



Estd. 1990

ORIENTATION

GAME ON!

Participant Guide

The Partner

Welcome to UMT, a university that is all about transforming innovative ideas into tangible solutions under the mentorship of some of the finest faculty in the region. UMT is here to help you to become great, truly exceptional. Faculty act first as learners and then let the participants turn into leaders.

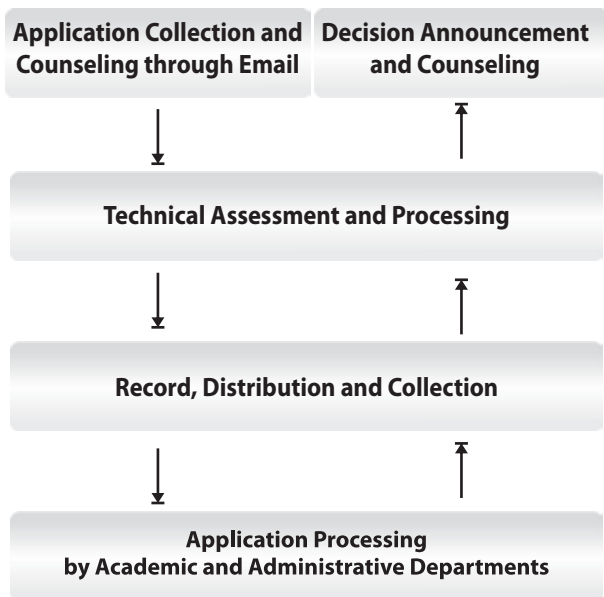
Transition to a new environment can produce significant stress for the incoming participants. They find themselves in the predicament of not being able to contact relevant officials for the academic as well as administrative issues. As per the research statistics, almost half participant's attrition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

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

PRS-ORG look forward to partnering with you!

Participants Relations Manager
prm@umt.edu.pk

The figure below depicts execution of application at PRS Helpdesk

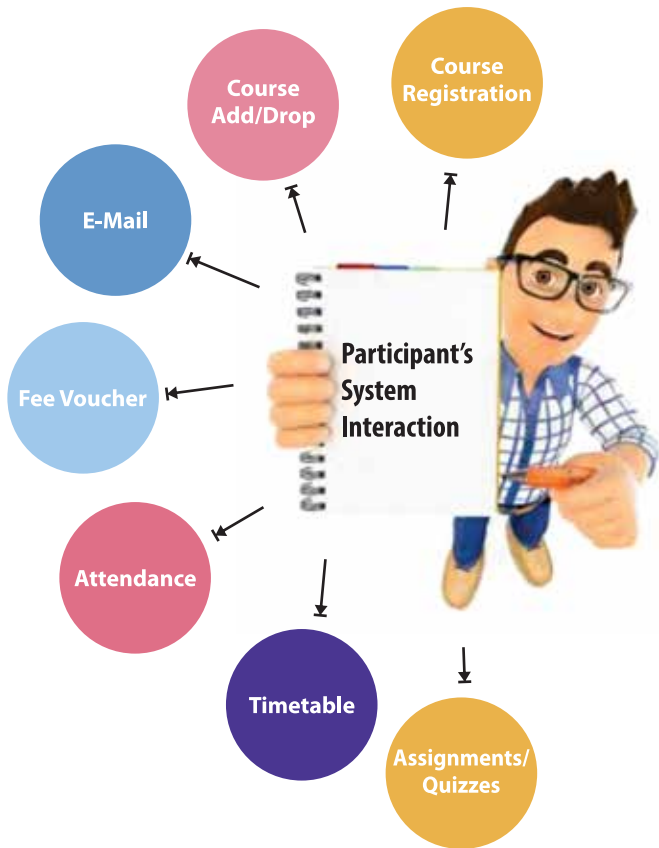


Contact Details:

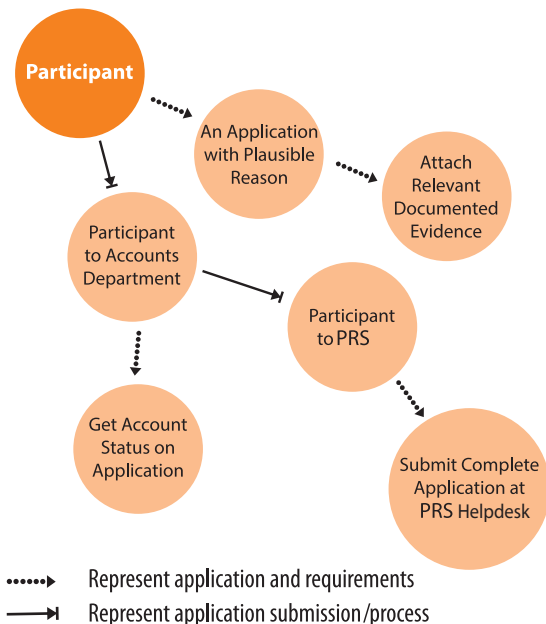
Email: prshelpdesk@umt.edu.pk
UAN: 042-111 300 200
Help Desk (Ext.) 3749 3713

Semester Spring 2021

Orientation and Registration of New Entrants	March 1, 2021
Commencement of Classes	March 1, 2021
Mid-Term Examination	April 26-30, 2021
Eid Holidays	May 10 – 15, 2021
Last Date of Withdrawal	June 18, 2021
Registration for Next Semester and Student Feedback	June 14, 2021 – July 30, 2021
Deadline to Declare Results and Sessional Evaluation	June 21, 2021
Semester End	June 26, 2021
Final Examination	June 28, 2021 - July 10, 2021
Submission of Results to OCE	July 16, 2021
Declaration of Results by OCE	July 26, 2021
Semester Break	July 12, 2021 – July 24, 2021



Fee Installment/Extension



QUARTERLY INSTALLMENT

Important Dates:

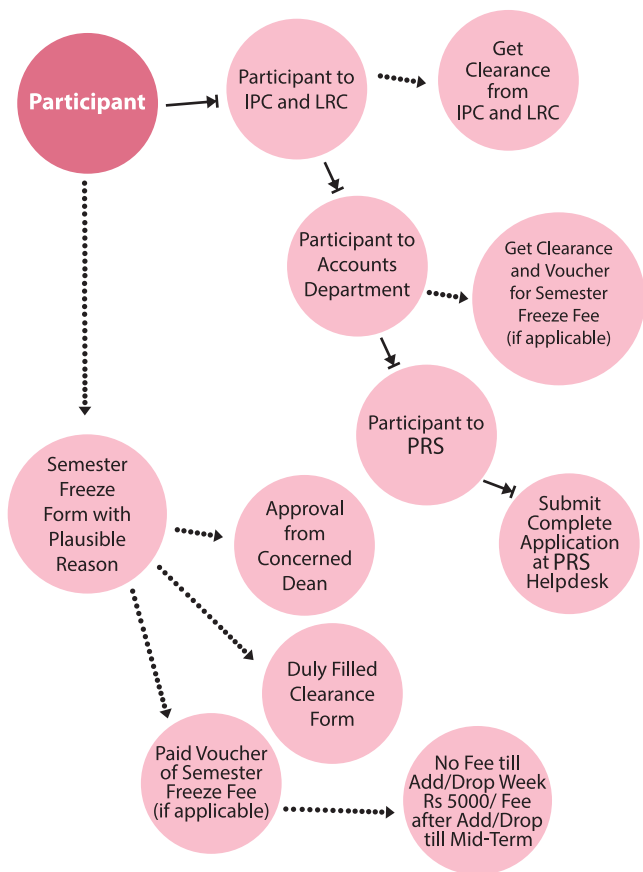
Due Date of Quarterly Installments

1	June 10
2	September 10
3	December 10
4	March 10

Note:

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

Semester Freeze



.....> Represent application and requirements

—> Represent application submission/process

Online Add / Drop Courses

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

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

Add Courses

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

Drop Courses

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

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

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

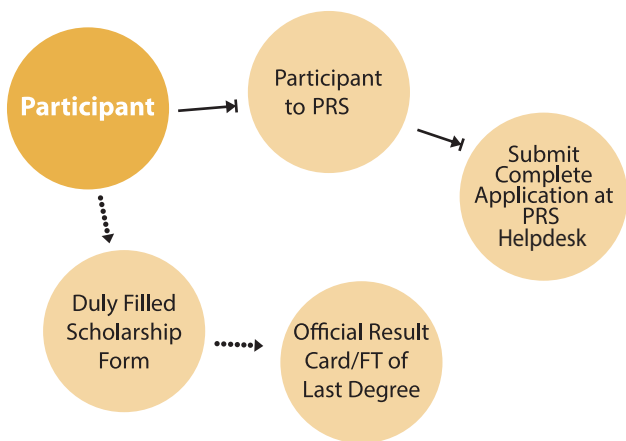
Course Evaluation

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

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



Merit Scholarship

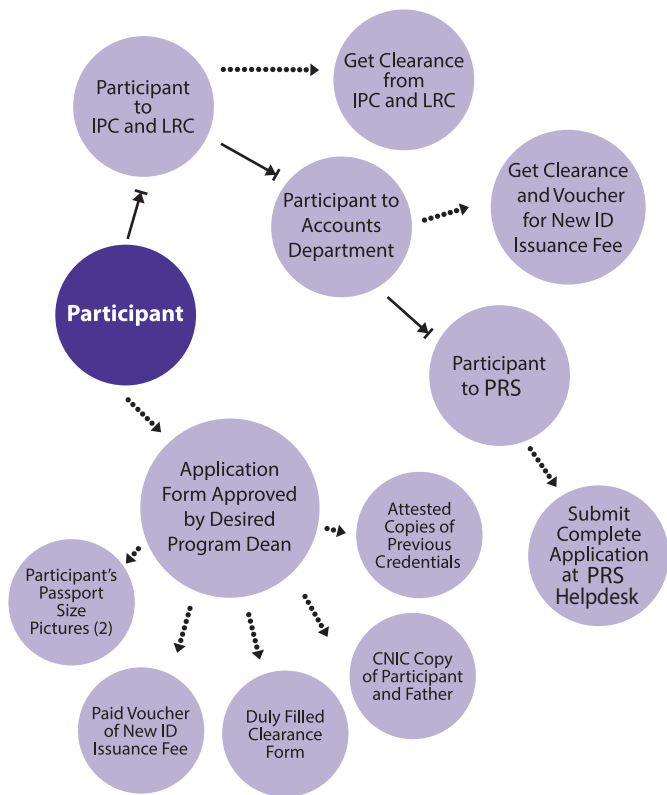


-> Represent application and requirements
——> Represent application submission/process



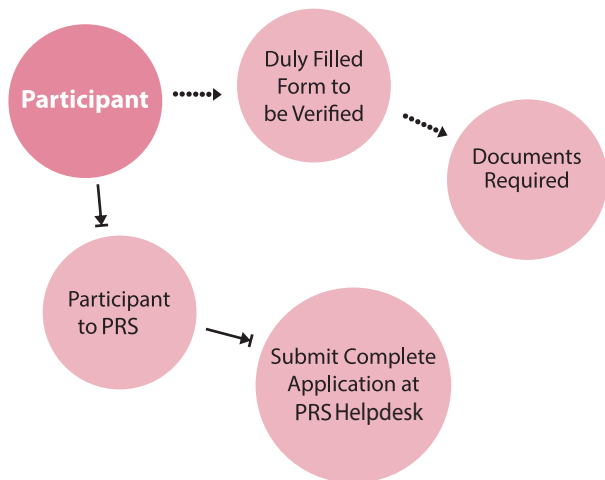
- If you can not login to your online portal, write an email to ois.support@umt.edu.pk
- If the required course or section is not listed or visible while registration, please contact your Advisor, Department Coordinator, or Chairperson

New ID Issuance Same Program



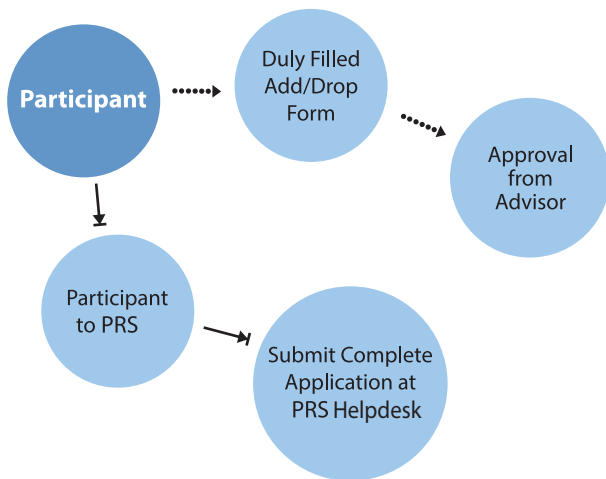
-> Represent application and requirements
- > Represent application submission/process

Student Verification Form



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

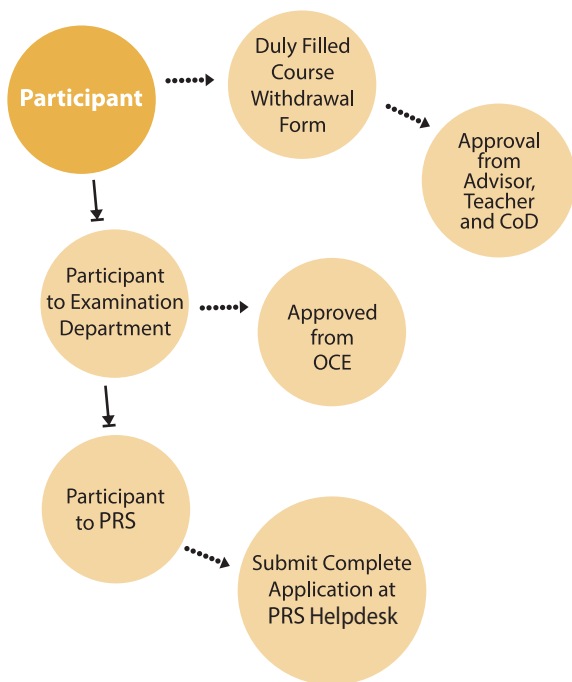
Section Change/Clash



.....➔ Represent application and requirements

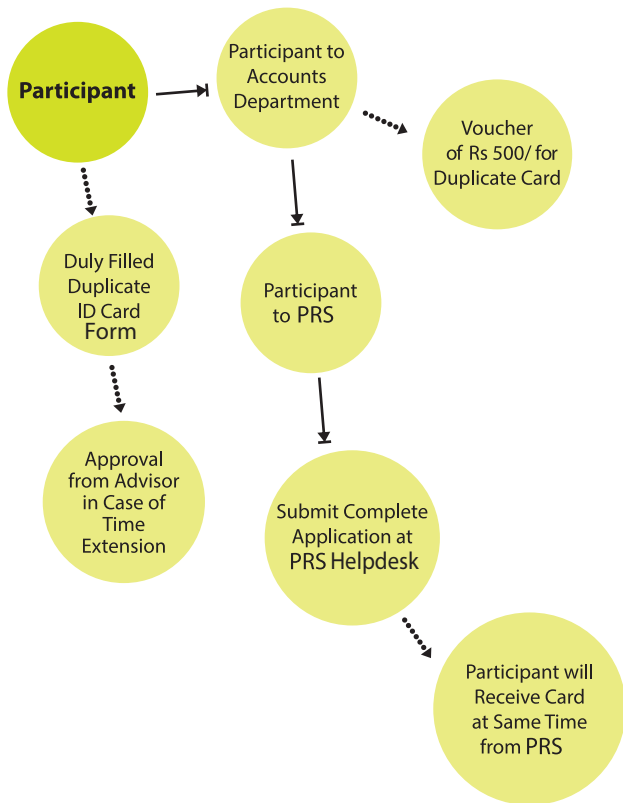
——➔ Represent application submission/process

Course Withdrawal



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

Duplicate SID Card



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

RULES GOVERNING SCHOLARSHIPS AND FINANCIAL AID

All kinds of discounts, waivers, scholarships and financial aids (FA) are applicable to tuition fee only and subject to maintain the minimum CGPA criteria. However, continuation of outstanding Sportsmen and Extracurricular Scholarships in subsequent semesters is subject to maintenance of minimum graduating CGPA requirement in respective degree program.

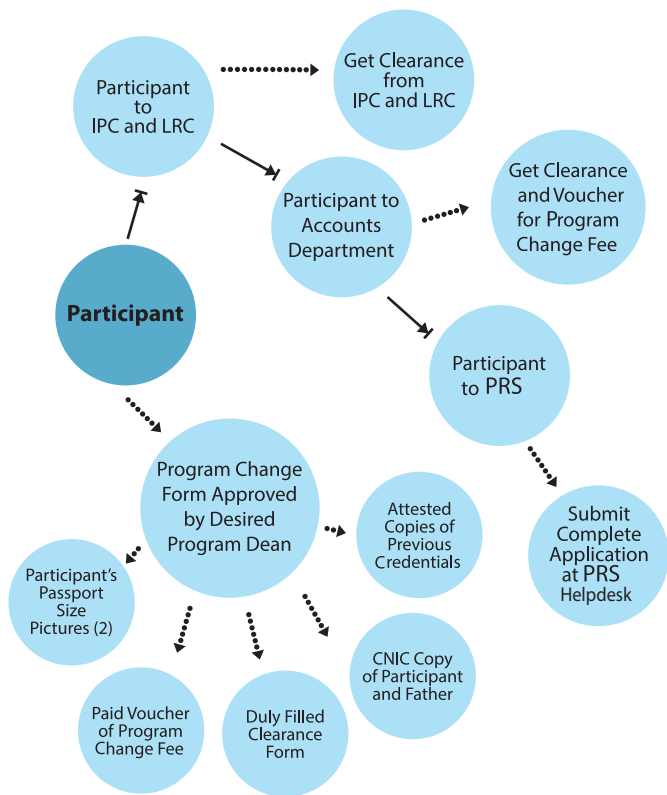
Programs	Criteria for Merit Scholarship	Criteria for Non-Merit Scholarship and FA
Bachelors (2 years or 4 years)	Minimum 3.00 CGPA	Minimum 2.50 CGPA
Masters (16 years)	Minimum 3.00 CGPA	Minimum 2.50 CGPA
Master/MS/MPhil (18 years)	Minimum 3.25 CGPA	Minimum 3.00 CGPA
PhD	Minimum 3.50 CGPA	Minimum 3.25 CGPA

For rules governing scholarships and financial aid details, please visit the following link:
<https://www.umt.edu.pk/org/Scholarship-Financial-Assistance/Rules-Governing-Financial-Aid-Scholarships-applicable-for-Spring-2020-intake-and-onwards.aspx>

Sr #	Awards	Criteria	Reward
1	Rector's Merit Award Bachelors and Masters Programs only (16 years of education)	4.00/4.00	1. Tuition fee discount of six credit hours 2. Certificate will be granted
2	Dean's Merit Award Bachelors and Masters Programs only (16 years of education)	Top 10% students of the batch with minimum 3.70/4.00 GPA	1. Tuition fee discount of three credit hours 2. Certificate will be granted
3	Rector's Merit Award (MS/MPhil Programs)	4.00/4.00	Certificate will be granted
4	Dean's Merit Award (MS/MPhil Programs)	Top 10% students of the batch with minimum 3.80/4.00 GPA	Certificate will be granted

For details, please visit the following link:
<https://www.umt.edu.pk/org/Academics-and-Academic-Affairs/Participant-Handbook.aspx>
 (Participant Handbook- Honors & Awards-page#28-30)

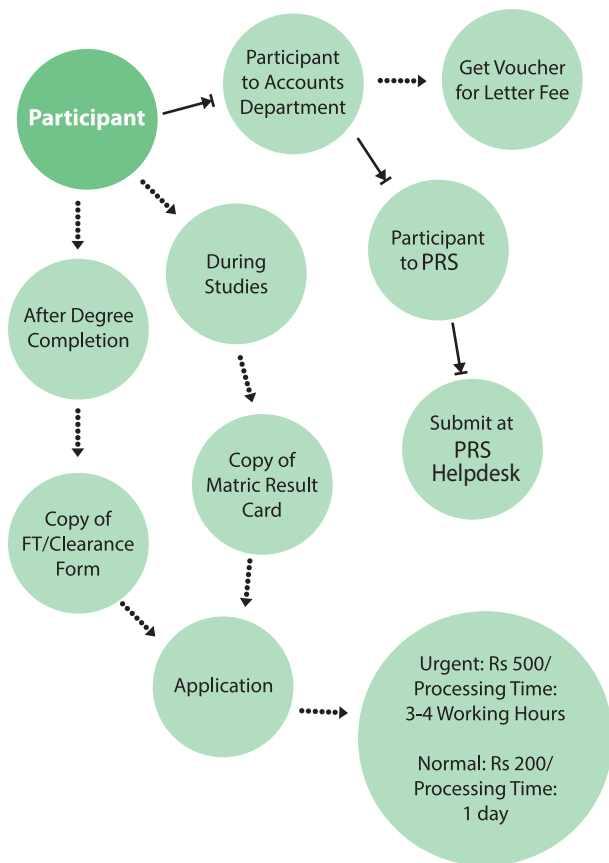
Program Change Process



.....> Represent application and requirements

—> Represent application submission/process

Bonafide Letter



.....> Represent application and requirements

——> Represent application submission/process

Participant Letters

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

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

Do's

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

Dont's

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

Glossary

Academic Departments of UMT

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

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

UMT Senior Administration

Designation	E-Mail
President, ILM Trust and UMT	president@umt.edu.pk
Rector UMT	m.aslam@umt.edu.pk
Director General UMT	dg@umt.edu.pk
PS to Rector	ps.orc@umt.edu.pk
Rector Secretariat	rs@umt.edu.pk
Registrar UMT	registrar@umt.edu.pk
Treasurer UMT	treasurer@umt.edu.pk
Controller of Examinations	controller@umt.edu.pk
Office of Campus Management and Services	ocms.hd@umt.edu.pk
Head, Office of Safety Security & Vigilance	ossv.hd@umt.edu.pk
Director, Office of Corporate Linkages and Placements	dir.clp@umt.edu.pk
Chief Library Officer	clo@umt.edu.pk
Head, Office of Participant Affairs	opa.hd@umt.edu.pk
Head, Office of Technology Enablement	ote.hd@umt.edu.pk
Manager IPC	firdous@umt.edu.pk
Manager Student Success Initiatives	ssi@umt.edu.pk
Participant Relations Section (PRS)	prshelpdesk@umt.edu.pk

List of Commonly Used Abbreviations

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

List of Commonly Used Terms

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

Important Links

Academic Calendar	https://www.umt.edu.pk/org/Academic-Calendar/Academic-Calendar-2020-2021.aspx
Participant Handbook	https://www.umt.edu.pk/org/Academics-and-Academic-Affairs/Participant-Handbook.aspx
Download Forms (ORG)	https://www.umt.edu.pk/org/Download-Forms.aspx
FAQs (ORG)	https://www.umt.edu.pk/org/Frequently-Asked-Questions.aspx
Scholarships	https://www.umt.edu.pk/org/Scholarship-Financial-Assistance/Scholarship-Policy-From-Spring-2021-Intake.aspx
Rules Governing Financial Aid Scholarship	https://www.umt.edu.pk/org/Scholarship-Financial-Assistance/Rules-Governing-Financial-Aid-Scholarships-applicable-for-Spring-2020-intake-and-onwards.aspx
Services	https://www.umt.edu.pk/oce/Services.aspx
Assessment and Evaluation	https://www.umt.edu.pk/oce/Assessment-and-Evaluation.aspx
HEC Guidelines	https://www.umt.edu.pk/oce/Assessment-and-Evaluation.aspx
Download Forms (OCE)	https://www.umt.edu.pk/oce/Download-Forms.aspx
CGPA Calculator	https://www.umt.edu.pk/oce/CGPA-Calculator.aspx
FAQs (OCE)	https://www.umt.edu.pk/oce/FAQs.aspx
Fee Structure	https://admissions.umt.edu.pk/Fee.aspx
Quarterly Installments	https://www.umt.edu.pk/treasurer/Participant-Fee-Affairs/Quarterly-Installment.aspx
Overseas Transfer	https://www.umt.edu.pk/treasurer/Participant-Fee-Affairs/Overseas-Transfer.aspx

IPC Login FAQs

How to Change Gmail Password?	<p>Change your password on Laptop or Computer</p> <ol style="list-style-type: none"> Open your Google Account. You might need to sign-in. Under "Security" select Signing into Google. Choose Password. You might need to sign-in again. Enter your new password, then select Change Password. <p>Change your password on Android phone</p> <ol style="list-style-type: none"> On your Android phone or tablet, open your device Settings app > Google Account Management. At the top, tap Security. Under "Signing-in to Google" tap Password. You might need to sign-in. Enter your new password, then tap Change Password. <p>Change your password on iPhone/iPad</p> <ol style="list-style-type: none"> On your iPhone or iPad, open the Gmail App. Tap Menu > Settings, your account > Manage your Google Account. If you don't use Gmail, go to myaccount.google.com At the top, tap Personal Info Under "Profile" tap Password Enter your new password, then select Change Password <p>If you are still facing an issue reach us at ipc.support@umt.edu.pk</p>
How to Reset LMS Password	<ol style="list-style-type: none"> Visit lms.umt.edu.pk Press Forgotten your Username or Password? option or simply follow this link reset password link https://lms.umt.edu.pk/moodle/login/forgot_password.php Enter either your UMT Student ID or UMT email address and press the Search button Login in to your UMT official Gmail account (f2020xxxxxx@umt.edu.pk), you will receive a reset email from the Moodle supervisor. Click the reset link button. On the next page enter your UMT Student Id and new password and confirm the new password. <p>If you are still facing an issue reach us at lms.support@umt.edu.pk</p>
How to login Zoom account?	<ol style="list-style-type: none"> Visit zoom.us or install a Zoom app on your smartphone and open a Zoom app on your mobile. Click Sign-in. Enter your UMT official Email Address (f2020xxxxxx@umt.edu.pk) and password. Click Sign in. You will be redirected to a Zoom account. <p>If you are still facing an issue reach us at ipc.support@umt.edu.pk</p>
How to Activate the Zoom Account?	<p>(If you are logging into zoom for the first time using UMT Email Address)</p> <ol style="list-style-type: none"> Visit zoom.us or install a zoom app on your smartphone and open a zoom app on your mobile. Enter your UMT official Gmail account (f2020xxxxxx@umt.edu.pk) and password. Click Request an email option and email is being sent to your UMT email account from zoom. Login in to your UMT official Gmail account (f2020xxxxxx@umt.edu.pk), you will receive a reset email from Zoom. Click go to sign up page. In the next page enter a new password and confirm new password. <p>If you are still facing an issue reach us at ipc.support@umt.edu.pk</p>
How to reset Online Student Portal?	<ol style="list-style-type: none"> Visit online.umt.edu.pk > Student Portal Press Forgot Password? Button In the pop enter UMT email address and press Send Email Link button. Login in to your UMT official Gmail account (f2020xxxxxx@umt.edu.pk), you will receive a reset email from OIS Support. Click the reset link button. In the next page enter your UMT Student Id and new password and confirm the new password. Please follow the password guidelines for the password mentioned on the screen Password should must have Upper Case, Lower Case, Numbers and Special Characters like @, \$. <p>If you are still facing an issue reach us at ois.support@umt.edu.pk</p>



Contact Us

Participants' Relations Section

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

Email: prshelpdesk@umt.edu.pk