SOP’s

Subject: Operation of Student Zakat Fund

1. A Separate bank account has been opened at Askari Commercial Bank, I-9 Branch, Islamabad (Account Number 055148000049) for the said fund in the name of “Zakat Fund for Students Financial Assistance”. The same will be jointly operated by Director Finance and Rector.

2. A committee comprising of the following members will scrutinize and recommend cases for approval of the Rector.

   a. Registrar Chairman
   b. Director Finance Member/Secretary
   c. Director Academics Member
   d. Dean Senior Most Member
   e. One Head of Department Member

3. Rector shall award the financial assistance on the recommendation of the above committee. The committee shall meet twice in a year or whenever required or directed by the Rector.

4. Only tuition fee, cost of books and allied charges shall be awarded as financial assistance to the deserving students only.

5. Financial assistance/scholarship shall be awarded to degree program students only.

6. Proper books of accounts shall be maintained for the funds. SFAO will be responsible for keeping the books of accounts.

7. All the payments to the students shall be made through cheque.

8. Semi annually and annually financial report of the fund shall be submitted to the Rector for information and record. The same will be displayed on university web site for transparency and information of philanthropist and zakat doners.

[Signature]

[Director Finance]