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Glossary (in alphabetical order)

- **'CGPA'** means Cumulative Grade Point Average
- **'Chairperson'** means Chairperson of the concerned Academic Department
- **'COD'** means Chairman of the Department
- **'Cr. Hr.'** means Credit Hour
- **'DAI'** means Degree Awarding Institution
- **'Dean'** means Dean of the concerned Faculty/School
- **'FT'** means Final Transcript
- **'HEC'** means Higher Education Commission of Pakistan
- **'HOD'** means Head of Department
- **'ID'** means UMT Identification of Participant
- **'IPC'** means Information Processing Center
- **'Participant'** means Student
- **'OCRIS'** means Online Course Registration Information System
- **'OCE'** means Office of Controller Examination
- **ORG'** means Office of the Registrar
- **'OTS'** means Office of Technology Support
- **'Resource Person'** means Teacher/Faculty Member
- **'SGPA'** means Semester Grade Point Average
- **'University'** means University *of* Management *and* Technology
- **'Website'** means UMT website www.umt.edu.pk

1. Introduction

This handbook contains general rules related to undergraduate and graduate programs at the University *of* Management *and* Technology (UMT). The aim of this handbook is to familiarize the participants with the academic information of the programs offered at UMT and also with expectations concerning participants' ethical and professional conduct, and academic performance.

Each participant is required to familiarize himself/herself with the University's policies and to act in accordance with them. The participant must know that ignorance of rules, regulations and guidelines is no excuse. Knowing exactly what they can do, will keep them at ease and they will be less likely to face any problem. Therefore, participants are advised in their best interest to keep this important document "***Participants' Handbook***" as book of guidance during their academic career at the University *of* Management *and* Technology (UMT).

The document is intended as a guide and not a substitute to notifications periodically issued by UMT. The rules mentioned in this handbook are valid at present. UMT reserves the right to amend any policy at any time.

2. Organizational Doctrine

i). Our Vision is... Learning
It defines our existence, inspires all stakeholders associated with us, creates a powerful momentum inside, and responds to the challenges outside. It continues to evolve as present captures new realities and foresight unfolds new possibilities. All in an incessant attempt to help individuals and organizations discover their God-given potentials to achieve Ultimate Success actualizing the highest standards of efficiency, effectiveness, excellence, equity, trusteeship and sustainable development of global human society.

ii). Our Mission is.... Leading
We aspire to become a learning institution and evolve as the leading community for the purpose of integrated development of the society by actualizing strategic partnership with stakeholders, harnessing leadership, generating useful knowledge, fostering enduring values, and projecting sustainable technologies and practices.

3. History at a Glance

The University *of* Management *and* Technology (UMT) was established in 1990 and has now evolved into a premier institution of higher learning in the country. Recognized by the Higher Education Commission (HEC) as a "***W4"*** *category* (highest rank) university, UMT is also the first in Punjab amongst medium sized universities in the general category.

UMT was founded in 1990, as the Institute of Leadership and Management (ILM). ILM was established by leading educationists, professionals and industrialists with an aim to enhance the organizational and individual effectiveness. Guided by the noble mission of helping others in actualizing their limitless human potential to its finest shape, ILM sought to respond to the challenges of information-based economy, globalization and ever increasing complexity.

UMT – now an independent, not-for-profit, private institution of higher learning – received its degree-granting charter first as the Institute of Management and Technology (IMT) in 2002 through an Act of the Assembly of the Punjab. Later, on June 16th, 2004, IMT became University *of* Management *and* Technology (UMT) through passing of a similar Act by the Punjab Assembly.

In September 2007, the Higher Education Commission of Pakistan upgraded the category of UMT from 'Category X'/ previous 'Category B' to 'Category W'/ previous 'Category A'.

UMT , offers a broad range of bachelor, master and doctoral degree programs in many disciplines such as Commerce, Accounting, Business Administration, Banking and Finance, Business and IT, Computer Science, Economics, Education, Electrical Engineering, Aviation, Management, Supply Chain, Textile Engineering, Industrial Engineering, Information Systems, Linguistics, Media and Communication, Agri-business, School Management, Social Sciences, Educational Leadership Management, Law, English Language, Teaching, and many more.

All academic programs meet HEC criteria. The Pakistan Engineering Council (PEC) permits electrical engineering and industrial engineering programs offered at UMT while BBA and MBA programs are accredited by the National Business Education Accreditation Council. The National Computer Education Accreditation Council (NCEAC) has accredited BS Computer Science and Software Engineering programs. Quality assurance systems as suggested by HEC have been implemented at UMT.

At present, thirteen schools and four institutes are operating under the umbrella of UMT namely; School of Business and Economics (SBE), School of Science and Technology (SST), School of Social Sciences and Humanities (SSS&H), School of Professional Advancement (SPA), School of Law and Policy (SLP), School of Textile and Design (STD), School of Commerce and Accountancy (SCA), School of Engineering (SEN), School of Governance and Society (SGS), School of Advance Studies (SAS), School of Health Sciences (SHS), School of Architecture and Planning (SAP), School of Science (SSC), Institute of Islamic Banking (IIB), Institute of Applied Sciences (IAS), Institute of Clinical Psychology (ICP) and Institute of Communication and Cultural Studies (ICCS).

UMT distinguishes itself with 372 faculty members including 110+ PhDs, 14,000+ alumni- and 10000 participants from 63 districts of Pakistan and 18 countries across the globe. The University has state-of-the-art science, engineering and textile laboratories, computer network, well-

stocked library with over 100,000 books and digital resources to facilitate learning and research. The University also offers generous financial assistance to participants. Scholarships and merit based awards are being availed by a large number of participants.

4. Academic Departments of UMT

1. **School of Business and Economics**
   i. Department of Management
   ii. Department of Quantitative Methods
   iii. Department of Finance
   iv. Department of Economics
   v. Department of Marketing
   vi. Department of Operations and Supply Chain
   vii. Department of Information Systems
   viii. Department of Skills Development

2. **School of Architecture and Planning**
   i. Department of Architecture and Planning

3. **School of Science**
   i. Department of Physics
   ii. Department of Chemistry
   iii. Department of Mathematics

4. **School of Systems and Technology**
   i. Department of Computer Science
   ii. Department of Informatics and Systems

5. **School of Social Sciences and Humanities**
   i. Department of Islamic Thought & Civilization
   ii. Department of Psychology
   iii. Department of Media and Communication
   iv. Department of English Language and Literature
   v. Department of Social Sciences
   vi. Department of Education

6. **School of Engineering**
   i. Department of Industrial Engineering
   ii. Department of Mechanical Engineering
   iii. Department of Electrical Engineering
   iv. Department of Civil Engineering
   v. Department of Energy Engineering

7. **School of Commerce and Accountancy**

8. **School of Textile and Design**

9. **School of Law and Policy**

10. **School of Professional Advancement**

11. **School of Governance and Society**

12. **School of Advanced Studies**

13. **School of Health Sciences**

14. **Institute of Applied Sciences**

15. **Institute of Islamic Banking**

16. **Institute of Communication and Cultural Studies**

5. Academic Regulations and Policies

Academic Calendar

- UMT publishes complete schedule of whole academic year for its fall semester, spring semester and summer session for the convenience of participants and faculty members with the following details:
- Semester starting date
- Dues payment dates
- Semester end date
- Final exam week
- Grade notification date
- Holidays during the semester
- Participants are responsible for meeting the requirements and deadlines published for each semester in the academic calendar of the University. Participants are expected to know and adhere to the rules, regulations, course loads, pre-requisites and policies of the University, as well as those of the departments/institutes in which they are enrolled.

Schedule of Semesters

There are two regular semesters (Fall/Spring) in an academic year. Each semester will consist of a total of 17 working weeks, 15 weeks for teaching and two weeks for examinations. There shall be one to two weeks' semester break at the end of each semester.

A student who has either failed or has been stopped to take the examination due to shortage of attendance or wishes to improve his/her grade is allowed to register in summer.

The University may offer Summer Session of eight weeks between Spring and Fall Semesters. A student will only be allowed to register in 1-2 courses of 3-6 credit hours. The contact hours will be doubled during the Summer Session as compared to a regular semester to ensure that the course is taught completely in a semester with half the duration compared with a regular (Fall/Spring) semester.

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. A theory course which equals 03 Credit hours having the length of the class contact hour should be 3 hours per week.

One credit hour in laboratory or Independent study/project would require lab contact of three hours per week throughout the semester.

Course Categories

Courses have been divided into the following categories:

- Compulsory
- General
- Foundation
- Major/Core
- Elective

Course Registration (Enrollment for a Semester)

All participants need to register for each semester they want to study in. Course registration of continuing participants for the upcoming semester is done in advance, i.e., in the 13th week of the running semester (fresh participants can enroll on the day of orientation). Participants will register online through OCRIS account. They can check status of their registration along with information such as roll numbers, semester, all courses taken in that particular semester, and sections along with timetable details through participant helpdesk i.e. my.umt.edu.pk. All sections are allotted on first come first served basis. Participants can check their registration slips through the online system to ensure their course registrations and sections. Participants are requested to contact IPC lab for OCRIS login and password.

Late Registration

Late registrations up to the first week of commencement of classes are subject to a late registration fine of Rs 500/- per day. After the first week of classes, no registration shall be allowed and the next semester shall be considered frozen. However, fresh participants can enroll in the first week of their classes without late registration fine.

Course Load Management

All participants will normally be required to take a workload according to the CGPA. The details are mentioned below:

MS/M.Phil Programs

SGPA/CGPA	Course Load Allowed (Cr. Hrs.)
2.50 and above	12 (Full Course Load)
2.25 to 2.49	Up to 9 (Course Repeat + Regular Course)
Below 2.25	Up to 6 (Only Course Repeat) Expulsion from University in case CGPA is below 2.25 in 2 consecutive semesters

Master Programs

SGPA/CGPA	Course Load Allowed (Cr. Hrs.)
2.25 and above	15-18 (Full Course Load)
2.00 to 2.24	Up to 15
1.75 to 1.99	Up to 12 (Course Repeat + Regular Course)
Below 1.75	Up to 9 (Only Course Repeat) Expulsion from University in case CGPA is below 1.75 in 2 consecutive semesters

Master programs include all masters (16 years of education) only.

Bachelor Programs

SGPA/CGPA	Course Load Allowed (Cr. Hrs.)
2.25 and above	15-18 (Full Course Load)
2.00 to 2.24	Up to 15
1.75 to 1.99	Up to 12 (Course Repeat + Regular Course)
Below 1.75	Up to 9 (Only Course Repeat) Expulsion from University in case CGPA is below 1.75 in 2 consecutive semesters

Bachelor programs include all bachelor programs including 14, 16 and 17 years of bachelor degree programs.

In Summer session only two courses (Repeats only) are allowed.

Add/Drop Course(s)

Since the participants register for courses before the end term exams, they are allowed to add/drop a course after declaration of results. A Participant cannot drop or change a course without written approval from the participant's advisor. The time period for changing (add or drop) a course is one week; beginning from the commencement of the semester. For this purpose, a participant must meet his/her advisor and submit the form. The advisor will add or drop the course through his login. The Participant can drop a course with the approval of HoD concerned. However, such participants will have to understand that this is a matter of choice and he/she will have to complete his/her degree program in the maximum time allowed, e.g., six years for a four year degree program and three years for a graduate program.

After the declaration of the results, if a participant adds repeat course/courses, he/she shall have to pay the dues without fine with the very next installment.

Repeating a Course(s)

The course(s) with "F" and "W" grade(s) may be repeated in regular semester(s) as well as in Summer session if offered, subject to registration by the participant concerned within due dates. Participants are required to complete the normal semester activities (class attendance, assignments, quizzes, mid-term exam and final examinations. In case of repeating the course(s), participant has to pay full dues without any financial benefits with the next installment. Maximum 15 credit hours (5 courses) can be repeated in undergraduate program, 6 credit hours (2 courses) for graduate programs and no repeat in PhD program. However, one course can be repeated not more than once.

In case of improvement in the grade after repeating a course, highest grade will be reflected on the transcript and same shall be counted towards calculation of CGPA.

Class Attendance

The participants are expected to attend all the classes, laboratories, tutorials, or other class meetings officially designated for a particular course. They are also expected to complete all assignments. Each three credit hour course will have 45 contact hours (3 hours/week *15 teaching weeks which equals 45 hours) in a semester. Attendance sheets are computer generated. No one is allowed to attend a class without his/her name in the attendance sheet. No one is authorized to add or remove his/her name from that list manually. Queries for that purpose must be routed to ORG.

A minimum of 80% attendance is required for a participant to be eligible to sit in the final examination.

Participants with less than 80% of attendance in a course will be given grade 'F' (Fail) and will not be allowed to take end term exams. 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.

Participants may check their attendance status from their respective faculty members.

Semester Freeze/Leave

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

In order to freeze a semester, the participants will apply before the beginning of that particular semester. He/she has to fill in a clearance form and get clearance from library, IPC and Accounts Office only, and submit it to ORG for approval and updating database and personal file.

He/she will have to render his/her University *of* Management *and* Technology participant ID Card to ORG. During the "freezing period" the applicant will lose his/her participant status at UMT and will not be entitled to avail University facilities like hostel, medical, transport, library and computer labs.

A participant shall rejoin in the next semester after paying semester fee. The right to use all university facilities will be resumed upon rejoining and UMT ID card would be available from ORG.

Freezing the semester(s) is a matter of choice and such participants will not qualify for any relaxation in semester maximum credit limit or towards maximum time specified for completion of the degree.

In case a Participant needs to freeze his/her semester before midterm exams, application only under medical emergencies or if any critical situation arises beyond human control along with supporting documents can be submitted, he/she will be charged fine of Rs 5000. However, Registrar's decision will be final in these cases.

For a prolonged/extraordinary leave of more than one semester, participant must apply for leave with a valid reason. Clearance process of semester freeze will be followed for this kind of semester freeze as well. Leave application will be submitted before a semester starts. A participant will not have to pay any charges during semester freeze. Leave is valid for two semesters maximum. After two semesters, participant will rejoin, register for courses and continue studies, failing which his/her admission shall be cancelled automatically, without any prior information/intimation.

Leave from semester shall be counted towards the maximum permissible semesters for the completion of the degree.

Note

Participants always have to leave their studies with prior confirmation and approval on a written application. Once registered in a course and leaving without approval shall result in a grade that shall be applicable to it and shall not be replaced at any cost. For example, registering for a semester and leaving without any approval will result in awarding or leaving the end term exams will result in 'F' grade.

Programs Duration

The limit for the completion of the undergraduate degree is usually four years while it is two years for graduate degree from the beginning of the first course counted towards the end of degree.

The time limit of a participant repeating course(s) shall be extendable up to a maximum of two years for all four years bachelor. Whereas for all Master/MS/MPhil degree programs the maximum extendable time is one year. Maximum duration is inclusive of availing semester freeze/leave, repeat course, dismissal on disciplinary grounds etc.

Program	Total Duration of Program (Minimum)	Extended Period	Maximum Duration of Program *
2 years Bachelors	2 years or 4 semesters	1 year or 2 semesters	3 years or 6 semesters
4 years Bachelors	4 years or 8 semesters	2 years or 4 semesters	6 years or 12 semesters
5 years Bachelors	5 years or 10 semesters	2 year or 4 semesters	7 years or 14 semesters
1 ½ year MBA	1 ½ years or 3 semesters	1 year or 2 semesters	2 ½ years or 5 semesters
2 Years Masters/MS/MPhil	2 year or 4 semesters	1 year or 2 semesters	3 years or 6 semesters
3 ½ years MBA	3 ½ years or 7 semesters	1 ½ years or 3 semesters	5 years or 10 semesters
PhD	Total 5 years including Defense of Thesis.		

Policy For Two Degrees Awarded in Same Year or Session Clash with Same or Different Mode

Sr No.	Degree I	Degree II	Policy Decision
1	Bachelor/Master degree Obtained in **regular** mode in the **Morning Session** in one university.	Bachelor/Master degree obtained in **regular** mode in the **Morning Session** in the **same** university.	Degree with the time Clash are not allowed.
2	Bachelor/Master degree obtained in **regular** mode in the **Morning Session** in one university.	Bachelor/Master degree obtained in **regular** mode in the **Morning Session** in the **different** university.	Degrees with time clash are not allowed.
3	Bachelor/Master degree obtained in **regular** mode in the **Morning Session** in one university.	Bachelor/Master degree obtained in **regular** mode in the **Evening Session** in the **same** university.	This combination of degrees is allowed provided that: a) Admission requirements are met. b) Written permission is obtained from university before joining programs.

4	Bachelor/Master degree obtained in **regular** mode in the **Morning Session** in one university.	Bachelor/Master degree obtained in **regular** mode in the **Evening session** in **different** university located in the same city.	This combination of degrees is allowed provided that: a) Admission requirements are met. b) Written permission is obtained from both universities before joining Programs.
5	Bachelors/Master degree obtained in the regular mode in one university.	Bachelors/Master degree obtained in the **private** mode in the **same** university.	This combination of degrees is allowed.
6	Bachelor/Master degree obtained in the regular mode in one university.	Bachelors/Master degree obtained in the **private** mode in the **different** university.	This combination of degrees is allowed.
7	Bachelor/Master degree obtained in the regular mode in the same session/year.	Bachelor/Master degree obtained through **Distance Learning** mode in the same session/year.	This combination of degrees is allowed.
8	Bachelor/Master degree obtained in the private mode in one university in the same session/year.	Bachelor/Master in the **private** mode in the same university in other discipline in the same session/year.	This combination of degrees is allowed.
9	Bachelor/Master degree obtained in the private mode in one university.	Bachelor/Master degree obtained in the **private** mode in **different** university.	This combination of degrees is allowed.
10	1 Year B.Ed degree obtained in the private mode from one university in one academic year/session.	2 Year M.A in any discipline obtained in the **private** mode from the same university in the same academic year/session.	This combination of degrees is allowed.
11	2 Year Degree (Science) obtained in the regular mode in one university on one academic session/year.	2 Year degree(Arts/Social Science) in the **private/distance learning** mode in the same or different university in one academic session/year.	This combination of degrees is allowed.

Guidelines:

1- In the case of Professional Degrees, the permission of respective councils, for example, Pakistan Medical and Dental Council (PMDC) and Pakistan Engineering Council (PEC), would be required.

2- Degrees with time clash are not allowed in any case.

3- For all above mentioned degree programs if the policy of university does not allow for any mode, the degree program must not be started.

4- Students shall meet the pre requisites viz admission requirements of programs.

Withdrawal of Course(s)

Students may be allowed to withdraw from a course till the end of the 12th week of the semester. Consequently, grade W will be awarded to the student which shall have no impact on the calculation of the GPA of the student.

A student withdrawing after the 12th week shall be automatically awarded "F" grade which shall count in the GPA.

In Process (IP) grade Allocation

i. Undergraduate Projects comprise of two semesters. IP Grade will be shown in initial semester and grades will be awarded in last semester based on evaluation of project. If a group fails to submit project in a specified time i.e one year, then F Grade will be awarded. Group failed to submit/pass the project will have to pay fee of specified credit hours of project accordingly.

ii. MS/M.Phil students, who fail to submit their thesis within specified minimum time duration i.e. two years, may apply to respective Dean/Director for extension through supervisor. The School Graduate Committee, on the recommendation of Department Graduate Committee, may give extension initially for six months or up to maximum of one year. Participant will pay thesis credit hours fee for use of facilities of the university during extension in time period.

iii. PhD students, who fail to submit their thesis within specified time duration i.e three years, may apply to respective Dean/Director for extension through supervisor. The School Graduate Committee, on the recommendation of Department Graduate Committee, may recommend extension for consideration/approval by BASAR.

Cross Campus Registration

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

a. Student will submit request for registration of course(s) across the campus through the parent campus (where student is originally enrolled) on a specific form.

b. The Course Instructor will forward grades to parent campus. The student record will be held and managed by parent campus.

Credit Transfer Policy

Through an authentic/logical plea, duly supported by black and white evidence, one can apply for transfer of credits from a Higher Education Commission of Pakistan, recognized university/degree awarding institute to the University of Management and Technology (UMT). However, he/she will have to file application for this at least one month before the

commencement of a regular semester.

Subject to the similarity and equivalence of at least 80% of courses of the respective discipline/degree for undergraduates and graduate programs and availability of seat(s), the transfer of credit request(s) will be processed for a regular semester only.

The merit of the applicant should be higher or equivalent to the minimum admission criteria in that particular discipline/degree program/batch.

The applicant desiring credit transfer will submit an application form accompanied by copies of all previous transcripts, course outlines, his/her latest photograph, duly verified by the Registrar/Principal/Chairperson/Head of the Department of the institution in which he/she is currently enrolled in.

The applicant must have CGPA of at least 2.00 for undergraduate programs and 2.50 for graduate programs.

Depending upon the similarity and equivalence of the courses, only credit hours of courses shall be transferred which shall have at least 60% marks in annual system or C+ and above grade in semester system of bachelor or B and above grades in master programs.

The participant will provide a clearance certificate from his/her previous institution and will register himself/herself with UMT within the stipulated time.

The participant will have to cover the entire deficient course(s) (if any) within the stipulated time for the completion of his/her degree.

The credits transferred are counted towards degree requirements of a participant. However, GPA of transferred credits will not be counted towards the calculation of CGPA, and that only "Transferred" will be written against those courses whose transfer of credits was allowed by the respective Dean.

Credit Transfer Policy for Undergraduate and Graduate (Masters) Programs

50% courses of the total credit hours for the program can be transferred at the undergraduate level and 30% can be transferred in graduate programs of the course work only.

Credit Transfer Policy for MS/M.Phil & Ph.D Programs

- o On the recommendations of the concerned Dean, the Rector may allow to transfer maximum of two courses of MS/M.Phil/Ph.D to complete that program.

- o The Academic Council is authorized to transfer more than the aforesaid limit on exceptional grounds/cases examining the merit and genuineness of the case on the recommendations of concerned Dean.

- o On the recommendations of concerned Dean/BASAR, the Academic Council may allow any student, who has completed course work of MS/M.Phil/Ph.D in any other HEC approved university, for transfer of full course work to pursue only

dissertation/thesis at UMT, provided that Parent University has allowed the scholar for transfer of credit hours. Such candidates should at least have **CGPA** of 3.3 and must have taken almost same courses or courses which can be substituted.

- o The scholar will be charged with half of the total fee of course work in addition to prescribed dissertation/thesis fee.

- o The scholar has to fulfill residency requirement of one year after the transfer of credit hours at UMT, even if the research work is at its final stage. Otherwise normal duration of program will have to follow for completion of degree.

Cross Campus Credit transfer Policy

A participant may transfer his/her credits earned at UMT in either campus by submitting the following requirement two weeks before the start of upcoming semester.

a. Credit transfer form with approval of the concerned Dean of destination School and parent department.
b. Clearance from Lab, Library and accounts of parent campus
c. Progress report signed by the examination office of parent campus

Course Exemption Policy

UMT accept course exemption requests from the participants. UMT applies a holistic assessment approach for the suitability for the exemption(s) based on consideration of the following:

- **Compatibility**

At least 80 % course elements of the applicant's current degree must match with UMT program/module curriculum.

- **Academic achievement**

Participant must have cleared the course(s) with at least 60 % marks in annual system or C+ and above for bachelor programs or B and above for master programs in a semester system.

- **Other details of this policy include:**
  Previous institute – HEC Recognized
- Time period –Applicant must have studied the course(s) within the past two years.
- Maximum allowed exemption - 50 % for total course load for BS programs and 30 % for all master programs.
- Exempted course(s) will be indicated by "EX' on the transcript and shall not be counted towards the calculation of GPA/ CGPA and Cr Hrs.
- The participant will be required to study a course in lieu of each course exempted.
- **How – Where – When to Apply for Exemption**

Course exemption form is available at UMT photo copy shops.
Completely fill out the exemption form and attach with it the following supporting documents:

- Final Transcript/Degree of the previous institution issued by Controller of Examination or Registrar.
- Course outline attested by Registrar/Dean.

Participant should submit the application to the concerned Program Director and on approval of the respected Dean/Director of the school/institute the OGR will execute the exemption in the participants database.

A course exemption request may be applied at the time of admission on in the first semester. An equivalent course(s) may be assigned in lieu of the exemption and participant will pay the fee as equivalent to the regular course of his road roadmap.

Inter-Schools Program Change

Participants can change their program of study with the permission of their parents/guardians and on the acceptance of the Dean of the School to which a participant wishes to transfer, by submitting program change form and clearance form. It is to be noted that program change is provided to participants who meet admission criteria of the program which they intend to pursue.

The Dean of the School accepting the transfer of the program will determine the road map to be completed. The previous course grades and credits applicable to the new program will be counted towards calculating CGPA of the new program. After approval, form will be submitted to Office of the Registrar; the team of ORG will issue new ID after checking all documents and will also block previous ID.

Admission fee paid by the participant for the previous program will be fully adjusted in the admission fee of the new program, However, Rs 5000/- shall be charged as program change fee irrespective of the semester of admission. All new policies and fee structure will be applicable as per new program and schedule.

Dismissal on Academic Grounds

The **undergraduate participant** shall be dismissed on academic grounds from the University if

a) Participants having GPA/CGPA less than 1.75 in three consecutive semesters in bachelors program shall be dropped from the University enrollment and their admission shall be cancelled.
b) completed maximum duration of program (see 5.12) at the University after his/her first registration without being able to fulfill the requirements for the award of BS degree;
c) Fee defaulter of two consecutive quarters;
d) Repeated one course more than one time or over all repeated more than 5 courses (15 credit hours);
e) Not meeting the admission criteria, in case of provisional admission.

The **graduate (MS/MPhil/MBA) participant** shall be dismissed from the University on academic grounds if he/she has:

a) Participants having GPA/CGPA less than 1.75 in three consecutive semesters in all masters and less than 2.25 in two consecutive semesters of MS/MPhil and Masters programs equivalent to 18 years of education shall result in admission cancellation.

b) Completed maximum duration of program (see 5.12) at the University after his/her first registration without being able to fulfill the requirements for the award of MS/ MPhil/MBA/Masters) degree.

c) Fee defaulter of two consecutive semesters;
d) Repeated one course more than one time or over all repeated more than 2 courses;
e) Not meeting the admission criteria, in case of provisional admission.

A **PhD Scholar** shall be dismissed from the program on academic grounds if he/she has:

a) Earned a CGPA of less than 3.00 in any semester
b) Remain unsuccessful twice in the qualifying comprehensive examination;
c) Completed 5 years at the University after their first registration without being able to fulfill the requirements for the award of PhD degree.
d) Fee defaulter of two consecutive quarters;
e) Fail in any course;
f) Not meeting the admission criteria, in case of provisional admission.

Participants dismissed on academic grounds will, however, be provided with an official transcript indicating the courses completed along with grades earned in registered courses.

Re-Admission

Separation from Program (Academic Grounds)

Re-admission, without going through the admission process, is granted to only those bachelor and MS/Master participants who have been dismissed on academic grounds. Dismissal based on expiration of maximum degree duration from the date of first registration shall render such participants inadmissible for re-admission.

PhD participants may be relegated to the MS/Masters program after dismissal from the PhD program on academic grounds.

The admissions committee may or may not transfer a course taken by the re-admitted participant prior to re-admission, depending on the approved criteria being followed at the time of re-admission. The new transcript will only show those courses that have been transferred towards the continuation of the degree by the participant. The participant will have to pay the readmission fee again of Rs 20000/- and will respond to new package.

Registrars decision regarding readmission will be consider final.

Fee Refund Policy

For fresh entrants in a semester, the tuition fee may be refunded in case of admission cancellation provided the application is moved as per the following schedule:

During first week of commencement of classes:	100%
During second week of commencement of classes:	50%
After second week of classes:	No Refund

Note

The admission fee and library fee are non refundable and non transferable. However, these are adjustable in case the Participant informs the Registrar office before the start of the semester and does not initiate the fee refund process.

Independent Study

Independent Study (IS) Policy

In independent study, a student is guided by a teacher but usually does not take classes with other students every day. This may be due to graduation deadlines, required courses not being offered in a particular term, scheduling difficulties, job purpose or to cover special areas.

Mandatory Conditions for IS

Following are the conditions for independent study;

- Only one independent study is allowed in a degree program
- No semester is remaining and one course left which was graded as F or it is participants 12th semester in case of non PEC undergraduate programs and 14th in case of PEC undergraduate programs.

Points to be considered for opting IS;

- Maximum B+ grade can be awarded
- No MS/MPhil and PhD scholar is allowed to take any course as "Independent Study" without the direct approval of the Honorable Rector.
- All those students who are having a semester and few courses left are not eligible.

Payment of Dues

Participants may opt to deposit lump sum dues. A pre-payment discount of 15% is given on total amount admissible for four years, 10% discount on amount admissible for three years, and 5% discount on amount admissible for two years. In case a participant who had deposited lump sum dues discontinues studies at UMT before completion of the pre-paid period, refund will be made by the accounts department according to the prescribed policy.

Regular semester dues are paid on the dates specified in the fee card issued by the accounts department each year for each participant. The annual fee amount is calculated based on average course load of a participant incorporating all financial assistance committed to him/her.

The annual fee estimate is payable in four equal installments **on or before the 10th day of March, June, September and December every year**. Those who are unable to pay their dues by the deadline will be charged with a fine of Rs 100/- per day.

Participants will be allowed to register for courses, attend classes, take examinations and receive degrees only if they have cleared all their dues. **Failure to pay the dues and fine by the end of the grace period will result in dismissal of the participant from the program.** Re-instatement is permitted only at the discretion of the Registrar on payment of outstanding dues.

Accounts department will issue supplementary fee bills to the participant for repeating courses and for studying pre-courses.

Options Available for Payment of Dues
Online Payment

Fee *challan* forms can be deposited through online bank facility in Pakistan.

Online Bank Accounts

Bank Name /Branch	Current Account No.
1. HABIB BANK LIMITED Fortress Stadium Branch, Lahore	**A/C. # 1025-79003167-03**
2. ASKARI ISLAMIC BANK, LIMITED Peco Road Branch, Lahore	**A/C. # 91802000033801**

Participants can collect their *challan* forms 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 to branch dealing.

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 due date. The mailing address is as follows:

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

Please get your confirmation through online account after three days of depositing the fee. Also present your copy of original deposit fee receipts at accounts office for re-confirmation of deposited fee.

Bank Details for Overseas Transfer

For Overseas Participants

Amount US$ / _____

Favoring:

Beneficiary:
University of Management and Technology

Beneficiary address:
C- I, 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

ASKARI ISLAMIC BANK (PECO ROAD LAHORE)

- **ACCOUNT TITLE** : UNIVERSITY OF MANAGEMENT AND TECHNOLOGY
- **ACCOUNT NUMBER**: 9180200033801
- **BRANCH CODE**. 918
- **IBAN NO**: PK 49 ASCM 0091 8020 0003 3801
- **BANK ADDRESS** : BLOCK –D FAISAL TOWN PECO ROAD LAHORE, PAKISTAN

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

Payment of fee for MS/Bachelor courses by Bachelor/MS participants

Bachelor participants who are taking courses in the MS/Master programs will be charged the per credit tuition fee of the bachelor program for these courses. MS participants registering for bachelor courses to fulfill their deficiencies or for fulfilling the degree requirements will be charged bachelor fee rates.

6. ACADEMIC CALENDAR

Description	Fall, 2016 Semester	Spring, 2017 Semester	Summer 2017 session
Start of Classes	August 22 , 2016	January 23,2017	July 3, 2017
Last Date of Add/Drop	August 26, 2016	January 27,2017	July 5, 2017
Declaration of Final Class Roster	September 2, 2016	February 3 ,2017	July 8, 2017
Convocation	November 26, 2016	March , 2017	....
Mid-Term Examinations	October 17-22, 2016	March 20-25, 2017	July 24-29, 2017
Last Date of Withdrawal	November 11, 2016	April 14, 2017	August 4, 2017
Registration for Next Semester & Students Feedback Activity	November 14-25, 2016	April 17- 28, 2017 (summer & fall, 2017)	....
Deadline to Declare Results of Sessional Evaluation	November 28, 2016	May 2, 2017	August 16, 2017
Semester End	December 3, 2016	May 6, 2017	August 19, 2017
Final Examination	December 5-14 , 2016	May 8-20, 2017	August 21-26, 2017
Submission of Results to the Controller of Examinations	December 17, 2016	May 24, 2017	August 28, 2017
Declaration of Results by the Controller of	December 21, 2016	May 30, 2017	August 31, 2017
Semester Break for Participants	December 19 ,2016- January 21, 2017	May 22 – July 1, 2017	August 28, 2017- September 4, 2017

Classes of new intake for Fall-2016 semester shall commence from Monday October 17, 2016. For further details please visit
http://umt.edu.pk/org/home.aspx

Public Holidays

Eid ul Edha**	September 12-14,2016	Kashmir Day	February 05,2017
Allama Iqbal Day	November 09,2016	Pakistan Day	March 23 , 2017
Yaum e Aushura**	October 11-12,2016	Labor Day	May 01 , 2017
Eid Milad-un-Nabi (PBUH)	December 12,2016	Eid ul Fitar**	June 26 - 27 , 2017
Quaid-e-Azam Day	December 25,2016		

**Subject to the sighting of the moon

7. Examinations/Participant Evaluation Rules

Evaluation

The final standing of each participant, in each course, is assessed through the midterm examination, sessional work (presentations, assignments, quizzes, class attendance, participation, practical) and final examination at the end of each semester.

Each course will be evaluated on the weight age as under:

Sr. #	Category	For theoretical subjects (%)	For practical subjects
1	Class Attendance	5 -10	
	Class Participation		
2	Assignments/Project	5-25	30
3	Quizzes	5-10	
4	Mid-term Examination	20-25	
5	End-term Examination	35-50	70
Total		**100**	**100**

During a session, 25-40% of work shall comprise of combination of assignments and quizzes. The number and nature of tests and assignments are at the discretion of the faculty members.

In case a participant joins a course after it has started, he/she will be responsible for submitting any missed quizzes, assignments and lectures. The marks in missed quizzes and other tests shall be considered zero while make-up tests, assignments, projects and labs can be arranged in consultation with the teacher/ head of department.

There is no supplementary/special examination in a semester system; if a participant fails in a course, he/she is required to repeat it.

The midterm examination is held in the ninth week of a semester while final examination is scheduled at the end of the semester.

The script of midterm/final examination will be shared and returned back to the participants concerned by the teacher. The final examination will cover the entire course taught during the semester.

To pass a course, a participant must obtain 50% marks in bachelor and master level degree programs equivalent to 16-years of education whereas, 60% in all master/MS/MPhil programs equivalent to 18 years of education and 70% for PhD. Please note; passing final examination is mandatory.

Rules and regulations of accredated bodies will be observed for the accredated degree programs.

Duration of Examinations

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

Midterm Examination   One hour during class period

Final Examination   1.5-2.5 hours during examination week

Grading System

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

Letter Grade	Bachelor/Master (equivalent to 16-years of education)	Master/MS/MPhil/PhD (equivalent to 18-years of education or above)
	Grade points	Grade points
A+/A	4.0	
A-	3.7	
B+	3.3	
B	3.0	
B-	2.7	
C+	2.3	
C	2.0	
C-	1.7	
F	0.0	
P (Pass)	-	
I (Incomplete)	-	
W (Withdrawal)	-	
S (Satisfactory)	-	
NC (Non Credit)	-	
AU (Audit)	-	
IP (In process)	-	

Maximum grade point average is 4.00.

Grading will be based on the norms of relative grading system.

Grading System for Engineering Participants

i. Grading shall be based on the norms of relative grading system;

ii. Minimum marks threshold linked to content mastery shall be established for award of a passing letter grade by the subject teacher in consultation with COD. Participants earning marks below this threshold shall be awarded "F" grade;

iii. Participants earning marks above the minimum threshold shall be listed in descending order of merit. Passing letter grades shall be awarded based on a normal curve or any other method as deemed suitable with "A+" being the highest passing grade and "C-" being the lowest passing grade.

iv. Subjects having lab component shall be treated as a separate independent subjects. They shall be assessed in continuous mode against 40% marks and the end term viva voce shall be held for 60% marks. COD shall ensure that viva voce shall be conducted by a minimum of two teachers including one who has conducted that lab.

v. In theory subjects, midterm exam shall carry 25-30% marks and the curriculum coverage shall not be less than 40%, end term exam shall carry 50% marks and 30% exam question shall be set from midterm curriculum. The remaining marks shall be allocated to quizzes, assignments, presentations, etc.

vi. Midterm exam shall be one hour long and end term exam shall be 2-2.5 hours long.

vii. When a subject is being taught to multiple sections by more than one teacher, single exam paper (for mid and final) shall be set by the senior teacher in consultation with the other teachers. Marking and grading shall be collectively done by course teachers.

Award of Incomplete (I) Grade

A participant, owing to an emergency or a plausible reason, may apply for the award of 'I' (Incomplete) grade. Such application is acceptable upon recommendation of the Advisor/COD and approval of the Dean/ Director. Approval on application form is mandatory. The approved application form shall be submitted to the Controller of Examinations at UMT.

The participant has to take only end term exam for the course(s) graded 'I', with end term examinations of the semester immediate after the original exam. Attendance, midterm and sessional evaluation for such course(s) will be considered as it was at the time of awarding 'I' grade. If a participant fails to take end term exams in the very next semester, the 'I' grade will be changed into 'F' and participant will be required to study whole semester in order to appear in the end term exams.

The "I" graded exam must be taken with the end term examination of next semester of the original exam. This will be coordinated by the Controller of Examinations in consultation with the instructor(s).

- **Condition of I Grade**

A Participant is required to attend minimum 80% of classes and attempt all assignments, projects and midterms exams. His class evaluation must be complete till the end term exams.

Private arrangements for an "I" graded examination between a participant and an instructor are not allowed.

The participants who miss a re-scheduled exam will not be given a second chance.

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

In some courses, "P" or "S" is awarded as the final grade. The credits of these courses are counted towards completion of the degree but these are not used for computation of CGPA.

Some courses cannot be counted towards fulfillment of the requirements for the award of bachelor, MS or master degrees. A participant registering for these courses will be awarded grade "F", "W" and due to any reason will not be converted into "NC".

In some courses, "P" or "S" is awarded as final grade.

Non Credit (NC); NC course(s) allows a participant to take regular classes with complete attendance. He/she will submit all quizzes, assignments, mid-term and final-term exams etc to fulfill the course requirements. The course(s) will be evaluated with marks and regular grades. It will not be counted in Credit Hours and CGPA. Following condition will be followed;

・ 'F', 'W' and 'SA' awarded courses will not be converted into 'NC'

・ Certificate course(s)

・ Graded Elective course(s), substitute of any other elective course(s)

・ Core and compulsory course(s) will be not converted into 'NC'

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:

$$SGPA= \frac{\text{Sum over Courses in Semester (Course Credit Hours} \times \text{Grade Point Earned)}}{\text{Total Semester Credit Hours}}$$

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

Degree Completion Requirement

The degree completion requirements in terms of CGPA (Cumulative Grade Point Average) at Undergraduate-Level and Graduate Level are given in below.

	Programs	Minimum CGPA requirement
1	Two years Bachelor Degree Programs (equivalent to 14 years of education)	2.00
2	Two years Bachelor Degree Programs (equivalent to 16 years of education)	2.00
3	Four years Bachelor Degree Programs (equivalent to 16 years of education)	2.00
4	All Master Degree Programs (equivalent to 16 years of education)	2.00
5	MBA (Professional)	2.50
6	MS Programs (Except SSC, SAP & SST)	2.50

Rules for Probation

In case a participant remains unable to achieves the minimum CGPA of 1.75 in bachelors program, he/she will be on first probation. However, on achieving less than 1.75 in second semester, a participant may not be allowed to continue. A participant is allowed two probations in the entire duration of a degree program. If a participant, who is earlier on last probation does not come out of probation by achieving CGPA 2.00/4.00, he/she shall automatically be dropped from the program of the university.

In case a participant remains unable to achieve the minimum CGPA of 1.75 for masters, he/she will be on first probation. However, on achieving less than 1.75 in second semester, a participant may not be allowed to continue. A participant is allowed two probations for the entire duration of a degree program. If a participant, who is earlier on last probation, does not come out of probation by achieving CGPA 2.00/4.00, he/she shall automatically be dropped from the program of the university.

In case a participant comes out of probation and again falls below his/her minimum degree requirement CGPA, shall be dropped. During the degree program, a participant is required to repeat all the courses in which he/she failed to pass.

In case a participant remains unable to achieve the minimum CGPA of 2.25 for MS/MPhil

programs, he/she will be on first probation. However, on achieving less than 2.25 in second semester, a participant may not be allowed to continue. A participant is allowed two probations for the entire duration of a degree program. If a participant, who is earlier on last probation, does not come out of probation by achieving CGPA 2.50/4.00, he/she shall automatically be dropped from the program of the university.

Report Based Results

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

- The participants submit the Plagiarism report to resource person with final report/project, thesis and assignments etc

- Respective faculty and Chief Library Officer shall sign plagiarism report

- Signed Plagiarism report will be submitted to OCE with the result of final project, thesis and independent study.

Make-up of midterm examination policy

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

The request for scheduling a make-up exam must be made by the participant or someone on his/her behalf, through the make-up exam petition form which must be submitted to the batch advisor, along with other required documents within three working days of missing the exams. The batch advisor will then direct the case to the Controller of Examinations.

The makeup exam will be taken within two weeks of the original exam. This shall be coordinated by the Controller of Examinations in consultation with the instructor(s).

Private arrangements for a make-up examination between a participant and an instructor are not allowed.

The participants who miss a scheduled make-up exam shall not be given a second chance.

The participants involved in extracurricular activities, arranged by the societies or other institutions, would get prior approval from the Resource Person and COD/Dean regarding their absence in a quiz or an exam.

Note

This policy is not applicable for end term exam

Communication of Results

The results of quizzes, midterms and assignments are communicated to the participants during the semester and answer books are returned to them. It is the responsibility of the course instructor to keep the participant informed about his/her progress during the semester. The course instructor will inform a participant at least one week before the final examination related to his or her performance in the course (excluding only the participant's performance in the final examination). All objections of the participants regarding their performance must be addressed prior to the commencement of final examinations. The semester progress report shall be

dispatched by Office of Controller Examination, to the participants' at the available mailing address.

Conduct of Tests and Examinations

Use of Reference Material during Tests/ Examinations

Prior to class test/final examination, the concerned faculty member informs books, notes or other material that can be referred to by the participants during the test or examinations. All other books, notes, papers, etc., cannot be used by examinees.

Examination Schedule

Dean's office publishes tentative examination schedule at least three weeks before the start of the final examination to remove clashes.

The Controller of Examinations publishes the final examination schedule at least two weeks before beginning of the final examination on OCE website.

Examination Rules

1. Reach examination room at least 10 minutes before the schedule time. No additional time shall be given to Participants arriving late.

2. Participants having short attendance in any of their courses shall not be allowed to sit in the examination room for that particular course.

3. Participants may only bring basic writing material or authorized material in the examination room as permitted by invigilator.

4. Participants are not allowed to bring weapons of any kind in the campus and examination hall.

5. Personal belongings such as bags/books/files may be taken into examination room and kept at the front stage/dice.

6. **DON'T BRING YOUR MOBILE PHONE!** Please leave your mobile phone (and headphone, hands free, MP3 Player, iPad, iPod or similar gadgets) at home or somewhere safe. If you bring it to an exam, you should be aware of the following:

    i. The University *of* Management *and* Technology accepts no responsibility for any loss or damage to your mobile phone if it is brought into the examination hall. You will be unable to claim it from the University if it is lost or damaged.

    ii. If you bring mobile phone in the examination room it must be **SWITCHED OFF** (not just on silent mode). You must keep your mobile in your pocket or handbag and must not take it out for any purpose during the exam.

    iii. If you do not switch off your mobile phone and place it in the pocket or handbag and it rings or vibrates, or is found on your desk or amongst your belongings, it will be confiscated until such time that it can be checked that it does not hold unauthorized material. This may cause a delay in returning it to you of at least 24 hours and may be considered fit for UMC.

7. Maintain complete silence in the examination room. Only raise your hands for any kind

of query and wait for the invigilator.

8. Lending/borrowing of pen, pencil, ruler, calculator, etc. is strictly prohibited in the examination room.

9. Produce UMT ID Card on the request of resource person/invigilator/Controller Examinations.

10. Participants must immediately complete particulars mentioned on answer books/extra sheets and write down their ID No. on the question paper as well.

11. No rough work is to be done on the question paper. Any participant found writing on anything other than answer book will be considered using unfair means.

12. Don't forget to mark your attendance on the attendance sheet during the examinations. In case, your name is not listed, report to invigilator immediately.

13. Remain silent and seated while your papers are being distributed or collected.

14. Participant found cheating; chatting, gesturing or misbehaving in the examination room shall be dealt with under the UMC rules.

15. Any participant using abusive or obscene language in the answer sheet shall be dealt with under disciplinary rules.

16. Do not leave the examination room without prior permission of the invigilator.

17. Participants are requested to adhere to the examination rules prescribed by the University failing which strict action shall be taken.

18. In case of open book/open notes exams, Participants must follow instructions given on the front page by the resource person and should not indulge themselves in conversation with one another. They are strictly not allowed to exchange their books/notes during the examination.

19. Do not leave your seat during the exam, without getting permission from the invigilator.

20. You are not allowed to keep any other participant's notes or photocopies. Keeping loose pages with you is also prohibited.

21. You are only allowed to keep your own notes/book for the said examination.

22. Do not look around under any circumstances. In case you need anything, please raise your hand.

Unfair Means

Any participant found using unfair means or assisting another participant during a class test/quiz, assignments or examination would be liable to disciplinary action. Use of unfair means generally covers the following:

- An attempt to have access to a question paper before the test or examination.

- Use or possession of unauthorized reference material during a class test/quiz,

assignments or examination.

- Any form of communication among the examinees in or outside the examination room while the test or examination is in progress.

- Unauthorized entry into faculty member's office with the intention of accessing or tampering official documents.

- Plaigiarism reported in assignments, projects, thesis and independent study.

A participant found guilty of such an act by the relevant committee will be liable to one or more of the following disciplinary actions:

- Grade "F" in the subject; and/or

- Fine and/or

- Temporary separation; and/ or

- Complete withdrawal from UMT

- Any other

8. Final Transcripts and Degrees

8.1 Process of Final Clearance

Participant who has completed all the degree requirements will apply for FT through the prescribed clearance form and follow the given process.

1. Participant may collect the form from photocopier on premises.
2. Fill the required fields and get clearance from departments mentioned on the clearance form.
3. In case participant has availed financial assistance in his/her academic life, he/she is also required to visit scholarship department (Treasurer Office) to fill the undertaking for return of Qarz-e-Hassana.
4. Submit the form in Office of the Registrar after attaching all the attested credentials along with a snap required for FT and degree.
5. In case of any liability, ORG will contact to participant through email. In this case, participant is required to visit again and clear his/her liability.
6. Participant is required to collect his/her FT from examination department after two-three weeks, providing the copy of CNIC.

Guidelines for Issuance of Final Transcript and Degree

- It is preferred that the participant who has graduated must receive his/her FT/degree personally from Office of Controller Examinations (OCE) during office hours.

- It is encouraged that the graduates receive their degrees in person on the eve of Convocation which is a regular annual feature of UMT.

- However, if the participant cannot come, he/she may collect the FT/degree through an authorized person with the help of prescribed authority letter (Appendix-12), having attached with it copies of his/her CNIC and that of an authorized person.

Participants living abroad will send their authority letter duly attested by Pakistan Embassy/Consulate General Office for issuance of their FT/degree through courier from Pakistan. In spite of adopting all precautionary measures and safe methodologies while sending the FT degrees through courier, University will not be responsible for any damage/loss, if caused.

- The University reserves the right to hold FT/ degree to further investigate the applicant and may ask him/her to produce further evidence for his/her identification.

- The receipt of FT/degree will be acknowledged to Controller Examinations, UMT.

Award of Degrees

Degrees will be issued on the eve of the annual Convocation to those who have completed all degree requirements of a particular program and have been issued final transcripts. For the issuance of urgent degree, participant will apply through the prescribed urgent degree form,

submitted to Office of the Registrar along with copy of CNIC, receipt of payment of urgent degree fee and copy of FT. Urgent degree will normally be issued within one week of the application, by the Controller of Examinations.

Duplicate/ Revised (FT/ Degree)

In case FT is lost or misplaced or has any error, the Participant can immediately apply for duplicate FT by paying duplicate fee in the accounts office. The word "Duplicate" or "Revised" will be written on the FT. In order to get duplicate FT, it is mandatory for the Participant to provide the following documents:

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

Charges for Verification and Issuance of duplicate FT/ Degree

- Rs 500/- for verification of original and photocopies of Final Transcript (UMT/ILM) (max 5 copies)*
- Rs 500/- for verification of original and photocopies of UMT degree (max 5 copies)*
- Rs 6000/- for Urgent UMT Degree
- Rs 6000/- for Duplicate/Revised Final Transcript (UMT/ILM)
- Rs 6000/- for Duplicate/Revised UMT degree
- Rs 50/- for Semester Progress Report of semester preceeding the most recent semester, whereas Rs.500/ for any/all previous semesters**

For details please visit http://umt.edu.pk/oce/Services.aspx

*For set of 5 copies only
** Other than current semester
Note:
- *FT can be collected in person by producing original CNIC or it may be collected through authorized person by prescribed authority letter, with attached copies of his/her CNIC and that of an authorized person.*
- *The above mentioned charges can be changed/revised without prior notice.*

9. Honors and Awards

Rector's Merit Award

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

- The participant is required to take minimum 15 for bachelor and 12 for master credit hours course load excluding the pre and non-GPA courses, internship and final project courses.

- There should not be any 'F', 'W' or "SA" grade or course repeat.

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

The participant qualifying for Rector's Merit award will get tuition fee discount of six credit hours along with merit certificate. **This award is not given to MS/MPhil or PhD programs.**

Dean's Merit Award

Dean's Merit Award is given to participants fulfilling the following conditions:

- The participant is required to take minimum 15 credit hours course load for bachelor and 12 credit hour for master programs excluding the pre and non-GPA courses, internship and final project.

- The participant must have earned semester GPA 3.80/4.00 or above in MBA (Professional) all pathways

- For bachelors and master degree (equivalent to 16-years of education), criteria is semester GPA of 3.70 or above.

- There should not be any "F","SA" or "W" grade or course repeat

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

The participant qualifying for Dean's Merit Award will get tuition fee discount of three credit hours along with merit certificate. Only top ten participants in program/batch who meet the above criteria will be given Dean's Merit Award. Participants in their last semester will only receive certificates. This award is not given to MS/MPhil or PhD programs.

Medals:

Two regular medals are given to participants having excellent academic performance. Some special medals sponsored by prominent organizations are also awarded.

Patron's Medal

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

- Participants must have a minimum CGPA of 3.80 in the following programs:
- All Bachelors Programs

Selection Criteria:

- Participant must have completed her/his degree program in the stipulated time.
- There should be no "F","SA"or "W" grade in the academic program.
- There should be no repeat course for grade improvement.
- Transfer cases (External/Internal) shall not be considered for the medal.
- Participant should have no disciplinary action/unfair means case against her/him.

Rector's Medal

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

- Participants must have a minimum CGPA of 3.70 in the following programs:
- All Bachelors Programs

Selection Criteria:

- Participant must have completed her/his degree program in the stipulated time.
- There should be no "F","SA"or "W" grade in the academic program.
- There should be no repeat course for grade improvement.
- Transfer cases (External/Internal) shall not be considered for the medal.
- Participant should have no disciplinary action/unfair means case against her/him.

Rector's Academic Excellence Award

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

Participants must have obtained a minimum CGPA of 3.80 in the following programs:

- All Masters Programs (equivalent to 16-years of education)
- MBA (Professional) 1.5 / 2 / 2.5 Years
- MBA (Evening) 1.5 / 2 / 2.5 Years
- Non-Research degree programs (equivalent to 18-Years of Education)
- The runners-up in each program, having a minimum of 3.70 CGPA, will be awarded "Certificates of Excellence."

Selection Criteria:

- Participant must have completed her/his degree program in the stipulated time.
- There should be no "F","SA"or "W" grade in the academic program.
- There should be no repeat course for grade improvement.
- Transfer cases (External/Internal) shall not be considered for the medal.
- Participant should have no disciplinary action/unfair means case against her/him.

Special Medals

These are sponsored medals and may change according to the requirement and suggestion of the sponsored till the time of convocation.

Khurram Murad Medal

Khurram Murad Medal is awarded to an outstanding participant of the year from MBA level degree program. Along with medal, participants are awarded with cash prize of Rs 100,000/- with merit certificate. The outstanding participant is selected by a special committee of the University. The selection is based on the prescribed criteria.

Selection Criteria

- Participant having highest CGPA
- The Participant should not have obtained "F" , "SA" or "W" grade or repeat course(s)
- The Participant should have completed degree requirements within normal time period
- No disciplinary or UMC case against the Participant
- An interview will be conducted

- **Weight of previous education**

    o   Matriculation/O-level: 10%
    o   Intermediate/A-level: 15%
    o   Undergraduate/Bachelors: 35%
    o   MBA   40%

Dr. Muhammad Ahmed Medal

Dr. Muhammad Ahmed Medal is dedicated annually to a bright and able participant studying social sciences. The medals awarded to the Participant in recognition to his/her persistent remarkable academic performance during the academic years at the University as well as their contribution or work towards development of society. The candidate who conforms to the prescribed criteria will be awarded gold medal and cash award of Rs 50,000/- along with a merit certificate.

Selection Criteria

- Attainment of creditable CGPA
- Degree shall be completed in a stipulated time period
- He should not have "F" , "SA" or "W" grade in the academic program
- There should be no UMC (Unfair Means Case) or disciplinary case against the candidate
- **Weight age assigned to previous Qualification**
- **An interview will be conducted**

    o Matriculation/O-level: 10%
    o Intermediate/A-level: 10%
    o Undergraduate/Bachelors: 15%
    o Master   65%

Mubarik un Nisa Medal Award

Sardar Muhammad Ghalib Medal Award

Haji Taj Din Medal Award

Award of Exceptional Academic Excellence

Award of Exceptional Academic Excellence is awarded to an outstanding participant of the year who achieve 4.00 / 4.00 CGPA for degree program. Participants are awarded a medal along with merit certificate. The outstanding participant is selected by a special committee of the University.

10. Convocation

Code of Conduct

The University *of* Management *and* Technology, Lahore, will hold its Convocation yearly to honor the graduating Participants' commitment and dedication to academic success. **Rehearsal is mandatory for all graduates. Rs. 5000/- registration fee will be charged.**

Keeping in view the decorum of the ceremony, the participants are requested to please observe the following rules during the proceedings of the Convocation.

- Only formal dressing is allowed on the day of rehearsal and Convocation.

- Mobile phones and cameras are not allowed.

- All graduates should be wearing their gowns properly ironed as approved by their respective schools.

- Unnecessary movements, gossips, exchange of seats will not be tolerated inside the convocation hall.

- Do not leave the hall till the closing of entire ceremony.

- For group photograph, you may come out of the hall after announcement only.

- Full cooperation towards maintaining discipline and sobriety during the ceremony is expected.

11. Scholarship and Financial Assistance (Qarz-e-Hassana)

Merit based scholarships are awarded at the time of admission while the need based financial assistance can be requested during the course of study only in exceptional circumstances. Some awards, however, are based on the academic performance during a semester but double awards are not given. The detail about all types of awards is given here under for the information of the students.

Need Based (Qarz-e-Hassana) ILM Scholarship Fund

Participant desirous of need-based financial assistance (Qarz-e-Hassana) will apply through financial assistance (Qarz-e-Hassana) form and will submit it to Office of the Registrar along with the following documents:

- Evidence of father's/guardian's income like authenticated salary certificate
- Evidence of property, if any, owned by father/guardian
- Evidence of agriculture property and income arising from this property
- Copy of all documents related to previous academic record
- Result card of previous semesters
- Copies of latest utility bills (i.e. electricity, Suigas, Telephone, Water & Sewerage)
- Copy of bank statement of father/guardian
- Copy of rent agreement in case of income coming from rent out house or living on rent
- Copies of fee receipts of brothers and sisters in case they are participants
- Any other document which the Financial Assistance and Loan Committee (FALC) deems necessary

Financial Assistance and Loan Committee considers all applications for need-based assistance in the light of evidence submitted in its regular quarterly meetings. The Financial Assistance Officer informs applicants about the outcome of their applications through emails. He/she also prepares a list of applicants who have been granted assistance and dispatches the prepared list to the Office of the Treasurer for keeping the list in their records.

Need based financial assistance have been converted into Qarz-e-Hasana with effect from Fall Semester 2006. Qarz-e-Hasana is returnable in easy monthly installments after the completion of participant's degree. Final Transcript will be issued but degree will not be granted till the complete payment of dues.

Note:

Participants entitled for any other scholarship and applying for Financial Assistance (Qarz-e-Hasana) can only avail Qarz-e-Hasana if approved. Such participants shall be treated under the policy of Qarz-e-Hasana and their dues paid under scholarship shall stands cancelled. The participant will pay all the dues of the entire program without any scholarship.

Scholarships

Participants entitled for any other scholarship and applying for Financial Assistance (Qarz-e-Hasana) can only avail Qarz-e-Hasana if approved. Such participants shall be treated under the policy of Qarz-e-Hasana and their dues paid under scholarship shall stands cancelled. The participant will pay all the dues of the entire program without any scholarship.

Alumni Policy:

This reflects the significance that UMT attaches to its alumni/ae, while upholding and promoting the core value of the University.

There will be no admission fee for the alumni but an amount of Rs 10,000 (non-refundable) will be charged from Alumni as contribution to ILM Scholarship Fund, along with Rs 5000 as library fee (non-refundable). Contribution to ILM Scholarship Fund will be spread out to the duration of the program in equal quarterly installments, hence, it shall not be charged as onetime payment.

Policy for Alumni for Master/MS/MPhil:

The minimum CGPA requirement for the continuation of scholarship is 3.00 for Masters & 3.25 for MS/MPhil programs.

Sr. No	Academic CGPA	Financial Award on tuition fee
1	4.00	100%
2	3.91 to 3.99	80%
3	3.75 to 3.90	75%
4	3.50 to 3.74	60%
5	3.00 to 3.49	40%
6	2.50 to 2.99	25%

Policy for Alumni for PhD:

However, for the **PhD program**, minimum CGPA requirement for the continuation of scholarship is 3.25. The Doctoral Dissertation fee of Rs 125,000/- shall be charged from all PhD students.

Sr. No.	Academic CGPA	Financial Award on tuition fee
1	3.75 & above including medalists	70%
2	3.50 to 3.74	50%
3	3.25 to 3.49	35%

Kinship Policy:

The Kin of Alumni/ae and existing participants (brother, sister, husband, wife, father, mother, son and daughter) are allowed tuition fee waiver as given below:

Sr. No.	Relationship with Alumni/ae	Financial Award
1	First Kin	20% waiver of tuition fee
2	Second Kin	30% waiver of tuition fee
3	Third Kin	40% waiver of tuition fee

Merit Scholarships:

Developing the human resource to contribute positively towards society is what UMT aims at. Merit-based awards are granted to those bright participants who are best able to achieve that aim. These awards are made according to the admissions merit list.

Continuation of Merit scholarships in subsequent semesters is subject to maintenance of CGPA not less than 3.00 for Bachelors programs, 3.25 for Masters Programs and 3.25 for MS/MPhil/PhD programs.

1- Merit Scholarship for participants applying for Bachelors:

- **Scholarship on the basis of Intermediate**
  - Position holders in BISE Examination: Total tuition-fee waiver.
  - 85% or above marks in BISE Examination: 75% tuition fee waiver.
  - 80%-84.99% marks in BISE Examination: 50% tuition fee waiver.
  - 75%-79.99% marks in BISE Examination: 25% tuition fee waiver.
  - 70%-74.99% marks in BISE Examination: 20% tuition fee waiver.
- **Scholarship on the basis of A-levels**
  - Three As in A-Level: 50% tuition fee waiver.
  - Two As in A-Level: 30% tuition fee waiver.
- **Merit Scholarship policy for Diploma holder students:**
  - 85% or above marks in Board Examination: 50% tuition fee waiver.
  - 80%-84.99% marks in Board Examination: 25% tuition fee waiver.

2- Merit Scholarship for participants applying for Masters/MS/M.Phil degree with 4 Year BS degree from Recognized DAI/Universities):

Sr. No	Academic CGPA	Financial Award on tuition fee
1	4.00	100%
2	3.91 to 3.99	50%
3	3.75 to 3.90	40%
4	3.50 to 3.74	25%

3- Merit Scholarship for participants applying for Masters/MS/M.Phil & PhD degree (Only For Recognized DAI/Universities):

1) Percentage Criteria
- 80% and above marks in 14 years, 16 years   40% tuition fee waiver
  or 18 years of education (last degree on

  which admission is awarded):

- 70% to 79.99% marks in 14 years, 16 years   20% tuition fee waiver
  or 18 years of education (last degree on

  which admission is awarded):

2) CGPA Criteria
- CGPA 3.75 – 4.00:   40% tuition fee waiver
- CGPA 3.50 – 3.74:   20% tuition fee waiver

However if the CGPA and percentage, both are mentioned on the degree, the university shall consider the CGPA, while processing the scholarship.

The Doctoral Dissertation fee of Rs 125,000/- shall be charged from all PhD students.

4- Merit Award Policy for MS/MPhil participants on Publication(s)

MS/M.Phil participant awards should be based on **research publications** instead of GPA. The criterion is as follows, provided that there is no 'F' grade and overall GPA is 3.0 and above:

i.   If a participant publishes a research paper in impact factor Journal then twenty percent fee waiver will be admissible and for second publication in impact factor Journal, another twenty percent fee waiver will be granted.

ii.   If a participant publishes a research paper in HEC & UMT recognized Journals then fifteen percent fee waiver will be admissible.

iii. If a participant publishes a research paper in UMT recognized Journal then ten percent fee waiver will be admissible.

iv.   If a participant brings funding for research and does funded research thesis then twenty percent fee waiver will be admissible.

MS/M.Phil participant, who publish(s) research paper in above referred Research Journals, which is duly verified by Chief Library Officer, and recommended by concerned Dean/Director/Chairperson, will apply to the Registrar's Office for grant of tuition fee waiver.

Discount Policy for ILM Colleges Students

- 50% waiver in Admission Fee
- 50% waiver in Tuition fee on 65% or above marks
- 25% waiver in Tuition Fee on less than 65% marks

Discount Policy for Leadership Colleges Students

- 30% waiver in Admission Fee
- 15% waiver in Tuition Fee

Corporate Group Discount

- 30% waiver in tuition fee of each student for organizations nominating minimum three candidates.

Discount for SOS Village

- 100% waiver full fee for two students in a year to be nominated by SOS.

Shaheed Hakeem Said Scholarship

These scholarships have been established to honor a great educationist, who was one of the finest exponents of eastern medicine as well. He was a member of the ILM Board of Trustees. The scholarships are granted to exceptional Pakistani nationals who are domiciled outside Punjab

- 50% waiver in tuition fee for ten students to be determined on merit, in a semester, having domicile outside Punjab belonging to remote areas with at least 65% marks in intermediate or Graduation.

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.

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.

- 50% waiver in tuition fee for three students in a year, belonging to minorities

with 65% marks or equivalent in intermediate or graduation.

Outstanding Sportsmen and Extracurricular Scholarship

100% waiver in tuition fee for outstanding sportsman having national color or extracurricular activities with 65% marks or equivalent in intermediate or graduation. (10 seats)
During the course of study, the student admitted on sport basis will be exempted from the condition of maintenance of minimum CGPA; however the participant will have to achieve the degree completion requirements.

ILM Scholarship Fund (ILM Study Support/Aid Fund)

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-Hassana which participant has to return in three to five years installments after getting Job/business.

Special Person (disabled) Scholarship:

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

as a standard.

Employees of National Highways & Motorways Police Scholarship:

25% discount in tuition fee will be given to children/spouses/brothers and sisters of National

Highways & Motorways Police after scrutiny of evidence to be provided by the participant.

11.3 Rules Governing Financial Awards and Scholarships

1) Continuation of all financial aids and scholarships, other than merit scholarships and extracurricular activities based scholarships, in subsequent semesters is subject to maintenance of CGPA not less than 2.50 for Bachelors programs, 3.00 for Masters Programs, and 3.25 for MS/MPhil/PhD programs.

2) Continuation of Merit scholarships in subsequent semesters is subject to maintenance of CGPA not less than 3.00 for Bachelors programs, 3.25 for Masters programs and 3.25 for MS/MPhil/PhD programs.

3) All kinds of financial aid and scholarships shall be permanently withdrawn on tuition fee default of two consecutive quarters.

4) 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.

5) If participant getting scholarship or financial assistance discontinues his/her studies for

consecutive two semesters and would like to resume his/her studies later shall be treated as a new applicant for admission and all fee, awards, rights and privileges shall be allowed accordingly.

6) If participant getting scholarship or financial assistance leaves the program/University, total fee will be charged, without any discount/waiver, at the time of clearance before issuance of progress report and NOC.

7) In case of any disciplinary breach, involvement in activities political, unethical, and/or against the interest(s) of the University or its authorities shall be liable to disciplinary action and shall result in withdrawal of all financial awards, discounts, privileges', whatsoever.

8) For merit scholarship: If the participant gets 3 'F' grades in Bachelors, 2 'F' in Masters and 1 'F' in PhD program, his/her financial assistance will be reverted irrevocably.

9) If participant getting scholarship or financial assistance repeats a course, the participant shall be charged with the full fee of the course credit hour wise.

12. General Policies

Participant ID card Policy

- The University ID card identifies a participant as a current member of the UMT student body. Provision of all UMT facilities shall be subject to availability of UMT ID Card. Therefore, participants are encouraged to receive their ID cards from Office of Registrar, immediately after admissions.

- It is mandatory for all participants to properly display UMT ID card while entering the premises of the University. If a participant does not possess UMT ID card, s/he will be fined Rs. 500/- every time this happens. If someone misuses the ID card s/he will be fined Rs. 5000/-. In the above mentioned cases, participants shall be allowed to enter UMT premises upon presenting CNIC, to ensure that they do not suffer any academic loss, 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 security guard; failure to do so may subject the participant to disciplinary action. Additionally, presentation of expired ID card to University officials shall be considered violation of University Policy, and shall be subject to fine, disciplinary action, or both.

- If the ID card expires or becomes unusable due to wear and tear, it shall be reported to Office of Registrar immediately. Similarly, lost and stolen cards must also be reported promptly to the Office of Registrar. ORG shall issue a new ID card upon submission of ID issuance application and a non-refundable ID card replacement fee payable by cash.

- ID cards found by a non-owner should be returned to the Office of Registrar as soon as possible. ORG shall send an email to the owner of the found ID card with notification that the ID card was found and should be claimed as soon as possible.

- Any transfer, alteration, falsification, or forgery of a Student ID card constitutes a violation of University policy and may result in an appropriate disciplinary action to be determined by the Office of Registrar. In addition, fraudulent or illegal use of the campus identification card may result in criminal charges and/or civil proceedings.

- This 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 incase of breach of the university code of conduct.

Transport Card Policy

The policy is designed to ensure smooth and seamless provision of services to students of the

University of Management and Technology.

- It is mandatory for all the students using University transport facility, to renew their transport cards from 1ˢᵗ till 3ʳᵈ of every month.

- If the card is renewed after 3ʳᵈ till 10ᵗʰ of any month, Rs. 100/day shall be charged as fine for each day.

- Office of Treasurer shall make cards (as per list) in advance for issuance on request (no cash payment).

- It is mandatory for all the students 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.

- If a student is reported to enter the transport bus without valid transport card or written prior approval, s/he shall be charged full month's transport fee and an additional fine of Rs. 1,000/- which shall be paid in cash. In case of non-payment of fine within 7 days, the fine shall be increased to Rs. 1,200/- and shall be credited to student's fee.

Academic Discipline

Participants are encouraged to meet faculty members available during their scheduled office hours for the purpose of seeking guidance and counseling.

Disciplinary System

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

The Code of Participant Conduct sets forth the responsibility of all participants at the University to exhibit responsible behavior and good conduct regardless of time or place.

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

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

Disciplinary Actions

Adherence to standards is expected of 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, whenever and which so ever applicable, in the best interest of the University's image, integrity, academic discipline, and quality of education.

- Recommend expulsion cases to the Rector
- Recommend temporary suspension from program and/or course(s) to the Rector
- Recommend course repetition
- Recommend withdrawal of full or partial fee concessions

- Demand affidavit of apology
- Issue letters of warning and displeasure
- Ask for parental guarantee for improved/correct behavior
- Levy fine up to Rs 25,000
- Any other

Punishment or Penalty for Acts of Ill-Discipline

Punishment or penalty for acts of ill-discipline shall be according to the gravity of the case and may comprise of any one or more of the following:

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 Rs10, 000

(4)   Hostel Suspension/Permanent Removal: Expulsion from the hostel for a specified period or permanent removal from the residence hall.

(5)   Withholding of Certificate: Withholding of a certificate of good moral character.

(6)   Removal of Privileges: Deprivation from the privileges enjoyed by the Participants.

(7)   F Grade: Award of "F" grade in a paper.

b. Major Punishments

(1)   Expulsion: Expulsion from the class for a specific period up to one semester.

(2)   Fine: Fine this may amount up to Rs 50, 000.

(3)   Exam Result: Cancellation of examination result.

(4)   Rustication: Expulsion or rustication from the institution for a specific period.

(5)   Degree: Non-conferment of degree/transcript.

(6)   Relegation/withdrawal.

(7)   Other sanctions or a combination of above-mentioned punishments as deemed appropriate.

Code of Conduct for Disciplinary Hearings

Abusing the Code of Conduct for Disciplinary Hearings include:

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

Academic Culture

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

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.

Eating/Drinking

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

Abuse, Assault, Threatening Behavior

These include intentional or reckless acts endangering, threatening or causing physical or mental harm to any person or oneself 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.

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, or dangerous chemicals on the University premises, whether or not the possessor is duly licensed to hold that firearm.

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 students on its premises or as part of any of its activities.
- In case of recovery of drugs from any of the students, 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 the FIR will be lodged as per law of PPA.
- The complete UMT, academic building, library, cafeteria, lawns, grounds and parking corners are smoke-free.
- Smoking is prohibited at all times in escort and shuttle buses.
- Display of cigarette packs, cigarettes and lighters is strictly prohibited in smoke-free areas of the University, as it gives motivation and encouragement to others as well.
- The sale of tobacco is banned in University's premises.
- Violation of this policy (either smoking or displaying cigarettes) is subject to fine of
    - Rs. 10,000/- at all the smoke-free areas.
- 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 students will be made aware of the policy at orientation stage.
- Visitors not adhering to the policy will be asked to comply or leave the premises.

Violation of Disciplinary Sanction

This means knowingly violating terms of any disciplinary sanction imposed in accordance with UMT Statutes.

Inappropriate or Indecent Behavior

Indecent behavior exhibited on the campus including classes, cafeteria, laboratories, etc., defying the norms of decency, morality and religious/cultural/social values by single or group of Participants.

- Damage to the university fixtures/furniture, scribbling/carving on desks, wall chalking, misuse of lab/university equipment, etc.

- Use of mobile phones in class rooms, examination halls, labs and library, thus disrupting the calm of these places.

- Engaging in disorderly or indecent conduct, breaching of peace or aiding, abetting, or procuring another person to breach peace on University premises or at University sponsored functions/activities. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his or her prior knowledge.

Provoking Others to Misconduct

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

Non-Compliance with Official Direction

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

Violation of University Regulations and Policies

Violating University regulations or policies including amendments and additions adopted   since

the date of publication.

Theft

Theft or attempted theft of property or services on University premises or at University sponsored activities.

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 compromise the name 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.

Unauthorized Access to Facilities

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

Animals

Bringing an 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.

Demonstrations

Demonstration 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.

Political Activities

Unauthorized use of University facilities or equipment for political activities.

Gambling

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

Off Campus Conduct

Conduct occurring off University premises be such that it should not affect the interest/image of the University.

Environmental policy

The policy aims to protect University's environment to enhance quality of student experience at the University, and shall recommend ways to control University litter and increase awareness of this issue within the faculty, staff and students of the University.

- 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. Ask students not to put their feet on walls while standing. This applies throughout the University including corridors, classrooms, seminar rooms and the places where possible.
    b. Discourage people to pluck flowers/plants.
    c. Send a courtesy letter to people whose trash is identifiable.
    d. Take necessary action against litterers.
- Enforce litter control with existing and new programs.
- Vigorous enforcement of the aforementioned policy shall be implemented.
    a. Report student violators to the Office of Facilities Management.
    b. Report employee violators to the HR office or an immediate supervisor.

13. Code of Conduct

Greetings

Participants are advised to adopt the habit of exchange of Islamic greetings, i.e., "Assalam o alaikum/ Walakum o salam" while meeting and interacting with colleagues/ faculty and staff of the university. This is an important aspect of Islamic etiquette and obligation and should be reflected in our lives.

Safe Driving

Participants are advised to avoid reckless driving on the campus and abide by the laid down speed limits and sign postings to avoid penalties.

Good Conduct

Participants are required to observe the following guidelines in their best interest:

- 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.

- Meet all deadlines mentioned in any notice(s) displayed from time to time or given by the teachers and program coordinators.

- Ask for explanation and seek clarification of what has been communicated to them in writing only from the issuing authority and not to assume or conclude anything from a procedure, rule or regulation themselves.

- 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 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 their personal belongings, books and other items at all times. In case of loss, UMT will not be responsible for loss or damage.

- Keep UMT campus clean. Littering trash is highly undesirable and environmentally unfriendly.

Gender Mixing
- Participants are strictly reminded to follow the accepted social and cultural norms of the society. Undue intimacy and unacceptable proximity, openly or in isolated areas will not be tolerated. The tendency of taking advantage of common places like cafeteria, and shops, etc. is objectionable and undesirable. Also, Participants are advised to avoid movement in mixed groups in the campus after sunset.

Harassment

It covers the following:

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

- Sexual harassment is demeaning to human dignity and is unacceptable in a healthy work environment and sexual harassment of any participant will not be tolerated.

- It is prohibited to reprisal or send threats of reprisal against any member of the committee who makes use of this policy or participates in proceedings held under its jurisdiction. Any individual or body found to be making such reprisals or threats will be subject to disciplinary 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 the 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.

Enforcement of Code of Conduct

Matters of indiscipline would be referred to the concerned UMT authorities authorized to check indiscipline matters and decide on them in line with UMT policy, rules and regulations. Parents of those Participants who disobey authority and violate the code of conduct will be informed. Participants may be held accountable for acts of misconduct of their guests while on University premises or at University sponsored activities. Participants who are charged with violations of this Code are subject to disciplinary action in accordance with UMT rules/regulations/statutes.

Dress Code

In order to maintain academic dignity and sanctity of the institution, Participants are required to wear decent dress keeping in view the local cultural values. The dress restriction is not an attempt to impose any rigidity or regimentation but is congenial to the spirit of discipline which is the cardinal feature of life style at UMT campuses. The purpose of the dress code is to provide basic guidelines for appropriate work dress that promotes a positive image of UMT besides allowing flexibility to maintain good morale, respect, cultural values and due consideration for safety while working in laboratories. In compliance of the dress code, Participants shall avoid:

- **For Males**

  a. Wearing tight or see-through dress.

  b. Wearing shorts, sleeveless shirts, Tee-Shirts/dress bearing language or art, which appears to be provocative or indecent and is likely to offend others

  c. Wearing shabby or torn clothing.

d.   Wearing jogging or exercise clothing during classes.

e.   Wearing untidy, gaudy or immodest dress in classrooms, cafeteria and university offices.

f.   Wearing unprofessional attire in formal programs and interviews.

- **For Females (duppata/shawl is compulsory for female Participants)**

    a.   Wearing tight or see-through dress.

    b.   Wearing shorts or sleeveless shirts.

    c.   Wearing Tee-Shirts/dress bearing language or art, which appears to be provocative or indecent and is likely to offend others

    d.   Wearing shabby or torn clothing.

    e.   Wearing jogging or exercise clothing during classes.

    f.   Putting on excessive makeup or wearing expensive jewelry.

    g.   Wearing untidy, gaudy or immodest dress in classrooms, cafeteria and University offices.

    h.   Wearing unprofessional attire in formal programs and interviews.

All faculty members, administrative staff, support staff and Participants are expected to monitor this code of conduct and report any disregard or violations thereof for taking appropriate corrective action/remedial measures.

14. Hostel

UMT Lodges /UMT Hostels with a capacity to house 975 boarders, 700 boys and 275 girls, are situated at Wahdat Road, Lahore

Rooms are available on double occupancy first come first served basis. However, single occupancy may also be provided subject to availability.

All rooms are provided with necessary furnishings. Bathrooms are detached.

Dining and Laundry Services

Dining and laundry services are provided by contractors. Participants may avail these services on monthly payment basis. 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 will be reported to PSD for necessary recovery action.

(For detailed information about hostel, contact Superintendent Hostel/ Head Environment and Services Department).

Payment of Hostel Dues

Hostel rent for a semester and security (refundable), will be paid in advance to accounts department to get accommodation at UMT Lodges. Thereafter, only rent will be paid on semester basis.

Transportation Facilities

The University has three buses that are used for transporting the participants from hostel to campus.

The last date for payment of hostel dues is 10th April and 10th October every year.

15. Cafeteria

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

16. Parking

The policy is designed to establish rules and regulations under which the parking of motor vehicles by students shall be governed.

- Parking timings shall be from 7am till 10pm. Parking before/beyond the official timings shall not be allowed.
- Parking will not be subsidized by the University, but token charges shall be established based on a cost effective approach. Current token charges are Rs. 300/month.
- All students must have a valid parking permit. All vehicles parked within the premises of the University shall be required to display a valid University parking permit/Sticker. The renewal of the permit shall be done during 1st till 5th of every month.
- The facility shall be availed at owner's/vehicle operator's own risk. Owner/vehicle operator shall be responsible for checking the vehicle's security system, windows and taking all such precautionary measures. The University shall not be liable for any inconvenience, loss or damage occurred therein.
- In case of any damage occurred to parking area as a result of negligence of vehicle operator, s/he shall be charged the amount of damage/loss.
- Violation of parking lines is subject to a fine of Rs. 500/-

17. Extra/Co-Curricular Activities

Sports athletics and other recreational activities reinforce the learning culture and add colors to the academic environment. At UMT, we encourage participants to actively take part in these activities by joining the following Clubs and Societies:

- Debating Society

- Dramatic Society

- Cricket Team

- Editorial Board

- Overseas Participant's Club

- Eagle's Crest (IT Based)

- Leaders Forum

The Office of Participants Affairs (OPA) sponsors, organizes and supervises these activities.

Co-curricular activities are organized by the respective Schools.

Trips and Tours

Educational Field Trips

Field trips provide excellent opportunities to enhance and reinforce knowledge gained in the classroom and laboratory. When planning such a field trip, 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 will be planned separately for boys and girls.

- At least one faculty member must accompany such a field trip. In case of an all girls field trip, one female faculty member must accompany the trip.

- The department Chairperson will keep a file of all documents related to the field trip for a period of three years.

Recreational Trips

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

17.2 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 University of Management and Technology. These postings/items shall be permitted to students subject to prior approval from Head 'Office of Facilities Management',

- All postings/items must be restricted to Advertisement Points as designated by 'Office of Facilities Management', 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 Facilities Management' and consent of that Department's Chairperson/Office's Head, postings/items may be affixed within an Academic Department or Support Office, subject to that Department's Chairperson/Office's Head assumes responsibility for any damages occurred thereafter.
- All the departments, clubs, groups and/or individuals responsible for the affixation of the postings/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 postings/items will be repaired at the expense of the party responsible for the placement of the postings/items.
- The content of postings/items must not promote any political, religious, or un-ethical bias that could make individuals feel offended or insecure. Content of postings/items must not promote and/or encourage the use of tobacco or other drugs.
- If any party or individual reserves any concerns regarding the contents of any posting/item, the 'Office of Facilities Management' should be contacted for further guidance.
- 'Office of Facilities Management' and Security personnel reserve the right to refuse display of postings/items or remove any postings/items that do not comply with this policy, or any applicable University policy. Moreover, Head 'Office of Facilities Management' is also authorized to take any disciplinary action in case of non-compliance of the 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 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 will accept that any deviation from these rules will 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. On a final 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)

Participants of the University are being provided the latest IT facilities with highly skilled and professional support and assistance in ideal work environment. These services include:

Login Accounts

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

Internet Access

IPC is facilitating high speed unlimited Internet access of 14Mbps CIR internet bandwidth, 6Mbps from PERN (Pakistan Education and Research Network), a project of Higher Education Commission (HEC), and 8Mbps optical link from World Call.

Access to HEC Digital Resources

Participants can access immense digital resources managed and provided by Higher Education Commission (HEC) via UMT website at IPC as HEC allows access to these resources in their recognized institutions only.

IPC Rules and Policies

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. It may be cause of their data deletion and some other major damages.

- 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: Unethical sites, playing games on internet are not permitted in IPC.

- Food or drink is not allowed in IPC at any time.

- Smoking is not permitted in IPC.

- Refrain from disruptive behavior such as loud talking and using mobile phones.

- Participants found responsible for causing damage to the IPC equipment will be liable for such damages.

- Do not reboot, turn off or move any workstation, PC or any devices. Do not 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 of the above mentioned rules may incur a fine up to Rs 5000/-.

Web Browsing Policy

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.

Policy

The UMT community should use the Web for work-related activities only because any other activity on the Web adversely affects 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 a minimum. The following e-activities are not permitted on campus:

- Downloading or watching movies

- Downloading or listening to 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 and obscene content and downloading pornographic material

Browsing Log

UMT maintains a log of all browsing activity done by using University's 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.

Penalty for Abuse

Internet access facility is provided to the UMT community to help members so that they can have access to current academic material and to network with professionals in their scholastic areas of interest. 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 will be held responsible for any activity done with his/ her username.

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 purpose.

(2)   Unauthorized transfer of a file.

(3)   Use of another individual's identification and/or password.

(4)   Interference with 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.

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). It has become very popular among educators around the world as a tool for creating online course web sites for their students.Learners can use Moodle as a way to deliver content to students and assess learning using assignments or quizzes.

If you are facing any problem using moodle, visit http://oit.umt.edu.pk/moodle.

For further query send your queries to moodle@umt.edu.pk.

20. Learning Resource Center (LRC)

UMT supports its academic programs and research initiatives through a fully automated library, on-site collections and a variety of online services. UMT library is an indispensable source of information and is one of the finest working libraries in Pakistan. The number of corporate clients and alumni who continue to use its services on regular basis testifies to the quality of 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 participants access to periodicals, databases, online searching and browsing.

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.

Timing and Access

Except for certain designated official holidays, the library is open six days a week from 0800 hrs to 2100 hrs for participants with valid UMT Identification Card.

General Rules

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

- Leave your personal belongings (bags, briefcases, handbags etc.) at the library entrance.
- Take care of your belongings as library disclaims any responsibility for loss or damage.
- Keep your cell phones on silent mode/switch off within library premises.
- To make the library environment more conducive for reading and research; gossiping, cell phone calls, sleeping, eating, drinking, smoking, chatting, and disturbing the order of library furniture is strictly prohibited.
- Submit library material(s) for inspection, if requested.
- Underlining, marking, folding and tearing pages of library materials is prohibited.
- Leave the library materials on tables after consulting/reading.
- Observe IPC rules while using library computing facilities.
- Library membership could be suspended or canceled along with a penalty in the following cases:

  o Nonpayment of library fine(s)
  o Theft of library material(s)
  o Nonpayment of damage fine
  o Non returning of the temporary issued material within due time
  o Any kind of disturbance in library
  o Misconduct with the library staff
  o Breaching of established library rules and norms

- Photo copying facility is available in the library within copyright provisions.

- Participants may get photocopy card from the library circulation desk @PKR 60 that is valid for 40 copies.

Borrowing Rules

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

Category	Borrowing Privileges	Time Period
Undergraduate students	4	14 days
Graduate students (MBA, MS)	6	14 days
Postgraduate students (MPhil/PhD)	10	14 days
Faculty	30	90 days

- o Valid UMT identification card is necessary to borrow library materials.
- o Books borrowed by any individual can be reserved.
- o Reserved books may be collected within 3 days from the circulation desk.
- o Book(s) borrowed by any individual can be renewed for a period of 14 days as long as the same is not reserved by another patron.
- o Non-circulating materials such as reference books, CAD collection, CD-ROMs, annual reports, current journals, journals and newspaper archives, audio/video materials, text books, and research projects cannot be borrowed.
- o Non-circulating materials can only be used within library premises.
- o Any of the borrowed library materials is subject to recall as and when needed by the library.
- o If the participants misplace any library material and is unable to find them, it is recommended to report at circulation desk immediately to avoid overdue fines.
- o Any of the library materials not returned within 30 days after the due date will be considered as lost.

Library Fines

Certain fines are charged for overdue (not returned on time) library materials. This is an effort to provide Participants an equal opportunity to make use of library materials and to maximize sharing of library collections.
- Overdue fine is charged from the first overdue date/day.
- Overdue fine on general books would be PKR 10 per book per day.
- Overdue fine on temporarily issued materials would be PKR 50 per hour.
- Loss of library materials would be charged three times the current price OR replacement of the material(s) with PKR 100 additional as processing charges.
- PKR 5000 in addition to the current price would be charged in case of stealing library materials.
- In case of any disciplinary violations PKR 200 would be charged on the first violation and PKR 500 on second violation. In case of repeated violations, the issue may be referred to the disciplinary committee.

21. Services Fee Structure

Serial #	Name of Document	Normal Fee (PKR)	Urgent Fee (PKR)
1	Issuance of Participants reference letters except internship letters	100/-	500/-
2	Issuance of Duplicate ID Card	500/-	NA
3	Issuance of No Objection Certificate(NOC)	1000/-	1500/-
4	Registration of Independent Study	10000/-	NA
5	Program Change (from old program to new Program)	5000/-	NA
6	Readmission	20,000/-	NA
7	Semester freeze after due date till midterm	5000/-	NA
8	Progress Report (complete)	500/-	NA
9	Urgent Degree	NA	6000/-
10	Urgent Final Transcript (5 working days)	NA	5000/-
11	Duplicate Final Transcript (UMT/ILM)	6000/-	NA
12	Duplicate Degree	6000/-	NA
13	Verification of FT/Degree (UMT/ILM) up to 5 sets	500/-	NA
14	Current Semester Progress Report	Free	NA
15	Semester Progress Report other than the current semester	50/-	NA
16	Convocation Registration Fee	5000/-	NA

Details may also be visited at http://umt.edu.pk/org/Student-Affairs/Services.aspx
It is the participant's responsibility to remain updated about all rules and regulations of the University. He/she must read carefully the Participants' Handbook that is available on the following web link http://umt.edu.pk/org/Academics-and-Academic-Affairs/Participant-Handbook.aspx

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 Participants' Handbook.

22. Contact Details of Administrative/Academic Staff

Administrative Support

Support Office	Ext #	Name of HSO	Designation	E-mail
Office of Treasurer (OTR)	3735	Muhammad Sajid Nazir	Treasurer	treasurer@umt.edu.pk accounts@umt.edu.pk
Office of Registrar (ORG)	3728	Aneesa Rahat	Registrar	registrar@umt.edu.pk
Office of Participants' Affairs (OPA)	3727	Rana Iftikhar Ahmed	Director Participants' Affairs	opa.dir@umt.edu.pk
Office of Career Services (OCS)	3721	Farzoq Ahmad Chaudhary	Head OCS	ocs.hd@umt.edu.pk
Office of Information and Admissions (OIA)	3321	Irfan Tahir	Head OIA	oia.hd@umt.edu.pk
Office of Information Systems (OIS)			Head OIS	ois.hd@umt.edu.pk
Office of Technology Support (OTS)	3333	Muhammad Rashid Ali Malik	Head OTS	ots.hd@umt.edu.pk
Office of Human Resources (OHR)	3712	Farhan Ahmad Khawaja	Head OHR	ohr.hd@umt.edu.pk
Office of Communications and Media (OCM)	3406	Muhammad Taufeeq	Head OCM	ocm.hd@umt.edu.pk
Office of Controller Examinations (OCE)	3373	Imran Zahid	Controller of Examinations	controller@umt.edu.pk
Learning Resource Center (Library)	3561	Muhammad Rafiq Awan	Chief Library Officer	clo@umt.edu.pk
Office of Facilities Management (OFM)	3717	Lt Col(R) Saif Ullah Khan	GM, OFM	saif.Khan@umt.edu.pk
Hostel Information	3455	Imran Haider Leghari Sadia Sattar	Warden Hostels Deputy Warden (Girls Hostel)	Imran.leghari@umt.edu.pk Sadia.sattar@umt.edu.pk
IPC Information	3389	Firdous Ahmed	Head IPC Lab	firdous@umt.edu.pk

Regarding	Contact Person	E-mail ID
Fee Information	**Treasurer**	treasurer@umt.edu.pk
Extracurricular Activities	Director, OPA	opa.hd@umt.edu.pk
Examination Query	Controller of Examination	controller@umt.edu.pk
Career Services	Head, Office of Career Services	ocs.hd@umt.edu.pk
Library Information	Chief Library Officer	clo@umt.edu.pk
IPC Information	Manager IPC	firdous@umt.edu.pk
Facilities Management	GM, Facilities Management	ofm.hd@umt.edu.pk
Hostel Information	Warden Hostels Deputy Warden (Girls)	Imran.leghari@umt.edu.pk sadia.sattar@umt.edu.pk

Contact Details of Academic Staff

School / Institute	Ext. #	Name	Designation	E-mail
School of Business and Economics	3385	Dr. Rukhsana Kalim	Dean SBE	sbe.dean@umt.edu.pk
	3344	Dr Ahmed Faisal Imtiaz Siddiqi	Chairperson Department of Quantitative Methods	qmd.cod@umt.edu.pk
	3359	Abdul Rafay	Chairperson Department of Finance	fin.cod@umt.edu.pk
	3426	Dr. Dawood Mamoon	Chairperson Department of Economics	eco.cod@umt.edu.pk
	3353	Mobin-ul-Haque	Chairperson Department of Marketing	mkt.cod@umt.edu.pk
	3347	Kamran Rashid	Chairperson Department of Operations and Supply Chain	osc.cod@umt.edu.pk
	3371	Syed Hussnain Abbas Shah	Chairperson Department of Information Systems	ins.cod@umt.edu.pk
	3369	Naveda Kitchlew	Chairperson Department of Management	mgt.cod@umt.edu.pk
	3341	Umar Rashid	Chairperson Department of Skills Development	skd.cod@umt.edu.pk
School of Systems and Technology	3428	Dr. Naseer ud Din Gohar	Dean SST	sst.dean@umt.edu.pk
	3438	Dr Tahir Ijaz	Chairman Department of Computer Sciences	csc.cod@umt.edu.pk
	3463	Muhammad Waqas	Acting Chairperson Department of Informatics and Systems	Muhammad.waqas@umt.edu.pk
		Dr Adnan Abid	Director Department of CS	Adnan.abid@umt.edu.pk
	3477	Dr Shoaib Farooq	Director CS	Shoaib.farooq@umt.edu.pk
	3480	Dr Yaser Danial	Director CS	Yaser.khan@umt.edu.pk
		Hafsa Zafar	Director CS	Hafsa.zafar@umt.edu.pk

School of Architecture and Planning	3556	Dr.Muhammad Yusuf Awan	Chairperson Department of Architecture and Planning	archp.cod@umt.edu.pk
School of Science	3636	Prof. Dr. Muhammad Azhar Iqbal	Dean SSC	ssc.dean@umt.edu.pk
	3606	Dr Muhammad Azhar Iqbal	Chairperson Department of Physics	cod.phy@umt.edu.pk
	3605	Dr. Muhammad Saeed	Chairperson Department of Mathematics	mth.cod@umt.edu.pk
	3614	Dr Sammia Shahid	Chairperson Department of Chemistry	chm.cod@umt.edu.pk
School of Social Sciences and Humanities	3502	Dr Abdul Hameed	Dean SSSH	ssh.dean@umt.edu.pk
	3537	Dr. Mumtaz Ahmad Salik	Chairperson Department of Islamic Thought & Civilization	itc.cod@umt.edu.pk
	3550	Dr. Zahid Mahmood	Chairperson Department of Clinical Psychology	cpsy.cod@umt.edu.pk
		Dr. Muhammad Khalid	Chairperson Department of Media and Communication	mmc.cod@umt.edu.pk
	3538	Rao Jaleel Ahmed	Chairperson Department of English Language and Literature	ell.cod@umt.edu.pk
	3540	Dr. Waheed Ahmad Khan	Chairperson Department of Social Sciences	ssc.cod@umt.edu.pk
	3548	Sajid Masood	Chairperson Department of Education	edu.cod@umt.edu.pk
School of Engineering	3415	Dr. Salim Abid Tabassum	Dean SEN / Chairperson Department of Industrial and Mech. Engineering	sen.dean@umt.edu.pk
	3451	Dr. Sajjad H. Shami	Chairperson Department of Electrical Engineering	een.cod@umt.edu.pk

School of Commerce and Accountancy	3356	Mohyuddin Tahir Mahmood	Director School of Commerce and Accountancy	sca.dir@umt.edu.pk
School of Textile and Design	3345	Dr. Nabeel Amin	Director School of Textile and Design (STD)	std.dir@umt.edu.pk
School of Law and Policy	3309	Syed Imad-ud-Din Asad	Director School of Law and Policy	slp.dir@umt.edu.pk
School of Professional Advancement	3432	Naveed Yazdani	Director SPA	spa.dir@umt.edu.pk
School of Governance and Society	3501	Rahat-Ul-Ain	Director School of Governance and Society	sgs.dir@umt.edu.pk
School of Advanced Studies		Dr. Munawar A. Anees	Dean SAS	sas.dean@umt.edu.pk
School of Health Sciences	3316	Dr. Muhammad Naveed Afzal	Director, SHS	shs.dir@umt.edu.pk
Institute of Islamic Banking	3361	M. Mahmood Shah Khan	Director IIB	iib.dir@umt.edu.pk
Communication and Cultural Studies	3510	Arshad Ali Khan	Director ICCS	Iccs.dir@umt.edu.pk
Institute of Applied Sciences	3387	Dr. A. Rashid Kausar	Director IAS	ias.dir@umt.edu.pk

Contact Details of Academic Coordinating Staff

School – Department	Ext #	Employee Designation	Email
SEN – Dean Office	3414	Officer Academics	rakhshanda.fawad@umt.edu.pk
SEN – Electrical Engineering	3624	Officer Academics	usman.mumtaz@umt.edu.pk
SEN – Industrial/ Civil Engineering	3687	Senior Officer Academics	abdul.jabbar@umt.edu.pk
SEN – Mechanical Engineering		Officer Academics	
SAP	3431	Officer Academics	jahanzaib.ahmed@umt.edu.pk
SST-Dean Office	3427	Officer Academics	hassaan.mujahid@umt.edu.pk
	3419	Assistant Manager Academics	shamaila.andaleeb@umt.edu.pk
SST-CS	3607	Officer Academics	numan.khalil@umt.edu.pk
SST- Infomatics	3419	Officer Academics	shehrish.munawar@umt.edu.pk
SST-	3423	Officer	Alina Khan
SST Computer Science	3423	Officer	maria.tariq@umt.edu.pk
SST Computer Science	3423	Officer	rabia.obaidullah@umt.edu.pk
SST Computer Science		Officer Academics	ali.adnan@umt.edu.pk
SSC –Dean Office	3419	Office Academics	Zeeshan.ather@umt.edu.pk
SSC Mathematics	3624	Sr Corporate Liason Officer	nadeem@umt.edu.pk
SSC- Physics	3606	Office Academics	ayasha.shakeel@umt.edu.pk
SSC- Chemistry	3606	Office Academics	ayasha.shakeel@umt.edu.pk

Department	Ext	Designation	Email
SSS&H - Dean Office	3503	Assistant Manager Academics	firasat.omer@umt.edu.pk
SSS&H - Social	3540	Officer Academics	kinza.sarfraz@umt.edu.pk
SSS&H – Education	3548	Assistant Manager Academics	saleem.dogar@umt.edu.pk
SSS&H – Clinical Psychology	3550	Officer Academics	sana.daud@umt.edu.pk
SSS&H - DELL	3534	Officer Academics	rabia.ihsan@umt.edu.pk
SSS&H – Media and Communication	3536	Coordinator	ali.raza@umt.edu.pk
SSS&H – Social Sciences & Special Education	3503	Officer Academics	kashif.shahzad@umt.edu.pk
SSS&H - ITC		Coordinator	shahzad.aslam@umt.edu.pk
SBE – Dean Office		Manager Academics	yasir.amjad@umt.edu.pk
SBE-Skills Development		Officer Academics	abubaker.choudry@umt.edu.pk
SBE-Finance & Quantitative Methods		Officer Academics	rashid.mahmood@umt.edu.pk
SBE- Economics		Officer Academics	wamiqa.hassan@umt.edu.pk
SBE-Information System		Officer Academics	amna.rashid@umt.edu.pk
SBE-Management		Officer Academics	hamza.masood@umt.edu.pk
SBE-Operations and Supply Chain & Marketing		Officer Academics	mohsin.ali@umt.edu.pk
SBE-MS/PhD Programs		Officer Academics	Khansa.masood@umt.edu.pk
SBE-MBA Programs		Officer Academics	omer.shabbir@umt.edu.pk
SBE - MBA Evening Programs		Officer Academics	muhammadharoon@umt.edu.pk
SBE-Undergraduate Programs		Officer Academics	hamid.asif@umt.edu.pk
School of Professional Advancement		Officer Academics	Aleem.akhtar@umt.edu.pk

School of Textile and Design		Manager Academics	asim.siddiqui@umt.edu.pk
School of Commerce and Accountancy		Officer Academics	faizan.elahi@umt.edu.pk
Institute of Islamic Banking		Officer Academics	farrukh.ijaz@umt.edu.pk
ICCS		Officer Academics	Saba.aftab@umt.edu.pk
School of Advanced Studies		Officer Academics	muhammad.sultan@umt.edu.pk

Acknowledgement

I have read and understood the details given in Participants' Handbook and agreed to abide by the rules and regulations

Participant's Name: …………………………… Participant ID Number………………………………

Participant's Signature: ……………………… Date: …………/………………/……………

Parent/Guardian's Signature: ……………… Date: ……………/……………/……………

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