

RULES REGARDING VISITING FACULTY HOUSES (VFHs)
QUAID-I-AZAM UNIVERSITY (QAU), ISLAMABAD

A. ELIGIBILITY

1. Faculty members visiting QAU from a foreign country, henceforth called foreign faculty members, for teaching/research purposes or for participation in any conference/seminar sponsored either by Higher Education Commission (HEC), or by another government institution, or by any department/affiliated institution of QAU will be eligible to apply for allotment of VFHs.
2. QAU faculty members working either on Basic Pay Scales (BPS) or on Tenure Track System (TTS) and having a family size not greater than 4 will be eligible to apply for allotment of VFHs. A QAU member will cease his/her eligibility in following cases:
 - i) He/she purchases/constructs a house in Rawalpindi or Islamabad.
 - ii) He/she retires or resigns from his/her QAU post.
 - iii) He/she joins another department on deputation.

B. ALLOCATION

1. One VFH (No. 11) will be converted to Child-Care Center.
2. At least 4 VFHs will be reserved for allotment to foreign faculty members only.
3. Initially, 9 VFHs will be allotted to QAU faculty members. Out of these 9 VFHs, 3 will be allocated to Associate Professors and Professors working either on BPS or on TTS and 6 to Lecturers and Assistant Professors working either on BPS or on TTS.
4. Any additional demand for VFHs by foreign faculty members, after full occupancy of the 4 reserved VFHs for them, will be met by asking QAU faculty members to vacate their allotted/occupied VFHs for foreign faculty members. In such a situation, a QAU faculty member who would have moved in VFHs most recently and the most junior one will be asked to vacate his/her VHF.

C. RENT

1. Foreign faculty members will pay rent @ Rs.25,500/- per month for each completed month and @ Rs.850/- per day for an incomplete month. The sponsor

of a foreign faculty member as mentioned in A.1 above will be held responsible for the payment of rent.

2. Foreign faculty members visiting QAU for teaching/research purposes for less than a month may be exempted from payment of rent provided that their sponsor mentioned in A.1 above requests for the same and the Vice Chancellor (VC), QAU duly approves it.
3. Foreign faculty members visiting QAU for participation in a conference/seminar for less than 7 days may be exempted from payment of rent provided that their sponsor mentioned in A.1 above requests for the same and the VC, QAU duly approves it.
4. QAU faculty members working on BPS will pay exactly the same rent as their colleagues, availing A and B type housing facility of QAU, pay. That is, they will surrender house rent @ 45 percent of the basic pay or their house-requisition ceiling whichever they would have been availing before moving in VFHs. In addition they will pay maintenance charges equivalent to 5 percent of their basic pay. Their rent will be deducted directly from their salaries.
5. QAU faculty members working on TTS will pay the lump sum amount of house-requisition ceiling for BPS-19. In addition they will pay maintenance charges equivalent to 5 percent of the basic pay of respective BPS.
6. QAU members, after lapse of their eligibility as mentioned in A.2 above, are allowed to continue their occupation of VFH up to a maximum period of one month. Over this period, they will pay rent @ Rs.500/- per day
7. A QAU faculty member who is asked by the Allotment Committee for VFHs to vacate his/her VFH because of additional demand for VFH by a foreign faculty member as mentioned in B.4 above and who fails to vacate the premises within 2 weeks of receiving the notice with this effect, will pay rent @ Rs.40,000/- per month. In addition, payment of his/her salary will be stopped unless he vacates the premises.

D. APPLICATION PROCEDURE

1. Foreign faculty members will apply for VFHs through their sponsors as mentioned in A.1 above. To ensure availability of VFHs on time, the Allotment

Committee for VFHs, will appreciate receiving such applications at least a month before the intended date of occupancy.

2. QAU faculty members will apply for VFHs exactly the same way as they apply for A and B type houses of QAU. Their applications will be treated according to their seniority.

E. POSSESSION AND VACATION

1. An allottee of VFH will occupy the premises within a month of receiving allotment letter; otherwise his/her allotment will be cancelled.
2. A QAU faculty member who ceases his eligibility for VHF for any reason will be allowed to retain his/her VHS up to a maximum period of one month.
3. A QAU faculty member who proceeds abroad on any type of leave for more than 3 months will vacate his/her VFH before leaving.
4. A QAU faculty member who proceeds abroad or out of city for official purposes for more than three months will be encouraged to vacate his/her VFH. After his/her return to QAU, he will be placed at the top of waiting list for VFHs.
5. A QAU faculty member who wants to vacate VFH on his/her own will either serve a 15-day notice to the Allotment Committee for VFHs or will pay the rent for 15 days.

F. MISCELLANEOUS

1. An allottee will sign the undertaking of inventories in the VFH at the time of moving in and will sign the handing over of same inventories at the time of moving out. Any damage or breakage to vacated VFH inventories will be recovered from the occupant at actual cost.
2. A QAU faculty member who is allotted a VFH will submit, before moving in the VFH, a duly signed surety bond on legal paper stating that he will abide by all rules regarding VFHs, particularly B.4 and C.7 above.
3. Residents of VFHs will neither keep any pet like dog, cat, goat, and cow nor indulge in any activity like loud music that causes trouble to their neighbors. In case of any complaint, the VC, QAU will appoint an enquiry committee and in light of its recommendation has the right to cancel the allotment.

4. All QAU faculty members will pay for utilities such as gas, electricity and phone from their own pocket.
5. All foreign faculty members will be exempted from payment for utilities. Their rent will cover the cost of utilities as well.
6. A QAU faculty member who has to vacate VFH at the notice of Allotment Committee for VFHs to accommodate a foreign faculty member will be allotted a room at normal rent in University Guest House, if available, provided that he vacates the VFH within 15 days of receiving notice to this effect.
7. A QAU faculty member who has to vacate his/her VFH for a foreign faculty member as mentioned in B.4 above or for going abroad or out of city for more than 3 months as mentioned in E.4 below will be placed at the top of waiting list for VFHs.
8. A QAU faculty member, who once vacates VFH on his/her own but wants to move in again, will have to apply afresh.

G. CHILD-CARE CENTER

Rules for the center will be notified later.

Mr. Masood Akhtar
President Academic Staff Association
Assistant Professor, Department of History

Dr. Wasim Ahmad
Professor
Department of Biochemistry

Dr. Muhammad Mazhar Iqbal
Assistant Professor, Department of Economics

Mr. Zubair Afzal
Assistant Registrar (Estate)