

COMSATS Institute of Information Technology
Registrar Office, Principal Seat, Islamabad

No: CIIT-Reg/Notif-721/2013/1283

September 16, 2013

Notification

Consequent upon approval of the COMSATS Institute of Information Technology Executive Committee (CEC) in its 73rd meeting held on 15th August 2013, the Qarz-e-Hasana Rules, 2013 are hereby notified for implementation at CIIT.

This partially modifies notification no.CIIT-Reg/Notif-1036/12/1625 dated December 12, 2012.


Nadeem Uddin Qureshi
Additional Registrar

Encl: As above.

Distribution:

1. All Campuses Directors, CIIT.
2. All Deans, CIIT System
3. Incharge, CIIT, Islamabad Campus.
4. Controller of Examinations, CIIT.
5. Treasurer, CIIT.
6. Director P, D & HRD, CIIT.
7. Additional Registrar, PS(MU) for presentation in CEC and BoG
8. Internal Distribution at Registrar Set up, PS

CC:

1. PS to Rector
2. PS to Pro-Rector
3. PA to Registrar

COMSATS Institute of Information Technology

Qarz-e-Hasna Rules, 2013

(Interest Free Loan for Students)

1) TITLE

1.1. These Rules, framed in pursuance of Section 25 of the COMSATS Institute of Information Technology Ordinance, 2000, shall be called the "COMSATS Institute of Information Technology Qarz-e-Hasna Rules, 2013".

2) COMMENCEMENT

0.1. These Rules shall come into force with immediate effect and supersede all notifications in respect of fee concessions, fee exemptions, CIIT's financial support and other pecuniary benefits for the students, previously issued from time to time.

3) APPLICATION

3.1 These Rules shall be applicable to the undergraduate and graduate students of all programs.

4) DEFINITIONS

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

- (a) "Financial Support Committee" means the Committee, duly notified as such by the Campus to oversee all financial aid windows.
- (b) "Board" means the Board of Governors of the Institute.
- (c) "Borrower" means a student who has been awarded Qarz-e-Hasna under these Rules.
- (d) "Campus" means a constituent campus of the Institute.

- (e) "Chairman" means Chairman of a teaching department.
- (f) "Dean" means Dean of a Faculty.
- (g) "Director" means Director of a campus of the Institute.
- (h) "Fund" means Qarz-e-Hasna Fund established under these Rules.
- (i) "Institute" means COMSATS Institute of Information Technology.
- (j) "Qarz-e-Hasna" means the loan (interest free) awarded to a student under these Rules
- (k) "Rector" means the Rector of the Institute.
- (l) "Student" means a person who is a bona-fide full time student, or is provisionally enrolled in the Institute in an undergraduate or graduate program.
- (m) "Year" means a financial year starting from 1st July and ending on 30th June of the next calendar year.
- (n) SFAO means Students Financial Aid Office at Principal Seat and includes its Campus-based sub-office.

All other terms and expressions used in these Rules shall have the same meanings as are assigned to them by COMSATS Institute of Information Technology Ordinance, 2000.

5) ELIGIBILITY

5.1 The following will be eligible for award of Qarz-e-Hasna:

- (a) A student who has been granted admission on merit through normal course;
- (b) He/ she is not employed anywhere;
- (c) He/ she and his/her parents/guardian are unable to pay the fees and he/ she cannot pursue studies due to financial constraints.

6) FUND

6.1 The Financial Support Committee would select students for the award of Qarz-e-Hasna and would determine the amount payable to them. Thereafter the campus would maintain the student's ledger account and would debit the relevant amount at the commencement of each semester. The sum of total amount, so debited, will be the amount

recoverable from the students, as provided in these rules.

7) AWARD OF QARZ-E-HASNA

7.1 The Qarz-e-Hasna may be awarded, partly or fully, against any or all of the following:

- (a) Tuition Fee and other regular fees; and
- (b) Hostel rent, user charges and mess charges (for hostels operated /designated / approved by the Institute).

8) DISBURSEMENT

- a) The Qarz-e-Hasna under the Qarz-e-Hasna Rules will be awarded to a student for his entire program, subject to the condition, as mentioned in 8(c);
- b) The amount, on account of Qarz-e-Hasna, will be disbursed only by way of making a debit entry in the student's personal ledger account, maintained by the campus.; and
- c) A student who has been awarded Qarz-e-Hasna will need only renewal of it in the subsequent semesters subject to his/her satisfactory performance.

9) REPAYMENT

- (a) The borrower shall repay the Qarz-e-Hasna in equal monthly installments or in lump sum (for the total or the balance amount, as the case may be) starting at the end of six months from the date of his/ her first employment or one year from the date of his/ her completion of the program of study at the Institute, whichever is earlier.
- (b) The maximum period for complete repayment of the Qarz-e-Hasna is TEN (10) years from the date of disbursement of the first installment of Qarz-e-Hasna.
- (c) The concerned campus will ensure timely recovery of Qarz-e-Hasna advanced under these Rules.
- (d) At the time of passing out of the Student, SFAO will provide

him the repayment plan in the term of clause 9 (a) and (b) specifying the cut-off date by which the Student has to retire his total due amount, in lumpsum or installments.

10) GUARANTEE

10.1 The student who is awarded Qarz-e-Hasna shall provide two Guarantors, on the prescribed format, acceptable for CIIT before the release of the first installment/fee waiver. In case, the student is unable to arrange Guarantors, the student's original Intermediate Certificate shall remain pledged with CIIT till such time the entire loan amount is returned.

11) FINANCIAL SUPPORT COMMITTEE

11.1 The Campus based Financial Support Committee, duly notified by the respective campuses, will be responsible to select the prospective candidates and to determine the amount payable.

11.2 The Campus Director, will notify the Financial Support Committee, as under

- | | |
|---|-----------|
| a) The Director or his/her nominee | Chairman |
| b) One senior faculty members | Member |
| c) Nominee of the Office of Development. | Member |
| d) Additional / Deputy/ Assistant Registrar (Academics) | Secretary |

12) AUDIT AND ACCOUNTS

12.1 The Students Financial Aid Office at the Principal Seat shall monitor the activities of all campuses with the help of periodic reports. The campuses will share all Qarz-e-Hasna data, including details of beneficiaries, total disbursement portfolio, recovery etc. with the Principal Seat, where a centralized database will be maintained.

13) APPLICATIONS

13.1 Application Forms will be available at Students Financial Aid Office at all Campuses. The form can also be downloaded from the CIIT's website.

13.2 At the start of each semester, before initiating the process of awarding Qarz-e-Hasna, the Campus based Financial Support Committee will obtain the following information:

- Total amount, upto which Qarz-e-Hasna will be made available to the students for any particular semester.

14) Once information is available with the Committee, applications for the award of Qarz-e-Hasna will be called through wide publicity, giving reasonable time (not less than 15 days) to the applicants.

15) All efforts will be needed to ensure the integrity of Qarz-e-Hasna awards and for making sure that only the most deserving students succeed in securing Qarz-e-Hasna.

a) A needy student may apply on the prescribed Form for Qarz-e-Hasna under this scheme within the notified time limit.

b) The applications will be scrutinized by the SFAO and will be placed before the FSC for its consideration and recommendations.

c) Qarz-e-Hasna will be awarded on approval of the Campus Director.

d) A student who has been awarded Qarz-e-Hasna will have to submit an undertaking on Judicial Paper (Prescribed Format) regarding repayment of Qarz-e-Hasna within the stipulated time, along with the guarantee as per Clause 10.

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COMSATS INSTITUTE OF INFORMATION TECHNOLOGY
QARZ-E-HASNA
(Application Form)

Particulars of the Applicant

Student's Name: _____ Registration # _____

Postal Address: _____

Email: _____ PTCL #: _____ Mobile# _____

Particulars of Father

Name: _____ C.N.I.C. No: _____

Status: Alive Deceased

Professional status: Employed Unemployed Business owner Retired

Name of Employer: _____

Address: _____

Tel (Off): _____ Mobile: _____

Designation & Grade (BPS/ SPS/PTC etc): _____

Total Gross Monthly Income from all sources _____ NTN _____

**Particulars of Any Other Supporting Person (Mother/ Guardian/
Brother/ Sister/ Relative / Guardian):**

Name: _____ Relationship: _____

Occupation _____

Designation _____ CNIC No. _____

Name of Employer _____ Address: _____

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Email: _____ PTCL #: _____ Mobile# _____

Total Monthly Gross Income (Salary/ Pension/ Others) _____

For Office Use only

It is hereby recommended that Mr/Ms _____ S/o D/o _____
Reg# _____ may be granted an amount of Rs _____ as Qarz-e-
Hasna, after verification of the given information

Convenor of FSPC

Date: _____

Please submit your duly filled in application to the following address

Student Financial Aid Office

Checklist of Required Supporting Documents

Attested copies of

CNIC / 'Form-B' of Applicant

CNIC Father/Mother/ Guardian

CNIC (Guarantors)

Income Certificate Father/ Mother/ Guardian

Inshiddi

QARZ-E-HASNA

Affidavit

All information given in this application is correct and true to the best of my knowledge. I understand that any incorrect information will result in the cancellation of my application. If any information given in this application is found to be incorrect or false even after the grant of the Qarz-e-Hasna, I shall return all the payments, along with interest @ 10 % p.a., in addition to any legal proceedings, as deemed fit by CIIT.

The CIIT reserves the right to verify the information given in this form.

Signature of Parent/Guardian

Signature of Applicant

Name: _____

Name: _____

CNIC No. _____

Reg#: _____

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SPECIMEN

(To be executed on Rs.50/-Judicial Stamp Paper)

**DEED OF AGREEMENT
FOR QARZ-E-HASNA (QHP)**

This agreement is made, on theday of2013, between

- (1) **Mr. / Miss** (name of the student) son / daughter of **Mr.** (Father's name) resident of _____ (Permanent Address) hereinafter referred to as the **Student**;
and
- (2) COMSATS Institute of Information Technology,Campus hereinafter referred to as the **Institute**.

WHEREAS **Mr. / Miss**-----, admitted to CIIT (Campus) for the degree of BS/MS _____ (Subject), agrees to accept the terms and conditions governing this Financial Support Program.

Now this Deed witnesses as under:

- i) This Financial Support in terms of Qarz-e-Hasna, given to the student, shall be initially for one semester (Spring / Fall -----).
- ii) The Student shall abide by the decision of the FSPC constituted for the purpose of awarding Financial Support as per CIIT policy.
- iii) The Qarz-e-Hasna given to the student shall be strictly subject to the decision of the Financial Support Program Committee (FSPC) and cannot be challenged in any case.
- iv) The student shall refrain from engaging himself/herself in any political, commercial or any other activity incompatible with his/her program of studies.
- v) CIIT reserves the right to invoke strict disciplinary proceedings against the student, in case he/she violates any provision of this bond.
- vi) The student is liable to disqualification from the Qarz-e-Hasna Scheme in case he/she is found to have made any misstatement in his/her application.
- vii) The student shall strictly conform with the terms and conditions required for the Financial Support Program.

AND THE STUDENT FURTHER COVENANTS, that in case of breach of any of the terms and conditions as well as the Rules governing the Financial Support Program, for the time being in force, the Student will be penalized in monetary terms. In case of his/her failure to pay the



penalty, the amount shall be realizable from the following two Guarantors who stand as Sureties on behalf of the student, jointly and severally, and who have also signed the Sureties.

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SURETY

Student's Details

1. I _____, son/daughter of _____,
resident _____ of _____

do hereby undertake that I will return the full amount of Qarz-e-Hasna given to me by CIIT.

Signature

Full Name: _____

Guarantee

(1) I _____, son/daughter of _____,
resident of _____, being
the parent / guardian of my above named son/daughter/ward, do hereby stand as Guarantor and
assure that the Qarz-e-Hasna given by the **CIIT** to him/her shall be refunded in full by him/her as
mentioned above. In case of default or non-payment by him/her, I will personally be held liable to
return the amount in full to the **CIIT**.

Signature

Full Name: _____

Guarantor/Surety No.1

Guarantor/Surety No.2

Signature _____

Signature: _____

Name: _____

Name: _____

Relationship with the Student

Relationship with the Student

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NIC # _____

Address: _____

Dated: _____

NIC # _____

Address: _____

Dated: _____

Witness No. 1

Signature: _____

Name : _____

CNIC # _____

Address: _____

Dated: _____

Witness No. 2

Signature: _____

Name : _____

CNIC # _____

Address: _____

Dated: _____

IN WITNESS WHEREOF, the parties aforementioned have signed this deed in token of their acceptance thereof.

MANAGER
STUDENT FINANCIAL AID OFFICE

Signature _____

Name _____

Date _____

STUDENT

Signature _____

Name: _____

Reg#: _____

CNIC No: _____

Inshulda