



**UNIVERSITY OF ENGINEERING AND TECHNOLOGY,
MARDAN**

(Phone No: 0937-9230295, Fax No: 0937-9230296)

Email: Registrar@uetmardan.edu.pk

Office of the Registrar

Ref. No.: 19701/13 / 24th Synd/2026/UETM-R

Dated: 07 / 07 / 2026

NOTIFICATION

On the recommendations of the 22nd meeting of the Academic Council held on 30th June, 2026, the Syndicate, University of Engineering & Technology, Mardan, in its 24th meeting held on July 04, 2026, approved the revised SOPs and Rules for offering short courses in teaching departments (*Annexed*).

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Deputy Registrar (Estt:)

Copy to:

1. Dean, Faculty of Engineering & Computing, UET Mardan.
2. Treasurer, UET Mardan.
3. All Heads of the Departments, UET Mardan.
4. Director Admissions, UET Mardan.
5. Director Academics, UET Mardan.
6. Deputy Registrar (Academics), UET Mardan.
7. P.S to Vice-Chancellor, UET Mardan.
8. PA to Registrar, UET Mardan.
9. Master File.

Deputy Registrar (Estt:)
University of Engineering &
Technology, Mardan

Item No. 05(44) of the Minutes of 24th Meeting of the Syndicate

Comprehensive Framework for Standard Operating Procedures (SoPs) and Rules for Offering Short Courses in Teaching Departments of UET Mardan

Introduction

University of Engineering & Technology (UET), Mardan recognizes importance of continuous learning and professional development in the rapidly evolving field of Engineering & Technology. To address this need and provide valuable learning opportunities for students, employees, professionals of the University and the region, UET Mardan proposes to introduce short courses in collaboration with industry experts. These courses will cover a wide range of topics relevant to engineering, computer science and allied disciplines, delivered by the University's faculty members/lab engineers as well as external experts from industry and academia.

Short Course Policy Framework

Objectives

1. Provide students with practical, hands-on experience and real-world knowledge that aligns with current industry trends and demands in engineering, technology and computer science.
2. Equip students with a strong foundation in both fundamental and advanced engineering and computer science principles, allowing them to excel academically and professionally.
3. Support students in developing leadership capabilities, preparing them for roles that require decision-making, problem-solving, and team management in tech-driven industries.
4. Support students interested in entrepreneurship by providing resources, mentoring, and guidance to help them launch startups or tech ventures.
5. Support the University in financial sustainability.

Scope

This policy applies to all departments, faculty members, lab engineers and administrative staff of UET Mardan involved in the planning, delivery, and management of short courses within the university.



Definitions

Short Course: A condensed training program, typically lasting from a few days to several weeks, focusing on specific skills or knowledge areas.

University: University of Engineering and Technology Mardan.

Department: An academic department within the University.

Course Coordinator: A faculty member responsible for organizing and delivering a short course.

Course Instructor: A subject matter expert responsible for teaching a short course.

Standard Operating Procedures (SoPs) for offering Short Courses at UET Mardan

1. Course Proposal and Approval

- Head of the Department will submit a course proposal to the Director Academics, including course title, objectives, content, target audience, resource requirements, registration fee for the course and financial impact.
- The Director Academics will review and recommend the proposal, ensuring alignment with the university's strategic objectives.
- The recommended proposal will be forwarded to the Dean for final approval.

2. Course Coordination and Delivery

- The Department will appoint a Course Coordinator, who will be responsible for organizing logistics, marketing, and ensuring smooth delivery.
- The Course Coordinator in coordination with the Head of Department shall select and appoints Course Instructors, ensuring their expertise and availability.
- The Course Coordinator will develop a detailed course schedule, budget, and resource plan.

3. Marketing and Promotion

- The Department, in collaboration with the Directorate of Media and Publication, UET Mardan will promote the short course through various channels, *i.e.*, social media, email, print media etc.
- The Course Coordinator will ensure timely dissemination of course information, including registration procedures and deadlines.

4. Registration and Payment



- Participants will register for the short course through an online portal or in-person at the University's registration office.
- Payment procedures and deadlines should be clearly communicated to the participants.

5. Course Evaluation and Certification

- Participants will evaluate the short course through a standardized feedback form.
- The Course Coordinator will ensure that participants receive a certificate of completion, signed by the Vice Chancellor.

6. Financial Management

- The concerned Teaching Department offering a short course will manage course finances, including budgeting, invoicing, and expense tracking.
- The Course Coordinator will ensure transparency and accountability in financial transactions.

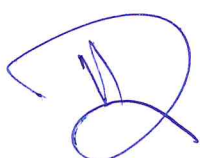
7. Course Scheduling & Fees

- The course registration fee shall be determined by the Head of Department in consultation with the Course Coordinator and approved by the Director Academics.

Rules and Regulations

- 1. Course Approval:** All short courses shall be recommended by the Director Academics and final approval of the same shall be granted by the Dean.
- 2. Course Instructor Qualifications:** Course Instructors must possess relevant qualifications and expertise.
- 3. Participant Eligibility:** Participants must meet the course's eligibility criteria, as specified by the Course Coordinator.
- 4. Intellectual Property:** University retains intellectual property rights for all course materials and contents.

Roles and Responsibilities



1. Director Academics

- Oversees the short course program, ensuring alignment with university objectives.
- Reviews and recommend course proposals.
- Provides guidance and support to Course Coordinators.

2. Course Coordinator:

- Organizes the short courses.
- Selects and appoints Course Instructors.
- Develops course schedules, budgets, and resource plans.
- Ensures smooth delivery and participant satisfaction.

3. Course Instructor:

- Delivers the short course, ensuring high-quality content and instruction.
- Conduct assessments and provides feedback.

4. Teaching Assistants (if applicable)

- Assist in labs, tutorials, and student queries.
- Maintain records of attendance and assignments.

5. Lab Assistants (if applicable)

- Prepare lab equipment and ensure safety compliance.

6. Department:

- Submits course proposals and ensures resource availability.
- Supports the Course Coordinator in marketing, logistics, and financial management.

7. University Administration:

- Provides administrative support, including registration, payment, and certification processes.
- Ensures compliance with university policies and procedures.

8. Student Enrollment & Certification

a. Admission Process

- Online/Offline registration.



- Fee payment confirmation.
- Enrollment confirmation email with course details.

b. Certification Criteria

- Minimum 75% attendance required.
- Successful completion of assignments/projects.
- Certificate issued by the university upon course completion.

9. Quality Assurance & Feedback Mechanism

- Post-course feedback from students and faculty.
- Annual report submission to the office of the Vice Chancellor for continuous improvement.

10. Code of Conduct & Compliance

- Ethical Standards: Faculty and students must adhere to professional conduct.
- Anti-Plagiarism: All course materials must comply with academic integrity policies.
- Health & Safety: Lab-based courses must follow university safety protocols.

11. Financial Management & Revenue Sharing

- Revenue to be shared between University (20%) – Instructor (80%).

