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F.No: 1(2) UH/Reg/Estb/2021/1598 October 01, 2021

NOTIFICATION

Consequent upon the recommendations of the Administrative Management Committee in its meeting held on September 17, 2021 and subsequent approval by the Competent Authority, I am directed to notify and enclose herewith the following policies (along with relevant forms/ pro forma) for information and compliance, please:

1. ***Policy for Departmental Funds (DF)***
2. ***Policy for Faculty/Professional Development Program***
3. ***Guest House Reservation, Allotment and Maintenance Policy, 2021***
4. ***Policy for Issuance of No Objection Certificate (NOC) to UOH Employees (Teaching and Non-Teaching Staff) for Further Studies***

Assistant Registrar
(Establishment)

Copy to:

- All Deans, Chairpersons/HoDs, HoSs
- Webmaster (for uploading on University Website)
- PS to Vice Chancellor
- PA to Registrar
- Relevant File(s)

THE UNIVERSITY OF HARIPUR

Policy for Departmental Fund (DF)

1. The DF shall be collected from the students of various Disciplines / Departments at the rate prescribed as follows:-

(1) **BS 4/5 years/ Masters**

a) The departments having no labs or survey activities: @**Rs. 500/-** from each student per semester

b) The departments having labs and survey activities: @**Rs. 700/-** from each student per semester.

(2) **MPhil/MS**

a) The departments having no labs or survey activities: @**Rs. 700/-** from each student per semester

b) The departments having labs and survey activities: @**Rs. 1000/-** from each student per semester.

(3) **PhD**

a) The departments having no labs or survey activities: @ **Rs. 900/-** from each student per semester

b) The departments having labs and survey activities: @ **Rs. 1200/-** from each student per semester.

2. The amount of DF collected from the students shall be deposited into the University Bank Account classified under DF head of Account distinctly marked with the name pf department, student name and his/her Roll No.
3. The amount so collected may be transferred by the Treasurer office within two weeks of the commencement of classes to the authorized designated bank account maintained by the respective department.
4. The authority of expenditures from the DF may rest with the concerned chairperson/HOD.
5. amount from DF shall be expended on the following areas:-

(1) Day to Day minor expenditure such as minor repairs, replacement of bulbs, buttons, sockets, Use of tissue papers etc. up to Rs. 5000/-per month

(2) Purchase of departmental Books, subscription to journals and membership fee of professional bodies as per rates approved by the Vice -Chancellor

(3) Chemicals, laboratory supplies up-to Rs. 10000/ Per month

(4) Classroom consumables/ teaching materials, departmental promotion material like banners etc up to Rs. 5000/-class/per month.

(5) Cleanliness of department up to Rs. 5000/-per month

(6) Stationery up to Rs. 5000/-per month

(7) Payment on account of Board of Studies including remuneration to external members, and refreshment at the prescribed rates;

(8) Telephone bills of the department (within the maximum prescribed limit)

(9) To finance PhD fellowship with the prior approval of the Vice Chancellor;

(10) Any other expenditure that may be incurred with the approval of the Vice Chancellor

6. All such expenditure shall be made in accordance to the Financial Rules of the university and shall be subject to audit;

7. The Chairman/ HoD concerned may draw advance up to Rs. 10000/ for petty purchases. The adjustment of such advance may be made within one month.
8. The Chairpersons/ HoDs concerned shall submit monthly expenditure statement along with bank statement to the Finance/Treasurer office.
9. The Chairpersons/ HoDs concerned shall maintain complete record of all transactions made including cash book, income and expenditure of the DF;
10. The record/ accounts of DF shall be audited by the internal and external audit;
11. Balance amount over and above Rs 500,000/ on the closing date of semester shall be transferred to University Endowment Fund.
12. The chairman/ HoD may suggest infrastructure development of the department out of DF for perusal of the Vice Chancellor. If found feasible, the Vice Chancellor may approve such development proposal.

This Policy is subject to regular review, at least once a year to accommodate the need of the University as and when required.

THE UNIVERSITY OF HARIPUR

Policy for Faculty /Professional Development Program

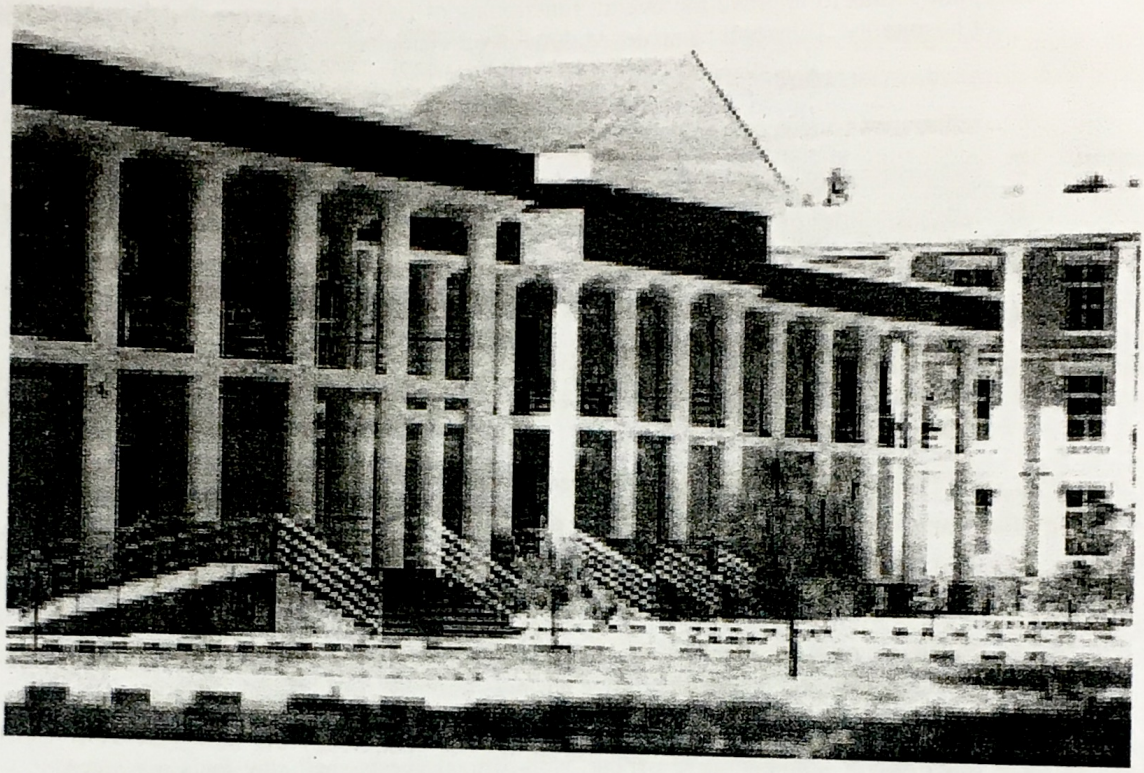
The University of Haripur is a Public sector University established under the KP University Act 2012. At present the University has a combination of senior and junior level faculty ranging from Lecturers to Professors. Some of them (especially in lecturer cadres) are non-PhD. Beside there is a growing need for the development of the faculty to equip them with the modern teaching and research techniques prevalent in National and International Universities, research Institutions, Industries etc. Moreover, professional development of faculty through supervision of graduate students, supported them in Research Publications, Workshops, Seminar and Conferences (both inland and abroad) actively engaging in professional societies.

In this back drop, the University Management has decided to launch a faculty development/professional development policy, with key provisions given below:

1. To finance the PhD studies for Non PhD faculty in terms of fee, study leave or any other facility as the Vice Chancellor may approve ;
2. To finance sabbatical leave of post- doctoral program;
3. To provide wide range training to the faculty;
4. To finance conferences (National/International) workshops and Seminars;
5. To finance the research publications;
6. To finance subscription to journals and membership fee of professional bodies;
7. To finance laboratory supplies/ consumable including Laptop, Lab consumable, books study tour surveys etc, necessary for faculty development;
8. To finance memberships of the National and International professional bodies;
9. Any other benefits as may be allowed ;

All the above facilities shall be dealt with under a standard procedure to be set out and that shall become a part of this policy.

This Policy is subject to regular review, at least once a year to accommodate the need of the University as and when required.



THE UNIVERSITY OF HARIPUR

GUEST HOUSE POLICY 2021

1 Title and Commencement of Policy

1.1. This policy may be called as *The University of Haripur (UOH) Guest House Reservation, Allotment and Maintenance Policy 2021*

1.2 It shall come into force at-once.

2. Basic Aim and Objectives of the Policy

2.1 This policy aims to improve the overall functioning of UOH guest House matching highest standards of hospitality. This shall be achieved through provision herein after provided;

2.2 Laydown standard operating procedure (SOP) and guidelines for:

i. reservations and accommodation at UOH Guest House;

ii. establishing, developing, maintain and sustaining facilities at Guest House;

iii. responsibilities of caretakers and code of conduct;and,

iv. collection, submission and processing of rent and other related aspects.

3. Control and Management

3.1. UOH Guest House shall be under the administrative control of an Officer-in-Charge (to be designated by the competent authority) to be called Guest House Caretaker. The care taker shall report to the Registrar.

3.2. The caretaker shall not be below the rank of BPS-17 officer/faculty member

4. Eligibility for Accommodation/Allotment of Room in UOH Guest House

4.1. All faculty and staff members of grade 17 and above are entitled to book/reserve room for a maximum of 07 days in UOH Guest House.

4.2. Officials of other government, semi government, or private organizations visiting UOH for any official academic or administrative business through UOH official invitation.

4.3. All non-official guests whose booking/reservation is processed through either UOH faculty member or administrative officer. Non-official guests shall stay for a maximum of 3 days. In case the concerned officer/faculty member shall guarantee all kind of responsibilities pertaining to UOH guest House standard operating procedures.

5. Rent and Charges

5.1. **Anyone who booked/reserved room in UOH Guest House shall be charge as follow:**

Sr.No	Category	Room Rent/Day (24 hrs.)
1	UOH faculty members/Administrative officers availing accommodation for himself in Guest House	Rs.500
2	Other government, semi-government or private organization representatives visiting UOH for official purpose through UOH official invitation and the UoH employees who work till late hours, with the approval of Vice Chancellor.	No charges
3	Other government, semi-government organization's representatives availing accommodation in UOH Guest House on personal request through proper channel.	Rs.1,000
4	Non-official guests whose booking/reservation is processed through either UOH faculty member or administrative officer	Rs.1500

5.2. For the purpose of rent, a day shall be calculated from mid-day to next mid-day and the rent shall become payable if accommodation is occupied for any portion of a day.

5.3 An amount of Rs.500 per day may be charged for use of Ac.

5.4 The UoH employees who work till late hours shall be allowed, with the approval of the Vice Chancellor, to stay in the guest house free of charges.

5.5 The Vice Chancellor may declare any person as official guest.

5.6 The guest, other than official guests, shall pay at the time of departure all bills pertaining to their accommodation, breakfast, lunch, dinner and other miscellaneous services/facilities/utilities acquired through UOH Guest House representatives

5.7 All bills shall be paid to Guest House dealing assistant proper receipt duly signed and stamped shall be given to guest whereas copy of same receipt shall be kept for official record.

5.8 Rent and miscellaneous charges collected from guest, other than official guest, shall be deposited in the bank on the same day but not later than the next working day.

5.9 The rates and terms and conditions are subject to revision by the university from time to time.

5.10 The guest other than the official guest shall pay the actual cost of break-fast, lunch, dinner or any other refreshment.

6. Allotment/Reservation Procedure

6.1. Reservation form (see as annexure-1) for accommodation shall be filled and submitted to Officer-in-Charge. Room shall be reserved on "First Come First Served" basis.

6.2. Where it is not possible to forward application, a telephone call or text message to reservation making authority (the care taker) shall be sent 24 hours in advance.

6.3. Upon receipt of formal request and subject to availability accommodation, the Caretaker shall inform the applicant about the allotment of the accommodation in Guest House.

6.4. Permission for stay in a room beyond the period of reservation shall not be given provided that the authority may grant such permission if the accommodation has not already been reserved for another person or required for any other important purpose

6.5. Prior to room accommodation, the allotee, hereinafter referred to as guest, shall register his name, full address, contact number, date and time of arrival, date of departure and photocopy of CNIC in the Reservation Book kept in the Reception Desk at UOH Guest House.

6.6. The officer is bound to intimate to cancel the confirmed reservation at least 24 hours before, failing which room rent for that period shall be charged.

7. Arrangements for Catering, Supplies etc.

7.1. The guest may avail the services of cook on payment of actual cost mentioned against supplies in menu.

7.2. Guests may get meals/special diet cooked at their expenses as required with prior arrangement with caretaker and payment of service charges for meal preparation

7.3. TV, Telephone, Wi-Fi facility, Air Conditioner, Soap and Clean Towel shall be provided to guest upon check-in.

7.4. Additional mattresses if needed shall be provided subject to its availability.

8. Responsibilities of Caretaker

8.1. He shall be responsible for over-all maintenance of the Guest House which include availability of water, gas and electricity etc. round the clock.

8.2. He shall ensure that Guest House is, at all times in perfect order. He shall give special care to following matters:

8.2.1. Rooms and bathrooms are neat and clean

8.2.2. Lights, fans, AC, TV etc. in each room are in order

8.2.3. Bathroom utilities e.g. towels, soap, washroom chapels etc. are available and bathroom fittings e.g. shower, basin, taps etc. are in order

8.2.4. On arrival in Guest House, he shall ensure that guests are received and housed in allotted room

8.2.5. He shall maintain books of accounts and shall ensure that rent received from guests is deposited in the bank

8.2.6. He shall maintain a complete and transparent record of booking and payments in the relevant register for inspection and audit.

8.2.7. In case of any loss, damage or breakage caused by the guest to the building, fittings or crockery, it shall be the responsibility of caretaker to enter in proper register the particulars of such loss/damage of breakage and shall prepare a bill of loss , to be payable by the guests or its referee or its sponsor.

8.2.8. Repairs and maintenance through Directorate of Works

9. Guest House Decorum

9.1. Guests shall keep their expensive items e.g. gold, cash etc. under lock and safe custody. Management shall not be responsible for loss of such items

9.2. The guests shall keep the premises, furniture and room in clean and tidy condition

9.3. Smoking and use of an intoxicant are strictly prohibited inside Guest House

9.4. No electric appliance except mobile charger, radio, TV or computers shall be used inside room.

9.5. Pets shall not be allowed in Guest House

9.6. Breakage in room, if any, shall be borne by the guest/sponsor/referee

9.7 In case of any unavoidable circumstances the allotment/ reservation can be cancelled with a four hours advance notice.

10. Complaints

10.1. In case of any complaint, the caretaker shall brought it into the notice of higher authorities.

10.2. Any violation of these rules shall render the guest liable to cancellation of his allotment and subsequent evacuation from the Guest House

10.3. A residents once ejected shall lose his right of future accommodation in Guest House.

11. Menu Card/ services

11.1 The guest house care tacker may maintain menu card and enumerate the available services in a separate statement to be available to the guest house users.

11.2 The menu card as well as available services at the guest house shall be subject to revision from time to time.

This Policy is subject to regular review, at least once a year to accommodate the need of the University as and when required.

Annexure-1 Reservation Form, for UoH Guest House

Personal Information	
☐ Name	☐ Father Name:
☐ CNIC:	☐ Permanent Address
☐ Organization:	☐ Designation:
☐ Phone:	☐ Cell No:
☐ E-mail Address:	☐
☐ Purpose of Visit	☐ Personal
	☐ Official
	☐ Referred By:
Accommodation Details	
☐ Check-In date:	☐ Check-Out Date:
☐ Room Type	☐ Twin (Double or Single Occupancy)
	☐ Single
☐ Food	☐ Breakfast
	☐ Lunch
	☐ Dinner
Rent (Category)	
	☐ UOH Official guest (No Charges)
	☐ UOH employees Rs.500/-
	☐ Officials other than UOH employee Rs.1000/night / Non officials Rs. 1500/ night

Caretaker Remarks:

☐ Rooms is available for the specified duration, we welcome you at UOH Guest House

☐ Room is not available for the specified duration, we regret your request.

☐ An additional amount of Rs.500 per day may be charged for use of Air Condition.

Name:

Designation

Note:- With the approval of Vice Chancellor, the Caretaker may revise the form as he may deem fit.

THE UNIVERSITY OF HARIPUR

Policy for Issuance of No Objection Certificate (NOC) to UOH Employees (Teaching and Non-Teaching Staff) for further Studies

1. Employees appointed on contract/Adhoc/engaged on fixed pay or temporarily hired shall not be eligible to apply for NOC for further studies.
2. Employees appointed on regular basis during probation cannot apply for NOC until and unless their probation period is successfully completed.
3. After the completion of probation, an employee can apply for NOC through proper channel (on a prescribed Pro forma) clearly mentioning the relevancy of his/her study with his/her current designation/ job along with recommendations of the concerned Chairperson, Dean or Section Head, as the case may be, clearly mentioning the interest of the University.
4. The concerned Chairperson, Dean / Section Head will ensure and report in black and white that whether a replacement or substitute will be required for such employee or not.
5. The employee seeking NOC for studies will submit an affidavit in writing that his/her studies will not affect his/her efficiency and would not create any hindrance in timely execution of his/her services otherwise the NOC so obtained/issued will be cancelled.
6. In pursuance of Para 5, The concerned Chairperson/ Head will be responsible for monitoring the performance of such employee and in that, a performance report shall be submitted to registrar office on quarterly basis.
7. An employee after acquiring NOC shall be considered debarred to apply/ request for transfer to any other department or section, however, the Competent Authority reserves the right to transfer such employee in the best interest of the University.
8. Those employees who are already pursuing their studies in the University of Haripur, at the time of their regular appointment and are on probation, shall be treated as an exception to this policy and such cases shall be decided on discretion of the Competent Authority.
9. The Competent Authority shall reserve the right to accept or reject any application for issuance of such NOC.

No Objection Certificate (NOC) Pro forma for Studies

For UOH Employees (Teaching and Non-Teaching Staff)

Name:	
Designation:	
Department/ Section:	
Date of joining as regular employee:	
Date of completion of probation:	
Current qualification	
Qualification requirement for promotion to next cadre	
Applying NOC for admission in; Program: Semester:	
Describe relevancy of studies with your current designation/job?	
Any benefit to The University?	
Date of application submission:	

Recommendations of Chairperson / Section Head

☐ Recommended	☐ Non Recommended
☐ Substitute/Replacement is Required	☐ Substitute/Replacement is Not Required

Signature: _____ **Date:** _____

Recommendations of the Concerned Dean / Registrar

☐ Recommended	☐ Non Recommended

Signature: _____ **Date:** _____