

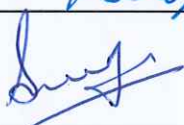
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Policies & Procedures Manual

UIT University

Title of Policy: Center for Continuing Education (CCE)	
Revision Date (if any):	
Policy Area: General	Policy Number: UITU/P/GEN/018-VI
Approved by (Statutory Body/ Competent Authority):	
Approved date: October, ²⁸ 2025	Effective date: November, ⁰¹ 2025
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	Name	Designation	Signature	Date
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Approved by	Dr. Vali Uddin	Vice Chancellor		October, ²⁸ 2025

Note: The policy is effective immediately upon approval and supersedes all previous versions. It will remain in force until revised or replaced by an updated policy issued by the university authority.

1. Introduction

- 1.1. The Center for Continuing Education (CCE) at UIT University offers a diverse range of professional development programs, including short courses, specialized trainings, workshops, and diploma programs across multiple disciplines.
- 1.2. These initiatives aim to enhance individual competencies, equip professionals with updated knowledge in emerging domains of Science, Technology, and Marketing, and provide the general public with opportunities to explore subjects of academic and practical interest.

2. Program Development

- 2.1. All programs shall be designed in alignment with current market demands and the University's academic standards.
- 2.2. Programs will be conducted by qualified industry professionals, structured to address the needs of working individuals, and focused on enhancing the professional growth and training of university students.
- 2.3. The Program Proposal Form (**Annexure A**) must be submitted to the relevant department for approval prior to any program announcement.
- 2.4. Program fees shall be determined at market-competitive rates.

3. Minimum Strength

- 3.1. To ensure financial viability, a minimum of 10 students is required to commence a program. If the number of registrations falls below this threshold, the course shall be postponed, and the full fee will be refunded to all registered participants.

4. Marketing & Promotion of Courses

- 4.1. All programs shall be promoted through official university platforms, including Facebook, Instagram, LinkedIn, and the UIT University website.
- 4.2. Flyers, course details, and online registration links shall be shared with the general audience.
- 4.3. Students may withdraw from a program during the registration period or up to the **second class**, with deductions applied in accordance with the fee refund policy.
- 4.4. Students may attend an orientation/demo class with or without registration (payment of fee), but attendance in regular classes will only be permitted after the fee has been paid in full.
- 4.5. The marketing and promotional expenditure, including social media advertising, shall range between 5% and 10% of the total expected revenue for the course, depending on its nature.

5. Fees & Registration

- 5.1. All students are required to register through the University's official website: <https://onlinepayinfo.uit.edu/Home/Registration>
- 5.2. Program fees must be paid online via Quickpay.
- 5.3. The department (CCE) may allow installment payments on a case-to-case basis, subject to policy approval.
- 5.4. Discounts may be offered under approved categories, such as Early Bird, Alumni, UIT University Student, or Group Discounts.
- 5.5. Only one concession shall be applicable at a time.
- 5.6. Discounts or fee concessions shall be granted as per the following criteria:

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Sr.	Description	Concession in % in Course Fee	Remarks
1	Students of UIT/UITU	20%	Copy of the student's ID card should be submitted.
2	UIT Alumni and/or their Children/spouse	15%	All alumni verified from registration records are eligible for this concession.
3	UIT/UITU Employees and/or their Children	PS 8 to 12: 50% PS 1 to 7: 100%	A 50% discount will be applied to the fee of the first course and a 20% discount to the fee of the second course, with a maximum limit of two courses per financial year. The fee for the first course will be fully waived (100%), and a 50% discount will be applied to the fee of the second course, with a maximum limit of two courses per financial year.
4	Referral of Trainer/ Alumni	10%	Form shall be recommended by trainer or alumni.
5	Corporate Group Concession (on 5 Registration)	10%	Fee to be paid in full at the time of registration.
6	Early Bird Concession	10%	Subject to registration (full fee payment) before the commencement of regular classes.
7	Exclusive Privilege	Up to 50%	Any exceptions shall be subject to approval by the Vice Chancellor, based on the recommendations of the Program Approval Committee.
8	Okhai Memon Foundation	20%	Discounts shall be extended to members of the community.

6. Cancellation of Registration / Fee Refund Policy

6.1. Refunds for program fees shall be processed according to the following schedule.

1st class	No deduction
2nd class	50% of total fee
3rd class	25% of total fee
4th class	0%

6.2. No refund shall be issued after the **fourth class**.

7. Transfer Policy

7.1. Transfer from one course to another shall be permitted only within the first two classes of the program. A written application with valid justification must be submitted.

7.2. The applicable fee shall be adjusted based on the number of classes attended in the original course. The student will be required to pay any remaining balance for the new course.

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8. Award of Certification

- 8.1. Certificates shall be awarded by UIT University upon successful completion of the course and full payment of fees.
 - 8.2. To qualify for certification, a student must:
 - 8.2.1. Obtain a minimum of 50% marks in course assessments (quiz, test, project, or assignment).
 - 8.2.2. Maintain at least 60% attendance throughout the course.
- (Note: The distribution of marks may vary based on the nature of the course or type of assessment.)**

9. Trainer Engagement & Agreement

- 9.1. Prior to the commencement of any program, the Trainer Agreement Form (**Annexure B**) must be duly completed, signed, and submitted.
- 9.2. The agreement shall clearly define the revenue-sharing ratio and other negotiable financial terms and conditions.
- 9.3. Revenue sharing will be based strictly on actual receipts, net of all approved discounts and concessions.
- 9.4. Revenue shall be distributed in the ratio of **60:40, with 60% allocated to UIT University and 40% to the Trainer**, in accordance with university policy.
- 9.5. If the total course revenue exceeds **PKR 250,000**, the sharing ratio may be renegotiated.
- 9.6. If the Trainer is a UIT Alumni or Faculty Member, the revenue will be shared equally **(50:50) between the Trainer and UIT University**, as per university policy.
- 9.7. In all cases, the Trainer's share shall not exceed **50%** of the total revenue.

10. Review & Updates

- 10.1. This policy shall be reviewed annually to ensure alignment with university objectives and evolving professional standards.

11. Attached Annexures

- 11.1. Annexure A – Program Proposal & Approval Form (to be submitted by CCE and approved by the concerned department)
- 11.2. Annexure B – Trainer Agreement Form (to be completed prior to program commencement)

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Annexure A



Program Approval Form

Date Department

Program Information

Program Name (Course/Project)	:			
Program Type (please ✓ mark)	:	☐ Short Course	☐ Training/Workshop	☐ Certification
	:	☐ Other (please specify)	Outreach & Career Counselling	
Program Nature	:	☐ UIT's Own Program	☐ Collaborative Program (with)	
	:	☐ Outsiders (write name)		
Program Objective	:			
Program Duration (week / months)	:		Repetition (no. of days per week / month)	
Program Period	:	Expected Start	Expected Ending	
Expected No. of Participants (please ✓ mark)	:	☐ Students	☐ Prospects ____	☐ Corp. Sector ____
	:	☐ Faculty ____	☐ Staff ____	☐ Other (please specify) ____
Budgetary Nature	:	☐ Budgeted	☐ Un-budgeted	☐ Through MoU
Financial Nature	:		☐ Expenses ____	☐ Rev. / Exp. ____
Program Fee (if any)	:		Discount (if any)	
Cash Flows	:	Expected Revenue	Expected Expenses	
Instructor Name(s)	:			
Instructor Revenue / Sharing	:			
Remarks	:			

Class Schedule

Sr.	Venue / Facility	Days	Timings	Hours	Remarks
1.					

Schedule Repetition	:	☐ Once (will not repeat)	☐ Weekly	☐ Monthly
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Human Resources Allocation (all faculty and staff possibly can assign duties)

Sr.	Name	E/Code	Designation	Department

Initiated by

Recommended by

Reviewed by

Approved by

Processed by

CCE

Director, CCE

Department Finance

Vice Chancellor

Director
Administration



Center for Continuing Education Agreement Form

This **Short Course / Training Agreement** is made between **UIT University** and

_____ (Trainer name) on _____ (date).

Terms & Conditions

1. The Trainer agrees to conduct short courses / training / workshop at the University campus as per the agreed schedule, duration, session timings.
2. The Trainer must adhere to the agreed schedule and inform the University in advance in case of any unavoidable absence.
3. In the event of course cancellation due to a Trainer's unavailability without prior notice, the University reserves the right to withhold or adjust the payment accordingly.
4. The Trainer is responsible for maintaining attendance records of students and submitting them to the University as required.
5. The Trainer shall not represent themselves as a permanent employee of the University.
6. The minimum participant strength should be 10 to start the course.
7. The course must be completed within the agreed time period, and no extra classes will be allowed beyond three (02) additional sessions.
8. Discounts for participants will be given according to the University's policy; any additional discount offered by the Trainer will be deducted from the Trainer's compensation.
9. At the end of the course, the Trainer is required to ensure that students complete the feedback form through the Google link provided by the University.
10. The Trainer's payment will be processed after the completion of the course.
11. The sharing of revenue shall be based strictly on actual receipts, net of all approved discounts and concessions.
12. Revenue receipts shall be distributed between the parties in the ratio of **60:40**, with 60% allocated to UIT University and 40% to the Trainer, in accordance with the University policy.
13. The revenue receipts-sharing ratio may be renegotiated if the total revenue of the course exceeds **PKR 250,000**.
14. If the Trainer is a UIT Alumni/Faculty, the revenue receipts will be shared between both parties with the ratio of **50:50** (50% to the Trainer and 50% to UIT University), as per university policy.
15. The trainer's share, whether external or UIT University faculty/staff, shall in no case exceed 50% of the total revenue under any of the aforementioned circumstances.

Tax Deductions

Please note that the organization will deduct tax as per the following:

- For filer 11%
- For non-filer 22%

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Account Details (Trainer)

Name of Beneficiary: _____ CNIC # _____

Contact No. of Beneficiary: _____ Account # _____

NTN # _____

Acknowledgment

☐ I agree to all the terms and conditions mentioned.

Trainer's Name & Signature: _____

Date:

University Representative: _____

Date:

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