

NATIONAL UNIVERSITY OF MODERN LANGUAGES
(ADMINISTRATION BRANCH)

No. ML. 1-22/2012-Admn

Dated: 16-11-2015

Subject: **SOP – Day / Baby Care Centre**


1. Day/Baby Care Centre has been established in Girls Hostel to facilitate the female employees and students of the University.
2. With a view to ensure quality accommodation, messing services and allied facilities, there is a need to lay down the standing operating procedures for smooth and efficient management of various administrative matters.
3. **Scope.** The SOP covers following aspects:-
 - a. Management of Day/Baby Care Centre
 - b. Accommodation Allotment Committee
 - c. Rental Charges
 - d. Eatables for Kids
 - e. Medicines
 - f. Timings
 - g. Staff Required
4. **Management of Day/Baby Care Centre**
 - a. Girls Hostel Warden will be overall responsible for administrative management of the Day/Baby Care Centre.
 - b. Keep Director Administration informed of all Day Care Centre matters.
 - c. Handle/resolve resident staff day to day routine matters.
 - d. Maintain record of all kids.
 - e. Maintain the inventory of all items/ fixtures in the Day/Bay Care Centre.
5. **Accommodation Allotment Committee**
 - a. Accommodation allotment committee consist of the following:-

(1)	Director Administration	-	President
(2)	Director Students Affairs	-	Member
(3)	Superintendent Hostel	-	Member
(4)	Warden Girls Hostel	-	Member

6. **Rental Charges.** Day/Baby Care Centre charges are Rs. 3000/- per kid per month (for one shift). The payment should be made upto 5th of each month.
7. **Eatables for Kids.** All eatables for kids will be provided by the mother of the respective child.
8. **Medicines.** Medicine, if required, will be administered by the respective mother herself or under her supervision.
9. **Timings.** Timings of Day Care Centre will be 0800 to 1300 hrs (Morning Session) and from 1530 to 1900 hrs (Evening Session). In case a faculty member wants to avail the facility in both sessions (Morning & Evening), faculty member has to pay the charges for the same.
10. **Staff Required.** For the smooth functioning of the Day/Baby Care Centre, following staff will be required:-

S/No.	Post	Monthly Salary
a.	2x Aaya will be appointed against the post of Naib Qasid (BPS-1)	Rs. 9000 (Morning) Rs. 6048 (Evening) Rs. 15048/- (Total)

11. This is issued with the approval of the competent authority.


 Brig (R)
 Director Administration
 (Muhammad Zia Ul Hassan Sahi)

All Deans/ HODs/ Directors

Copy to:

- SO to Rector
- PS to DG