



# Higher Education Commission

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**Subject: Guidelines for disbursement/utilization of funds under HEC-Faculty Development Program**

The Higher Education Commission (HEC) is executing the Faculty Development Scholarship Program (Indigenous) for Non-Ph.D. faculty members of the Pakistani Universities. Under the said program HEC provides financial support to the faculty members to complete their Ph.D. from selected HEC recognized Pakistani Universities. The scholarship payments are comprised of following budget heads which can be utilized as per prescribed definitions. It is requested to please facilitate the faculty member enrolled at your prestigious university in optimum utilization of Government funds to maximize the benefits of this scholarship opportunity.

## **Budget Head's Definition:**

1. **Maintenance allowance /Stipend to Scholar:** The scholarship is meant for the living allowance to the scholar.
2. **Book Allowance:** The book allowance is to be paid to scholars.
3. **Thesis Charges to scholar:** The expenses on binding, printing and other related expense of thesis can be charged from the said budget head.
4. **Support to University:**
  - a. **Tuition fee, reference books, back volumes, chemical abstracts, stationery, software, internet, etc.**

Entire expense i.e. (Tuition fee, library fee, Indoor university hostel dues\*, reference books, back volumes, chemical abstracts, stationery, software, internet, journal publication fee, lab/workshop equip., consumables, supplies and Ph.D. thesis freight charges, etc.) incurred by the scholar during studies can be charged/ reimbursed from this budget head. The scholar is entitled to claim funds from the date of award of scholarship.

\* The funds may be utilized after meeting the entire expenditure of the studies.
  - b. **Support to University lab/workshop equipment, consumables, and supplies, etc.**

The budget head can be used for lab/workshop equipment, consumables, supplies, and purchase of a laptop, etc. Further, in disciplines of Social Sciences, Arts & Humanities & Business Education this head can be utilized in workshops, surveys, seminars, conferences, internet, journal publication fees, etc with the approval of the supervisor and Head of the Department.
5. **Thesis evaluation charges on degree completion (once):** Foreign evaluation fee of university/evaluator is to be charged from this budget head.
6. **Health Insurance:** Medical support during the stay abroad.

7. **Air Ticket (Once)** Economy class return airfare is provided to meet the traveling expense of abroad.
8. **Average Bench Fee:** The budget head is meant to utilize foreign university tuition/bench fee expenditures during the stay abroad.
9. **Research Grant to Principal Supervisor:** Supervisor payments will be made based on the following activities performed by the scholar. Further supervisor is equally responsible for the timely completion of a Ph.D. degree. HEC reserve the right to stop the payment to the supervisor if there is a delay in the completion of research activity. The supervisor would not be having the right to claim for the funds against the activity if the below-mentioned activity is not done within a provided period:
  - i. Ph.D. Topic/ synopsis approval from the Board of Advance Studies & Research, Rs.50, 000/-
  - ii. On successful submission of Ph.D. thesis Rs. 50,000/-
  - iii. Ph.D. notification Rs. 50,000/-

**Note: All payments would be made within the prescribed limits of PC-1.**

The universities/DAIs are encouraged to provide suggestions to this office for further improvement and transparency in the system please. Thanks.

With kind regards,



**Saima Naurin**

*Project Director*

**Vice Chancellors/Rectors  
All University/ Degree Awarding Institute of Pakistan**