

NATIONAL UNIVERSITY OF MODERN LANGUAGES
(REGISTRAR OFFICE)
SOP - NUML ZAKAT FUND

General

1. **General.** NUML Zakat Fund has been instituted to provide financial help to under-privileged/ needy students and execute other charity works as directed by the Rector. The source of funding shall be voluntary contributions from personnel and organizations. This SOP lays down procedure for collection and utilization of NUML Zakat Fund.
2. **Account Details.** NUML Zakat Fund has been opened in Askari Bank Ltd with following details:
 - a. **Title of the Fund:** NUML Zakat Fund for Students Financial Assistance
 - b. **Account No:** 0551480000049
 - c. **Banker's Details:** Askari Bank Ltd, H-9, Islamabad
 - d. **Operation:** The account will be jointly operated by Rector NUML and Director Finance.
3. **Source and Generation of Income.** SOP and State of the Funds shall be displayed on NUML Web Site for transparency, with a message/ request for contributions in the Fund. Contributions can be deposited directly or through any faculty member of the university. The fund shall be generated from the following sources:-
 - a. Zakat paid by general public.
 - b. Zakat paid by the Faculty, Staff, Students purely on voluntary basis.
 - c. Donations from individuals and donor agencies/ organizations.
4. **Utilization.** The fund shall be utilized under the following heads:-
 - a. **Scholarships** to needy/ poor students of Degree programs.
 - b. Expenditures on students of “**Chiragh-e-Badr**” project.
 - c. Expenditures on Schools adopted by NUML for financial support. (**NAP**)
 - d. Any other expenditure on under privileged students/ children as directed by the Rector.
5. **Core Committee.** A core committee as under shall be constituted to over sight the operations of Zakat Fund:-

a. President	Rector
b. Members	Director General
	Major Gen Masood Hassan (Ex Rector)
	Brig. (R). Aziz Ahmed Khan (Ex Rector)
	Brig (R) Azam Jamal (Ex D.G)
	Mr. Rafi Ahmed Siddiqui (Senior Manager Revenue and Procurement, Wi-tribe)**
	Mr. Azeem Khalid (Miltronix, Islamabad) **
c. Secretary	Registrar
- ** waiting for consent
6. **Fund Management Committee.** A committee as under shall be constituted to manage the fund and scrutinize applications and other expenditures from the fund:-

a. President	-	Registrar
b. Members	-	Director Academics
		Dean FHS
		HoD English (UGS)
		Director Finance (Secretary)

7. **Procedure**

- a. Deans/ HoDs to ensure that all students are informed about the Zakat Scholarship at the commencement of semester and applications invited by 7th day of commencement of every semester.
- b. Applications on the given Proforma at **Annex A**, should be submitted to Students Financial Aid Office (SFAO), through Dean/ HODs with in 15 days of commencement of semester.
- c. SFAO after preliminary analysis shall forward the data to Director Finance.
- d. Meanwhile, all the applications will be evaluated and scrutinized by SFAO and put up its recommendations to the Fund Management Committee.
- e. The Fund Management Committee will interview all the recommended students and proffer its recommendations along with the recommended amount in each case, to the Rector for approval.
- f. After Rector's approval, the approved amount will be disbursed to the concerned students by the Finance Branch.
- g. Expenditures other than Scholarship i.e., "Chirag-e-Badr" and NUML School adoptions Projects etc (Serial 4b, c and d of Utilization) shall be forwarded directly to Finance Branch through Registrar, on occurrence for immediate payment. However, such expenditures shall be presented to the Fund Management Committee on six monthly basis for scrutiny/ validation.

8. **Miscellaneous Instructions**

- a. The utilization and progress report of beneficiaries shall be submitted semester wise to the Rector.
- b. Rector shall award the financial assistance on the recommendation of the Management Committee. The committee shall meet twice a year or whenever required or directed by the Rector.
- c. Only tuition fee, cost of books and allied charges shall be awarded as scholarship/ financial assistance to the deserving students.
- d. Proper books of accounts for the funds shall be maintained by SFAO.
- e. All the payments shall be made through cheques.
- f. Bi-annual and annual financial report of the fund shall be prepared for record and put up to the Rector for information.
- g. State of the Fund along with number of beneficiaries should be displayed on the NUML WebSite for transparency and information/ motivation of donors.

Date: 29 December 2015

Brig. (R) Amin Ullah Khan, SI(M)
Registrar



