

Hazara University
Department Development Fund (DDF)
&
Developmental Endowment Fund (DEF)
Rules, 2021



HAZARA UNIVERSITY MANSEHRA

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Preamble:

Many universities including Hazara University are facing serious issues with funding their routine activities. However, Hazara University is currently fulfilling its recurring budgets with the support of the Federal Government (Higher Education Commission- HEC) and own sources from tuition fee, etc. The university doesn't have any funds or plan for the development of minor to medium ranges such as construction of small scale building, labs, class room or hostels, etc. Maintenance of the beautiful campus and newly built academic blocks will also be a huge challenge in the years to come. Therefore, the university is planning to take out a small portion of the revenue each year to establish two different funds – DDF and DEF. The DDF will be used at the departmental level for short time activities (i.e., within the same financial year) and DEF shall be a long term strategic fund to be used for minor to medium level developments at the university level. The principle amount of the DEF will not be utilized without any major reason but the fund will be increased year by year.

1. Title

- a. These Rules shall be called “Hazara University Departmental Development Fund (DDF) and Developmental Endowment Fund (DEF) Rules, 2021.”

2. Commencement

- a. These Rules shall come into force at once, after the approval of the Syndicate in exercise of the powers and functions vested in it under section 23 (2) (f & g), of the Khyber Pakhtunkhwa University Act 2012 (amended till date).

3. Definitions

In these Rules, unless there is anything repugnant to the subject or context, the following expressions shall have the meanings hereby assigned to them:

- a. “University” means the Hazara University
- b. “Vice Chancellor” means the Vice Chancellor, Hazara University who will be the ex-officio Chairman of the Fund Management.
- c. “Developmental Endowment Fund” means the Hazara University Developmental Endowment Fund.
- d. “Registrar” means the Registrar of Hazara University
- e. “Dean” means the Dean of Hazara University, Mansehra.
- f. “Director Finance/Treasurer” means the Director Finance/Treasurer of Hazara University.

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- g. "Board" means the Board of trustees constituted under these Rules for the management of Endowment Fund.
- h. Alumni mean any graduate of the department.
- i.
- j. Budget means budget prepared for making expenditure out of DDF.
- k. Chairperson /HoD means chairperson/HoD of concern Department.
- l. Departmental Procurement Committee means committee notified by HoD/Chairperson with approval of the concern dean of the faculty.
- m. Departmental stock registers means two stock registers maintained for recording perishable and imperishable items procured out of DDF separately.
- n. Donations/Gifts mean any amount of fund in Pakistani currency.
- o. External audit means any audit carried out by the authorized team orders by the Audit Section of the Hazara University.
- p. Receipts means invoices/bills of the procurements dully signed by shopkeeper, department procurement committee and HoD/Chairperson.
- q. Relevant Record mean record pertaining to procurement made out of the DDF.
- r. Student means any regular student of the academic department of Hazara University.

4. Aims & Objectives

The Hazara University DDF and DEF Funds shall have the following aims and Objectives:

- a. To establish a short and long terms funds for minor to medium levels developmental work.
- b. To provide financial independence to each department.
- c. To provide quick approval mechanism without compromising on the rules and regulations.
- d. To assistance to the university during financial crises of any nature.
- e. To provide fund to keep lab and other infrastructure well maintained and up to date to meet the challenges of the time.

5. Contributors: the following three categories could be contributors to the fund in form of cash/Cheques;

- a. Students of the Department: The current contribution rate from each student is just Rs. 1000/- per semester for those using laboratories and Rs.500/- per student per semester, where laboratory work is not involved. The contribution from students will be increase upto 10% annually.
- b. Donations/Gifts: Donations from private citizens, national or international donors or donor organization any amount or form for the well-being of the department in general or for specific head or purpose mentioned or not mentioned below in the table.
- c. Contributions by the Alumni: Any alumni member could contribute any amount for the well-being of the department in general or for specific head or purpose mentioned or not mentioned below in the table.

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6. Expenditures:

A. Procedure for DDF.

- HoD/Chairperson shall initiate any expenditure out of the DDF.
- HoD/Chairperson shall grant sanction or obtain sanction from the concerned authority depending on the amount of the expenditure involved.
- Departmental Procurement Committee comprised of three faculty members will execute every expenditure out of the DDF
- HoD/Chairperson shall authorize any faculty/official available in the department to keep updated cash book. The authorized person shall be responsible for safe custody of the cash book and relevant record.
- Cheque book will be in safe custody of the HoD/Chairperson. He will be responsible for its safety and proper use.
- All procurements must be registered in the departmental stock registers by the same faculty/official who maintains cash book and related files. One stock register will be maintained for perishable items and other for imperishable items.
- All entries in the stock register will be signed by HoD/Chairperson.
- All receipts (case wise) will be placed in a file for subsequent audit and report purposes.

B. Sanctioning and Recommending Authorities

S.No	Head of Expenditure	Name of Authority	Extent of delegation
1	Purchase/Repair of Machinery & Equipment	Vice Chancellor Dean Chairman/HOD	Full Powers Rs. 30,000/- Rs. 15000/-
2	Purchase/Repair of Furniture & Fixture	Vice Chancellor Dean Chairman/HOD	Full Powers Rs. 30,000/- Rs. 15000/-
3	Students Study Tour	Vice Chancellor Dean Chairman/HOD	Full Powers Rs. 30,000/- Rs. 15000/-
4	Office Stationery	Vice Chancellor Dean Chairman/HOD	Full Powers Rs. 10,000/- Rs. 5000/-
5	Chemicals Glassware	Vice Chancellor Dean Chairman/HOD	Full Powers Rs. 50,000/- Rs. 25000/-
6	Books and journals /Newspaper	Vice Chancellor Dean Chairman/HOD	Full Powers Rs. 30,000/- Rs. 10,000/-
7	Seminars/Workshop/ Conference / BOS/GRC	Vice Chancellor Dean Chairman/HOD	Full Powers Rs. 20,000/- Rs. 10,000/-




7. Budget for Each Year

- i. Each year budget out of the DDF will be prepared by concern Chairman/HoD with the recommendation of Dean concerned. The Year will be from July 1st to June 30th.
- ii. Estimated upper limits for each head will be calculated on the basis of the available funds
- iii. Re-appropriation will be made if more funds are required in a specific head with sanction of the Vice-chancellor through proper channel.

8. Maintenance of the Fund

- a. The fund will be maintained by the HoD/Chairperson.
- b. HoD/Chairperson will be responsible for inflow and outflow from the fund.

9. Developmental Endowment Fund (DEF)

The idea to create a centralized fund for minor and medium types of developments at the campus. Many universities including Hazara University are facing issues related to the developmental funds. Therefore, the university plans DEF through a systematic approach. The DEF shall create using the following procedure:

- a. Contribution to the DEF:
 - i. Annual contribution from the budget not less than Rs. 10m per year.
 - ii. All DDF unutilized fund will be transferred to this fund by the end of each financial year.
 - iii. Any other contribution to fund approved by the competent forums and authorities.
- b. Investment and spending procedure of DEF
 - i. The amount available in the fund will be invested through the investment committee as per the prescribed rules and regulations.
 - ii. The principle amount of the fund shall not be used rather it shall be increased each year by following procedure:
 1. 50% of the profits will be used for developmental purpose.
 2. As major part of the fund is generated by the DDF, therefore, development work as mentioned above table shall also be supported from this fund with the approval of Vice Chancellor.
 3. In case there is a strong reason, the Syndicate on the recommendation of the Vice Chancellor shall allow to use principle amount for the development work.



10. Audit & Report

- a. Once a year internal audit of the fund will be carried out by the Audit office of the Hazara University in light of these rules.
- b. On any financial irregularity reported by the audit team, the concern faculty/official shall be directed to implement the recommendation of audit team in light of these rules within 45 days.
- c. On any financial embezzlement reported by the audit team the concern faculty/official shall be dealt according to the Hazara University Statutes.
- d. Periodically external audit of the fund will also be carried out by the concerned authority.

