	Rs. 100,000	Rs. 70,000
International Journals	2.00 To 2.99	Rs. 125,000	Rs. 90,000
International Journals	3.00 To 3.99	Rs. 150,000	Rs. 110,000
International Journals	4.00 To 4.99	Rs. 175,000	Rs. 130,000
International Journals	5.00 To 5.99	Rs. 200,000	Rs. 150,000
International Journals	6.00 To 6.99	Rs. 200,000	Rs. 170,000
International Journals	7.00 and above	Rs. 200,000	Rs. 200,000

5.1.6 Type 2: Publication in Nature Index Journals https://www.natureindex.com/faq#journals:

The Nature Index is a database of author affiliation information collated from research articles published in an independently selected group of 82 high-quality science journals. The Nature Index provides a close to real-time proxy of high-quality research output and collaboration at the institutional, national, and regional levels. The Nature Index also provides institutions with an easy means to identify and highlight some of their best scientific research.

- 25% extra reward will be given for full-length Journal paper publication in *Nature Index Journals.*

5.1.7 Type 3 - Publication in Top 10% of Journals of the subject:

Publications in top-ranked journals indicate the quality of research work. 25% extra reward will be given for full-length Journal paper publication in the Top 10% of journals of that subject based on Web of Science.

5.1.8 Process

The researcher will apply through the online form available on the web page of the Research Grant Committee (RGC) and also submit a signed copy of the form to the secretary of the Research Grant Committee. RGC shall review the reward cases in bimonthly (every two months) meetings and forward cases with the Rector's approval to the Accounts Office for further process.

5.1.9 Implementation and Compliance

The Research Grant Committee (RGC) shall be responsible for the Implementation and Compliance of this policy.

5.1.10 Distribution

The policy will be shared with all UMT Faculty, Staff, and Students.

6 Examinations/Participant Evaluation Rules

6.1 Assessment

The final standing of each participant in each course can be accessed through the midterm examination, sessional work (presentations, assignments, quizzes, term paper, class participation, practical(s), and a final examination at the end of each semester or according to the criteria agreed upon by the concerned Academic Department/ OCE.

a) During a session, 25-40% of work will comprise a combination of assignments and quizzes or according to the criteria agreed upon by the concerned Academic Department/ COE. The number and nature of tests and assignments are at the discretion of the faculty members.

b) In case the participant joins a course after it has started, they will be responsible for submitting any missed sessional evaluation. The marks in missed quizzes and other tests will be considered zero, while make-up tests, assignments, projects, and labs can be arranged in consultation with the teacher/Head of the concerned department.

c) There is no supplementary/special examination in a semester system.

d) The midterm examination is usually held during the 9th week of a semester, while the final examination is scheduled at the end of the semester.

e) The midterm/final examination script will be shared with the participant for review.

f) To pass a course, a participant must obtain 60% in all Master/MS/MPhil programs equivalent to 18 years of education and 60% for PhD.

g) Rules and regulations of accreditation bodies will be observed for the accredited degree programs.

6.2 Duration of Examinations

Besides home assignments, term papers, quizzes, projects etc., the duration for various examinations will be as follows:

a) Midterm Examination 1 hour during the class period

b) Final Examination 2-2.5 hours during the examination week

6.3 Grading System

The performance of the participant will be assessed based on the following grading criteria:

Letter Grade	Master/MS/MPhil/PhD (equivalent to 18 -years of education or above) Grade Points
Y - Null	4.0
A+/A	3.7
A-	3.3
B+	3.0
B	
C+	2.3
C	2.0
C-	1.7
F (Fail)	0.0
P (Pass)	-
I (Incomplete)	-

W (Withdrawal)	-
S (Satisfactory)	-
U (Unsatisfactory)	-
NC (Non-Credit)	-
IP (In process)	-

The maximum grade point average is 4.00.
Grading will be based on the norms of the relative grading system

6.4 Award of Incomplete (I) Grade

a) A participant, owing to an emergency or a plausible reason, may apply for the award of an 'I' (Incomplete) grade. Such application is acceptable upon recommendation of the Resource Person/COD followed by the approval of the Dean/Director. Approval on the application form is mandatory. The approved application form will be submitted to the Controller of Examinations.
b) The participant has to take only the end-term exam for the course(s) graded 'I,' and the exam must be conducted on or before the end-term exam of the next semester.
c) The attendance, midterm, and sessional evaluation for such course(s) will be considered as they were at the time of awarding 'I' grade. If a participant fails to take the 'I' grade exam by the required time, the 'I' grade will be changed to 'F', and the participant will be required to repeat that course(s).

6.5 Condition of I Grade

a) The participant is required to attend a minimum of 75% of classes and attempt all assignments, projects, and midterm exams. Their class evaluation must be completed by the end-term exams. Resource Person is responsible for the conduct of "I" grade exam with the consultation/consent of OCE.
b) The participant who misses a rescheduled exam will not be given a second chance.

6.6 Award of Grades "P," "NC," and "S"

a) In some courses, a "P" or "S" is awarded as the final grade. The credits of these courses are counted towards the completion of the degree, but these are not used for the computation of the CGPA.
b) In some courses, a "P" or "S" is awarded as the final grade.
c) Non-Credit (NC) course(s) allow the participant to take regular classes with complete attendance. They will submit all quizzes, assignments, and mid-term and final-term exams to fulfill the course requirements. The course(s) will be evaluated with marks and regular grades. They will not be counted in Credit Hours and CGPA. The following conditions need to be followed:
   i. Certificate course(s)
   ii. Graded Elective course(s), substitutes of any other elective course(s)
   iii. Core, compulsory, and 'F' grade course(s) will not be converted into 'NC.'

6.7 Calculation of Grade Point Average (GPA) for a Semester

Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated using the following relationships:

a) **SGPA**= (Course Credit Hours × Grade Point Earned)/ Total Semester Credit Hours
b) **CGPA=**Sum of GPA of All Courses Taken in All Semesters (Course Credit Hours × Grade Point Earned)/Total Credit Hours Taken in All Semesters

6.8 Degree Completion Requirement

The degree completion requirements in terms of CGPA (Cumulative Grade Point Average) at the Graduate Level are given below:

Sr. No.	Programs	Minimum CGPA requirement
1.	MS/M.Phil. and equivalent programs (without Thesis)	2.50
2	PhD	3.00

6.9 Report Based Results

Participants will have to stringently follow the rules and procedures regarding written assignments, class preparations, projects, quizzes, and examinations for a course.

a) Participants will have to submit the plagiarism/similarity report to a resource person with the final report/project, thesis, and assignments.
b) The Chief Library Officer (CLO) will sign the plagiarism/similarity report.
c) A signed plagiarism/similarity report will be submitted to OCE with the final project/thesis result. Minimum and maximum percentages of plagiarism will be followed as per HEC policy.

6.10 Make-up of Midterm Examination Policy

a) Absence from examinations is permissible only in extreme circumstances 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.
b) The request for scheduling a make-up exam must be made by the participants or someone on their behalf through the make-up exam petition form, which must be submitted to the COD, along with other required documents, within three working days of missing the exam.
c) The course instructor will take the make-up exam within two weeks of the original exam. The participant who misses a scheduled make-up exam will not be given another chance to sit for the missed exam.
d) The participants involved in extracurricular activities arranged by the societies or other institutions must get prior approval from the Resource Person and COD/Dean regarding their absence from a quiz or an exam.

Note: This policy does not apply to end-term exams.

6.11 Communication of Results

The results of quizzes, midterms, and assignments are communicated to the participants during the semester and must be reviewed by them. The course instructor's responsibility is to keep the participants informed about their progress during the semester. The course instructor will inform the participants at least one week before the final examination about their performance in the course. All observations of the participants regarding their performance must be addressed prior to the commencement of final examinations. The participants can view their final grades online on the participant portal by the result declaration date, as per the Academic Calendar. The resource person is responsible for regularly marking and updating the sessional evaluation marks.

6.12 Conduct of End Term Examinations

Prior to End Term Examination, the concerned faculty members need to inform the OCE and the participants about the books, notes, or other material that the participants can refer to during the test or examinations. All other books, notes, papers, etc., cannot be used by examinees.

6.13 Examination Schedule

a) COD's office publishes a tentative examination schedule at least three weeks before the start of the final examination to remove clashes.
b) The OCE publishes the final examination schedule at least two weeks before the beginning of the final examination on the OCE website.

6.14 Examination Rules

a) Participants should reach the examination room at least 10-15 minutes before the scheduled time. No additional time will be given to the participant arriving late.
b) The participant who has short attendance in any of their course(s) will not be allowed to sit in the examination room.
c) Participants are strictly prohibited from bringing their mobile phone and other unauthorized electronic gadgets. If they bring these items to an exam, they should be aware of the following:
d) The University of Management and Technology accepts no responsibility for any loss or damage to the participant's belongings.
e) Any participant found in possession of a mobile phone, smart watch or any other unauthorized electronic gadget during the exam will face cancellation of the paper and award of an "F" grade. The possession of an unauthorized electronic gadget/s can lead to an Unfair Means Case (UMC) against the participant.
f) The participant must maintain complete silence in the examination room. If the participant has any kind of query, they should raise their hand and wait for the invigilator to respond.
g) Lending/borrowing a pen, pencil, ruler, or calculator is strictly prohibited in the examination room.
h) The participant must display a valid UMT ID Card.
i) No rough work is to be done on the question paper.
j) Participants must mark their attendance on the attendance sheet during the examinations. In case their name is not listed, they need to report to an invigilator immediately.
k) Participants found cheating, chatting, gesturing, or misbehaving in the examination room will be dealt with under the UMC rules.
l) Any participant using abusive or obscene language in the answer sheet will be dealt with under disciplinary rules.
m) Participants cannot leave the examination room without prior permission from the invigilator.
n) In the case of an open book/open notes exam, participants must follow the instructions given on the front page by the resource person and should not indulge themselves in conversation with one another.
o) Participants are not allowed to leave their seats during the exam without getting permission from the invigilator.
p) An attempt to gain access to a question paper before the examinations will be dealt with under the UMC rules.

6.15 Unfair Means

a) Any participant found using unfair means or assisting another participant during a class test/quiz, assignment, or examination will be liable to disciplinary action. The use of unfair means generally covers the following:
    i. An attempt to access a question paper before the test or examination.
    ii. Use or possession of unauthorized reference material during a class test/quiz or examination.
    iii. Any form of communication among the examinees in or outside the examination room while the test or examination is in progress.
    iv. Unauthorized entry into a faculty member's office with the intention of accessing or tampering with official documents.
    v. Plagiarism/similarity reported in assignments, projects, and thesis.

vi. In the case the invigilator finds any negligence on the participant's end, the participant will be allowed to complete the exam, but the exam will be placed in escrow until UMC is conducted and the final exam rendered.

b) A participant found guilty of such an act by the relevant committee will be liable to one or more of the following disciplinary actions:
   i. Grade "F" in the subject; and/or
   ii. Fine of up to 25,000 to be fixed by the committee and/or
   iii. Suspension from the semester and/or
   iv. Expulsion from the university
   v. Any other punishment recommended by the committee

7 Final Transcripts and Degrees

7.1 Process of Final Clearance

The participants who have completed all the degree requirements will apply for Final Transcript (FT) through their online participant portal as per the given process.

a) Logging into the student portal and clicking dashboard for FT clearance
b) Clicking on FT Clearance
c) To start the clearance process, the participants will review their documents & related departments and click on the Start button.
d) Clearance will start on the submission of the undertaking by clicking on the button: YES, I am sure!
e) The participants will upload their educational documents by clicking on the drop-down button.
f) They will then select their certificate/degree.
g) They will browse their documents in JPG and PNG formats.
h) They will upload their documents and click on the next button.
i) They will fill in the mandatory* required personal details.
j) They will fill out the feedback form and click on submit.
k) After the FT clearance request has been successfully submitted, they should click on the registration button for the alumni portal.
l) Final FT can be collected by the participants after three weeks from the date of application. To collect the FT, the participants will have to bring their original CNIC along with its copy.

7.2 Guidelines for Issuance of Final Transcript and Degree

a) It is preferred that the participants who have graduated must receive their FT/degree personally from the Office of the Controller Examinations (OCE) during office hours.
b) The graduates are encouraged to receive their degrees in person on the eve of Convocation.
c) However, if the participant cannot collect the FT/Degree personally, an authorized person can collect the FT/Degree on the participant' behalf by producing a letter of authority, a copy of their CNIC, and attested copies of the participant's CNIC.
d) The university reserves the right not to issue the FT/Degree while investigating the applicants' identity and may ask them to produce further evidence for their identification.

7.3 Award of Degrees

Degrees will be issued on the eve of the Convocation to those who have completed all degree requirements of a particular program and have been issued final transcripts. For the issuance of an pre-convocation degree, the participant will apply through the prescribed pre-convocation degree form, submitted to PRS along with a copy

of the CNIC, receipt of payment of pre-convocation degree fee, and copy of FT. The Pre-Convocation degree will normally be issued within one week of the application by the OCE.

7.4 Duplicate/ Revised (FT/ Degree)

a) Duplicate FT/ Degree

In case FT/ Degree is lost or misplaced, the participant can apply for a duplicate FT/Degree by paying the fee of the duplicate FT/ Degree in the OTR. The word "Duplicate" will be written on the FT/ Degree. It is mandatory for the participant to provide the following documents:

- **i.** Photocopy of lost FT/ Degree
- **ii.** Original copy of FIR lodged with the police station regarding the loss of FT/ Degree
- **iii.** An affidavit on a stamp paper of Rs 50/-
- **iv.** Original clipping of newspaper advertisement announcing the loss of FT/ Degree

b) Revised FT/Degree

In case of any error/change in FT/ Degree, the participant can immediately apply for a revised FT/ Degree by paying the fee for revision to the OTR. The word "Revised" will be written on the FT/ Degree. It is mandatory for the participant to meet the following documents:

- **i.** Surrender the original FT/Degree
- **ii.** Provide a copy of Matric certificate and CNIC

8 Convocation

8.1 Code of Conduct

The University of Management and Technology, Lahore, holds its Convocation twice a year to honor the graduating participants' commitment and dedication to academic success. Rehearsal for the event is mandatory for all graduates. Registration fee for the convocation is charged. Keeping in view the decorum of the ceremony, participants are requested to observe the following rules during the Convocation proceedings.

a) Only formal dressing is allowed on the day of rehearsal and Convocation.
b) The participant's mobile phones, cameras, and other electronic devices should not disrupt the ceremony or disturb the audience.
c) All graduates should wear their gowns properly ironed as approved by their respective schools.
d) Unnecessary movements, gossip, and exchange of seats will not be tolerated inside the convocation hall.
e) Participants are discouraged from leaving the venue before the closing of the ceremony.
f) Participants may come out of the hall only after the announcement for group photographs.
g) Full cooperation from the participants in maintaining discipline and sobriety during the ceremony is expected.

8.2 Rector's Research Recognition Award (MS/MPhil Participants)

Rector's Research Recognition Award is given to the graduating participants of MS/MPhil on the Convocation Day, fulfilling the following conditions:

a. The participant must have a minimum CGPA of 3.0/4.0.

b. The participant must have completed his/her degree program within the stipulated period, i.e., a maximum of 3 Years.

c. The Award shall be given to those who publish at least one paper in a HEC approved journal from thesis work.

d. The participant's name should be in the first three authors with UMT affiliations.

e. There should be no "F" grade.

f. The participant should not have been penalized as a result of disciplinary and/or unfair means.

g. A Research Reward Committee shall review and short-list the papers for this Award.

h. Only the top three (3) participants from Sciences\Applied Sciences and three (3) participants from Social Sciences\Humanities will get this award.
i. If more than three (3) participants have papers from the same Category, then priority will be given to the participant with a higher CGPA.
j. The participant will be awarded a souvenir.

9 The Scholarships and Financial Aid

Scholarships and Financial Aid Policy from Fall 2024 Semester

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

9.1 Merit Based Scholarships

Merit Scholarships for MS/MPhil Studies

Merit Scholarship for MS / MPhil Studies on the basis of 4 years BS degree (16 years of education) with CGPA

Academic CGPA	Financial Award on Tuition Fee
3.75 to 4.00	60%
3.50 to 3.74	45%
3.25 to 3.49	35%
3.00 to 3.24	25%

Merit Scholarship for MS / MPhil Studies on the basis of 16-years of education (M.A. / M.Sc. etc.) with percentage marks

Percentage	Financial Award on Tuition Fee
85.00 to 89.00	50%
80.00 to 84.99	40%
75.00 to 79.99	30%
70.00 to 74.99	20%
65.00 to 69.99	10%

Merit Scholarship for PhD Students on the basis of MS / MPhil / 18 Years degree

Academic CGPA	Scholarship
3.75 to 4.00	40%
3.50 to 3.74	20%

9.2 Non-Merit Based Scholarships

9.2.1 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 MS / M. Phil programs on the basis of 4-years degree program

Alumni of BS programs (4 years) will get a waiver in tuition fee as per following criteria:

Academic CGPA	Scholarship
3.50 to 4.00	65%
3.00 to 3.49	50%
Up to 2.99	35%

Alumni with two-year degree programs will get 50% waiver in tuition fee if they had a CGPA of 3.00 or more.

Alumni Policy for Admission in PhD Programs

Academic CGPA	Scholarship
3.75 to 4.00	50%
3.50 to 3.74	40%
3.25 to 3.49	30%

9.3 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 kin. The kinship fee waiver shall be applicable to new candidate (kin) getting admission and it is not transferable.

9.4 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 organization. Any such application shall be considered subject to its submission by the candidate at the time of his/her admission.

9.5 Remote Area Scholarship

Up to 50% waiver in tuition fee to be determined on merit for students, belonging to designated remote areas with at least 60% marks / 2.50 CGPA in previous qualification.
Award of this scholarship is subject to meeting defined criteria, submission of required documents along with prescribed application form and a successful interview.

9.6 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.

9.7 Special Person (Differently Abled) Scholarship

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

9.8 Discount for Children of Shuhada

50% tuition fee waiver

9.9 Discount for Children of Government Teachers (up to Scale 16)

20% tuition fee waiver

9.10 Justice A R Cornelius Scholarship

These scholarships have been established to pay tribute to a former Chief Justice of Pakistan. They 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

9.11 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 who fulfill the admission requirements of UMT

9.12 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
2.5 to 3.49	Rs. 50,000/-	Hz Khalid Bin Waleed R.A.
3.5 to 3.74	30%	Merit
3.75 to 4.00	40%	Merit

In Case of Annual System percentage

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

9.13 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.

9.14 Experience Based Scholarship

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

Experience	Scholarship
10 Years and Above	30%
7 Years and Above	25%
5 Years and Above	20%

9.15 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 participant has to return in three to five years installments after completion of degree.

9.16 Rules for Scholarships and Financial Aid from Fall 2024Semester

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

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

Minimum CGPA requirement criteria to continue Fee Waiver granted through Merit Scholarships for all MS Level Programs is Tabulated below:

All MS Level Programs	Maintaining CGPA
60%	3.80
50%	3.75
40%	3.50
30%	3.35
25%	3.25
20%	3.20
10%	3.00

Note:

- Minimum CGPA requirement criteria to continue Fee Waiver granted through **Non-MeritScholarships for MS programs is 3.00**
- One time scholarship reinstate policy will not be applicable to all MS/M.Phil Level Programs
- Criteria for Continuing Fee Waiver through Merit / Non-Merit for PhD Programs is tabulatedbelow:

Programs	Criteria
PhD	Minimum CGPA 3.25 Required

Important Note:

1. For Financial Assistance (QH), participants from batches up to F2022 must maintain a minimum CGPA of 2.5, while participants from later batches must maintain a minimum GPA of 2.75 to uphold the financial aid.
2. The discount on the basis of UMT employee, the minimum CGPA requirement criteria to continue Fee Discount / Fee Waiver should be as per the HEC degree requirement of that program.
3. Continuation of Outstanding Sportsmen & Extracurricular Scholarships in subsequent semesters is subject to maintenance of minimum graduating CGPA requirement in respective degree program.
4. The criteria for maintaining CGPA to continue receiving scholarships and financial aid are applicable starting from the first semester. The maintenance criteria specified for each program level will be implemented accordingly. It is important to note that for the first semester, SGPA (Semester Grade Point Average) will be considered as the equivalent of CGPA (Cumulative Grade Point Average).
5. All kinds of discounts, waivers, scholarships and financial aid shall be permanently withdrawn on the basis of fee default of two consecutive quarters.
6. 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.
7. 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.

8. 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.
9. 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.
10. 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.
11. A participant may only avail one type of scholarship or financial assistance. No two financial awards or scholars' hips will be awarded simultaneously. If a participant is eligible for more than one award, he or she may choose one award only.
12. Information regarding Remote Area Scholarship, application requirements and selection criteria are available from the office of "Participants from Remote Areas Advisor" (PRAs Advisor)
13. Remote Area Scholarship will not be applicable on DPT, LLB, Pharm-D and B-Arch Program
14. Doctoral dissertation fee shall be charged. For details, please contact Office of Registrar.

10 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.

11 Refund Policy

UMT adheres to the fee refund policy of the Higher Education Commission (HEC) of Pakistan. Under this policy, the admission fee is NOT refundable. Only tuition fee may be refunded according to the following schedule:

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

12 General Policies

12.1 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 a UMT ID Card. Therefore, the participants are encouraged to receive their ID cards from PRS.
- It is mandatory for all participants to properly display their UMT ID card while entering the premises of the University. If the participant does not possess a 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 the UMT premises upon presenting the 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 an 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 into UMT will subject to a 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 an 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 a breach of the university code of conduct.
- The participant must submit the participant ID card to PRS at the time of clearance.

12.2 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 the Cash Counter. The 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 the university transport facility to renew their transport cards on expiry of the existing card.
- If the card is not renewed right after expiry of the 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.

12.3 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.

12.4 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 on 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 to 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.

12.4.1 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 for briefing the Chairman on the reported cases and convene the SDC to review the cases under the directives of the Chairman.

12.4.2 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 an affidavit of apology
- Issue letters of warning and displeasure
- Ask for a parental guarantee for improved/correct behavior
- Any other action deemed appropriate and proportional to the proved offence.

12.4.3 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.

12.4.4 Code of Conduct for Disciplinary Hearings

Abusing the Code of Conduct for Disciplinary Hearings include:

1) Failure to obey a 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 procedures to convene in bad faith.
5) Any actions/statements deemed inappropriate.

12.5 Academic Culture

UMT management strives to provide the participants 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.

12.6 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.

12.7 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.

12.8 Photography inside campus premises

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

12.9 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, cause personal humiliation or damage to campus or personal property. Any action that gives rise to such consequences will be subject to disciplinary action/ fine.

12.10 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.

12.11 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 those chemicals.

12.12 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 participants on its premises or as part of any of its activities.
- In case of recovery of drugs from any of the participants, 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 a 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.

12.13 Violation of Disciplinary Sanction

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

12.14 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.

12.15 Provoking Others to Misconduct

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

12.16 Non-Compliance with Official Direction

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

12.17 Violation of University Regulations and Policies

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

12.18 Theft

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

12.19 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 to 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.

12.20 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.

12.21 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.

12.22 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.

12.23 Political Activities

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

12.24 Gambling

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

12.25 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.

12.26 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 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 from harming 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

13 Code of Conduct

13.1 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.

13.2 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.

13.3 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.

13.4 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 (that 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 cultural 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 an 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)

13.5 Harassment

It covers the following:

- Sexual harassment is prohibited and is constituted as a punishable offense.
- 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.

13.6 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 participants who are charged with violations of this code are subject to disciplinary action in accordance with UMT rules/regulations/statutes.

13.7 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

13.8 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.”

13.8.1 Benefits of a Decent Dress Code

• Builds Confidence

• Reflects Personality

• Gives a Sense of Achievement

13.8.2 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 are more professional
- Keeping jewelry and accessories to a minimum
- Avoid excessive makeup

13.8.3 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

13.8.4 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.

13.8.5 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 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 a minimal

13.8.6 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 clothing, 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 attires during classes, or untidy, gaudy 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.

14 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 and conditions.

All rooms are provided with necessary furnishings.

14.1 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)

14.2 Payment of Hostel Dues

Hostel rent for six months, admission fee and refundable security deposit 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.

14.3 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.

15 Cafeteria

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

16 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., 07:00 am to 09:30 pm). 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.

17 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:

17.1 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	

17.2 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.

Sports Rules and Regulations

a. 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

b. Under no circumstances should a player or sports person 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

c. Persons under the influence of drugs are not permitted to participate in sports activities at the university, and as such, the defaulters will 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

17.3 Trips and Tours

17.3.1 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.

17.3.2 Recreational Trips

Combined recreational trips (boys and girls together) are strictly prohibited. However, separate all-girls trips and all-boys trips may be arranged through a well-informed prior approval from the Chairperson of the department. At least two faculty members shall accompany any planned recreational trip. An all-girls trip must include at least one female faculty member.

17.4 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.

18 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.

19 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 systems 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:

19.1 Login Accounts

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

19.2 Internet Access

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

19.3 Access to HEC Digital Resources

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

19.4 300MB Secure Data Storage

A 300MB secure data storage allocation has been provided to each 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.

19.5 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.

19.6 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 themselves of 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.

19.7 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.

19.8 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/-.

19.9 Web Browsing Policy

19.9.1 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.

19.9.2 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.

19.9.3 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.

19.9.4 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.

19.10 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

20 Khurram Murad Learning Resource Centre (KMLRC)

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 a regular basis testifies to 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 with access to periodicals, databases, online searching and browsing.

20.1 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**.**

20.2 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 a valid UMT Identification Card.

20.3 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 the library disclaims any responsibility for loss or damage.
iii. Keep your cell phones on silent mode/switched 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 are 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 may 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-return of the temporarily issued material within due time
    - Any kind of disturbance in the library
    - Misconduct with the library staff
    - Breaching of established library rules and norms

20.4 Borrowing Rules

All registered members with a 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 book(s) 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 material 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.

20.5 Library Fines

Certain fines are charged for overdue (not returned on time) library materials. This is an effort to provide the participants with 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.

21 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 written policy 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 file a grievance on 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

22 Relationship between Participant and Faculty/Staff:

The University considers that close, intimate and/or exclusive relationships 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 the office, inviting participant(s) to the 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.

22.1 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 dialing OSS&V contact number or 15.

ii. Seek prompt medical attention, preferably at the 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 the 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 dialing 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.

23 On-Campus Participant Counseling Service:

23.1 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 for UMT members, and 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.

If a participant is going through mental stress or any personal issue that causes trouble in his/her life and disturbs his/her lifestyle, help can be sought.

24 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: "القران نبض حياتی"	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 Award
One-Minute Initiative	CBS Tarbiyah Reps	Faculty Volunteers

25 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 emails 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.

25.1 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.

25.2 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)

25.3 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's 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 the 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 the Registrar before the start of classes.

26 Dining/Cafeteria Services

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

27 Bookstore/Photocopying Services

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

28 Religious and Spiritual Life

A Jamia Mosque is established on campus, where Jumma and Eid prayers are held, in addition to five daily congregational prayers (Jamaat). UMT welcomes participants from all religious backgrounds. Participants from different faiths are free to practice their religion on campus.

29 Confidentiality of Participant Records

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

30 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's 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 biographical 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.

31 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.

Serial #	Name of Document	Normal Fee(PKR)	UrgentFee (PKR)
1	Issuance of Participant Letters except Internship Letters (Bona fide, Character, English Proficiency, Eligibility Letter, equivalence of degree program, Hope Certificate)	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 programto new Program for first time)	25,000/-	NA
7	Program Change (from old programto 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 ofclasses	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	Pre-Convocation Degree*	NA	20,000/-

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

***** Fee includes the registration fee for the next convocation

Note:

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

32 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.