

ADMIN DEPARTMENT
(ADMIN COORD)

Subject: **SOP FOR GRANT OF FEE CONCESSION TO POF EMPLOYEES/THEIR WARDS IN B.Sc (ENGINEERING) PROGRAMMES OF WAH ENGG COLLEGE.**

B.Sc Engg in Wah Engg College

- i) Minimum length of regular service in POF will be 02 years.
- ii) **No. of seats :**
03 seats will be reserved for POF employees/their wards in each discipline. Selection will be made on merit in accordance with the laid down procedure of WEC. At present 5 Technologies have already started therefore, 15 seats are reserved for POF employees/their wards.
- iii) **Duration of concession:**
For the whole study programme
- iv) **Fee Concession by WEC:**
3 x seats / discipline - 75%
- v) **Eligibility conditions:**
 - a) Applicant must have got admission in WEC on merit.
 - b) The facility will be withdrawn if the beneficiary fails in any subject during the study and the same will be extended to other student wards of POF employees on the basis of merit for that semester. For this purpose beneficiary will produce a certificate of satisfactory performance from WEC on completion of each semester.
 - c) In case of deferment of studies due to illness/sickness concession will again be granted at the resumption of studies.
- vi) **Procedure for grant of fee concession:**
 - a) Applications for fee concession in WEC will be called through Khabarnama prior to the admission keeping in view WEC schedule.
 - b) Eligible candidate will apply for fee concession on the prescribed application form available from Admin Coord office.
 - c) Application form alongwith attested copies of result card/marks sheet duly recommended by the head of fy/groups should be submitted by due date announced in the Khabarnama.
 - d) Incomplete application or applications without supporting documents will render the applicant ineligible.
 - e) Applications received within due date will be sent to WEC for obtaining their merit.
 - f) Merit list will be published/circulated through Khabarnama so that representation against the order of merit may be submitted within one week of publication of Khabarnama.
 - g) Final merit list will be submitted for approval of Chairman POF Board. On its basis names of successful candidates will be sent to WEC for grant of fee concession.
 - h) In case where number of candidates are less than 03 in any technology, the vacancy of the same technology will be utilized where number of eligible candidates are more than 03 in other technologies, so as to utilize/fill the total number of 15 vacancies.”

ADMIN DEPARTMENT
(ADMIN COORD)

Draft Daily Order Part-I No. _____ dated _____ -7-2013.

Subject: **SOP FOR GRANT OF FEE CONCESSION TO POF EMPLOYEES/THEIR WARDS IN B.Sc (ENGINEERING) PROGRAMMES OF WAH ENGG COLLEGE.**

Refⁿce DO Pt-I # 205 dated 10-9-2012.

Competent authority has approved following addition in Sr.No.(ii) so as to relate number of seats in above referred Daily Order:-

“In case where number of candidates are less than 03 in any technology, the vacancy of the same technology will be utilized where number of eligible candidates are more than 03 in other technologies, so as to utilize/fill the total number of 15 vacancies.”

I/C Publication

(Muhammad Akram)
AM- Admin Coord
-7-2013

4119-Misc-WEC-Admin Coord

**AMENDMENT IN THE EXISTING CLAUSES AND INSERTION OF NEW CLAUSES TO THE
AGREEMENT DATED 29-01-2003 BETWEEN M/S COMSATS INSTITUTE OF
INFORMATION TECHNOLOGY, WAH CANTT AND WAH INDUSTRIES LIMITED**

The following are the amendments in the existing clauses 3(xii) and insertion of new clauses to the agreement dated 29-01-2003 executed between M/s COMSATS Institute of Information Technology, Wah Cantt and Wah Industries Limited, Wah Cantt.

Clause-3 (xii)

Twenty five POF & WIL employees/children fulfilling the admission criteria of CIIT shall be admitted by CIIT as per following prorated every year at 50% discount in tuition fee:-

5 in spring session
20 in fall session

The following clauses are inserted to the agreement dated 29-01-2003 :-

Vehicle Gate of the building located at Quaid Avenue will be permanently locked and sealed. However, wicket gate can only be used by pedestrians during classes timing & it will be properly secured by the CIIT management and no illegal entry will be allowed.

Cantonment Board/bye laws will be followed in true letter and spirit.

Construction of car/vehicle parking on G.T. Road and Quaid Avenue will not be allowed.

No encroachment on green belt on G.T. Road and Quaid Avenue will be allowed.

CIIT will construct boundary wall with fence on its top at their own expenses to enhance the security measures.

POF-WIL management will not be responsible for any act done by CIIT which may cause damage/hurt/injury/violating the personal right of an individual and civil wrong (tort) on moveable and immovable property including any other right of any individual, if it is happened / done in violation of this agreement/NOC.

Damage of building/property if any occurs by CIIT or any person/student, the repair will be carried out by CIIT at its own expenses. If violation of any clause, Cantonment Board/Bye laws by CIIT, comes in to the notice of POF-WIL, case shall be put up to the Chairman POF-WIL Board to fix remedy measures and decision of the Chairman POF-WIL Board which shall be binding on both the parties.

Party of the First Part

(Muhammad Rizwan)
Managing Director, WIL
Quaid Avenue, Wah Cantt
Dated -03-2013

Witness:

(Ms Zoobia Saleem)
Manager Admin, WIL
Quaid Avenue, Wah Cantt
Dated -03-2013

Party of the Second Part

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Director, CIIT Wah
Quaid Avenue, Wah Cantt
Dated -03-2013

Witness:

(Jawad Ahmed)
Deputy Registrar
Quaid Avenue, Wah Cantt
Dated -03-2013

ADMIN DEPARTMENT
(ADMIN COORD)

Subject: **50% FEE CONCESSION TO POF EMPLOYEES/THEIR WARDS IN COMSATS.**

- i) No. of Seats :
Fall Semester = 20
Spring Semester = 05
- ii) Entitlement:
POF/WIL serving employees/their wards
- iii) Fee Concession:
50% Fee concession in tuition
- iv) Period of admissibility:
 - From first semester till completion of study.
 - In Case the student failed to get aggregate score of 2.75 GPA out of 4, the vacancy of same will be shifted to other student who meet the requisite criteria as per session.
- v) Eligibility Condition:
 - a. Applicant must have got admission in CIIT Wah.
 - b. The fee concession will be awarded on the basis of merit decided by CIIT at the time of admission.
- vi) Procedure for grant of fee concession
 - a. Applications for fee concession in CIIT Wah are called through Khabarnama from Admin Coord Office prior to the admission in Spring and Fall semester keeping in view CIIT schedule.
 - b. Eligible candidate apply for the fee concession on the prescribed application form available from Admin Coord Office.
 - c. Application form alongwith attested copies of result card/marks sheet duly recommended by the head of fy/groups are submitted by due date announced in the Khabarnama.
 - d. Admin Coord office scrutinize the applications. Incomplete application or application without supporting documents render the applicant ineligible.
 - e. Applications received in Admin Coord Office within due date are sent to CIIT for obtaining their merit.
 - f. Final merit list is submitted to Chairman POF Board for approval. On its basis names of successful candidates are sent to CIIT Wah for grant of 50% fee concession.

Manager Central Welfare

Sd/xxx
(Aftab Ahmad)
Manager Admin Coord
-4-2014

4119/Misc/Comsats/Admin Coord