



University of Science & Technology, Bannu
Faculty of Engineering
Department of Electrical Engineering

Ref: USTB/FoE/EE/5581

Date: 30-05-2019

Minutes of Meeting of the Committee for Summer Semester Financial SOPs

A meeting of the Committee constituted to propose Financial SOPs for Summer semester was held on **Tuesday, May 28, 2019** in the department of Electrical Engineering. The following attended the meeting.

1. Engr. Dr. Fakhar Anjam (Chairman, Electrical Engg. Deptt.)	Convener
2. Dr. Iqbal Qasim (A/P / Controller of Examination)	Member
3. Dr. Haseeb Ur Rehman (Director IMS)	Member
4. Miss Neelum (Chairperson, English Deptt.)	Member
5. Mr. Muhammad Shakeel (Dy. Treasurer / IAO)	Member/Secretary
6. Mr. Hazrat Amin (Acting Treasurer)	Co-opted Member
7. Engr. Dr. Fahim Khan (A/P, Software Engg. Deptt.)	Co-opted Member
8. Mr. Ihsan Azeem (Lecturer, IMS)	Co-opted Member

The Meeting started with the recitation from Holy Quran. First of all the Convener welcomed the participants of the meeting and thanked them for their time and efforts for the urgent matter. The Convener then briefed the house regarding agenda of the meeting. He informed that Summer Semester, as approved by the Academic Council, will be offered in different departments of the University this summer. Academic details of the Semester are already available in the University Semester rules. The purpose of constitution of this committee is to formulize the Financial SOPs for the Summer semester. Different options were discussed, after which the committee recommended the following:

- i. The Honorable Treasurer shall nominate a bank account to which the students will deposit course registration fee for Summer semester. This shall be communicated in writing to all Academic departments before June 30, 2019.
- ii. For students, registration fee shall be Rs. 4000 per Theory course and Rs. 2000 per Lab course.
- iii. For a Theory course, a Faculty member shall be paid maximum $13 \times 4000 =$ Rs. 52000/- per course out of the total amount deposited for the said course. In case, the amount deposited for a course is more than Rs. 52000/- (more than 13 students registered), the amount in excess of Rs. 52000/- shall be left over for the University. In case, the amount deposited for a course is equal or less than Rs. 52000/- (13 or less students registered), the entire deposited amount goes to the Faculty member.


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- iv. For a Lab course, a Faculty member shall be paid maximum $13 \times 2000 = \text{Rs. } 26000/-$ per course out of the total amount deposited for the said course. In case, the amount deposited for a course is more than Rs. 26000/- (more than 13 students registered), the amount in excess of Rs. 26000/- shall be left over for the University. In case, the amount deposited for a course is equal or less than Rs. 26000/- (13 or less students registered), the entire deposited amount goes to the Faculty member.
- v. The Summer Semester Coordinator and ONE staff member shall be paid Rs. 10000/- and Rs. 5000/- respectively once for the whole semester. Both of these will manage all the activities of the Summer semester including but not limited to keeping students course registration and fee slip record, class time-table, exam arrangement, and result submission to Secrecy / Exam Section in coordination with the Head of Department.
- vi. Once the result has been submitted, the Head of Department shall forward a single file with all the payment detail for all Faculty members. After approval, individual cheques shall be handed over to the Faculty members, Semester Coordinator and a designated staff member.


vii: *The record in sec: VI should be along with Students deposited Fee Slip: duly verified by concerned HOD.*


The meeting then ended with vote of thanks to all members.



Engr. Dr. Fakhar Anjam


Dr. Iqbal Qasim

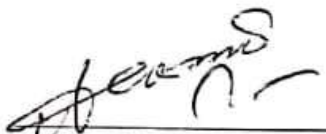

Dr. Haseeb Ur Rehman


Miss-Neelum

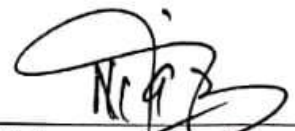

Mr. Muhammad Shakeel


Engr. Dr. Fahim Khan



Mr. Hazrat Amin


Mr. Ihsan Azeem

Verified by:


Dr. Muhammad Niaz Khan
(Director Academics)

Approved by:


Prof. Dr. Engr. Syed Abid Ali Shah
(Vice Chancellor)