



National University
of Computer and Emerging Sciences

**Final Year Project (FYP) Honorarium Form**

**Department Request**

|  |  |  |  |
| --- | --- | --- | --- |
| Request submission date |  | Semester |  |
| Semester end date |  | Results uploaded on Flex |  |
| Prepared & Forwarded by |  | Designation |  |
| Date |  | Signature |  |
| Recommended by |  | Designation |  |
| Date |  | Signature |  |

**Campus HR**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Total** | **Mode of Payment** |
| Table-A | Staff (In Service) |  | Salary |
| Table-B | Leaversi) Resignedii) Terminatediii) End of Contract |  | The case will be processed along with Final Settlement |
| Table-C | On Long Leave |  | The case will be processed on submission of i) Clearance Form and ii) Payment approval |
| Table-D | Visiting Faculty |  | Monthly Fund Request |
| Prepared & forwarded by |  | Designation |  |
| Date |  | Signature |  |

**Campus Accounts**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Code** | **Head Name** | **Budgeted Amount** | **Requested Amount** | **Remaining Budget** |
| 730100005 | Student research expenses (FYP/MS Thesis) |  |  |  |
| Total Research Budget |  |  |  |
| Prepared & forwarded by |  | Designation |  |
| Date |  | Signature |  |

**Campus Director**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Remarks | Recommended | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | Not Recommended | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
|  |
| Name |  |
| Date |  | Signature |  |

**Attachments**

|  |  |  |
| --- | --- | --- |
| Description (Please check relevant box) | Provided | Not Provided |
| 1. Approval (Supervisor Workload)
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| 1. Results Declaration (Students)
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| 1. Filled Proforma
 |  | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.pngC:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| 1. Prior Approval (Visiting Faculty)
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**NUCES-HQ**

**Payroll Section**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Previously processed | Yes | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | No | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| Amount to be released |  |  |  |
| Mode pf payment | Salary | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | Fund Request | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| Remarks |  |
|  |
| Name |  | Designation |  |
| Date |  | Signature |  |

**Registrar Office**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Remarks | Recommended | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | Not Recommended | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
|  |
| Name |  |
| Date |  | Signature |  |

**Internal Auditor**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Remarks | Recommended | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | Not Recommended | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
|  |
| Name |  |
| Date |  | Signature |  |

**Treasurer**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Remarks | Recommended | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | Not Recommended | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
|  |
| Name |  |
| Date |  | Signature |  |

**Rector**

|  |  |  |
| --- | --- | --- |
| Remarks | Approved | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| Not Approved | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| Name |  |
| Date |  | Signature |  |

**Disbursement**

|  |  |
| --- | --- |
| **Salary (Payroll section)** | **Fund Request (Accounts)** |
| Amount |  | Amount |  |
| Name |  | Name |  |
| Designation |  | Designation |  |
| Date |  | Date |  |
| Signature |  | Signature |  |