



HIGHER EDUCATION COMMISSION

H-9, ISLAMABAD, PAKISTAN, Website: <http://www.hec.gov.pk>

Dr. Shaista Sohail

Executive Director

No. 1-0/KJM/QAA/HEC/2022/2484

January 20, 2022

Subject: Establishment of Kamyab Jawan Markaz (KJM) (Students Facilitation Center)

Dear Prof. Dr. Abdur Rasheed Sahib,

السلام عليكم ورحمة الله وبركاته

The Higher Education Commission under Kamyab Jawan initiative of the Prime Minister of Pakistan has planned to establish Kamyab Jawan Markaz (KJM) in the leading public sector universities. The KJM shall be a student facilitation center where student-related services will be offered. The KJM will be a single office having distinct wings dealing with each of the following services:

- a. Education (Life skills-based education, Scholarships, Capacity building, Career Counselling, Academic Advisement)
 - b. Employment (Entrepreneurships, Business Incubation Centers, Internships)
 - c. Engagement (Practical Learning Labs: Clubs, Societies, Associations, Sports; Youth Helpline, Youth Card)
1. Furthermore, the HEC has disseminated guidelines to universities pertaining to the implementation of the above-mentioned services, which can be accessed through the following link (<https://hec.gov.pk/english/services/students/UEP/Pages/default.aspx>). For entrepreneurial services, policy on Business Incubation Centers is placed at the following link:
https://www.hec.gov.pk/english/services/universities/EBIC/Documents/BICs%20Policy%202021_Final.pdf.
 2. Recognizing that this initiative will require additional administrative support to students by the university, the HEC has allocated seed funds to universities to undertake this task. The KJM should have adequate office space, furniture, equipment, and staff. To meet these costs, seed money of Rs. 4.747 million is being released vide Cheque # 168051, dated January 10, 2022, to your university (Breakdown at Annex A).
 3. Student services that your university may already be providing, or any other similar student facilitation service, can be allocated to one of the above-mentioned sections of the KJM.
 4. You are requested to establish a functional KJM through normal procedures for establishment of a new office in your university. Establishing the KJM shall be notified preferably within a week of reception of this letter and cheque. Furthermore, the university shall intimate the HEC regarding functional KJM by end of April 2022.

5. Alongside physical student services, KJM services shall also be digitalized for student's ease of access. For this purpose, the HEC shall facilitate universities with the provision of an online KJM portal and platform. The KJM portal is believed to become functional well before the completion of the physical office.
6. The duly audited utilization report of the seed money Rs. 4.747 million will be submitted by the university to the HEC. Further, HEC will subsequently monitor and verify the spending by your university for the above-identified purposes.
7. Kindly convey the notification of establishing KJM (Students Facilitation Center) to Mr. Nasir Shah (nrshah@hec.gov.pk) and Mr. Ahmad Gulzar Kayani (agkayani@hec.gov.pk) within the communicated timeframe, with whom you can also communicate other queries or concerns.

Best Regards,



Dr. Shaista Sohail

The Vice Chancellor
University of Malakand
Chakdara

Copy for information to:

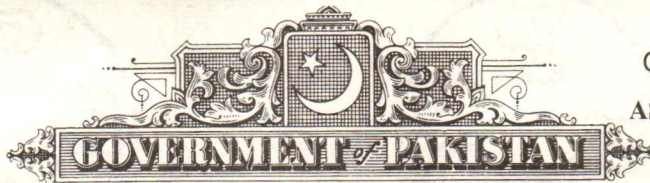
- i) Mr. Ghulam Nabi, Director General Finance, HEC, Islamabad
- ii) Mr. Nasir Shah, Director QAA/Program Director (Kamyab Jawan Markaz), HEC, Islamabad
- iii) E.S. to Chairman HEC, Islamabad
- iv) Mr. Waheed Ahmed Mangi, Director/In-Charge P&D, HEC, Islamabad
- v) Dr. Jawad Hussain, Focal Person, Kamyab Jawan Markaz, University of Malakand, Chakdara
- vi) Office copy

Annex A

Estimated Budget for KJM (As per approved PC-1 document)

S.No.	Items	Unit Cost
1	Furniture & Fixture for KJM(USO)	1.015
2	Computer & Other Equipment for KJM(USO)	0.900
3	Renovation of Hall for KJ Markaz (1200 sqft)	2.400
4	Contingency 1% of 1 unit cost	0.432
	Total	4.747

PAYEES A/C ONLY



Cheque No. 168051
ASSIGNMENT ACCOUNT CHEQUE

Date: 10.01.2022

STATE BANK OF PAKISTAN
To THE NATIONAL BANK OF PAKISTAN NBP Main Branch, Islamabad.
TREASURY OR SUB-TREASURY OFFICER

Pay VC UNIVERSITY OF MALAKAND CHAKDARA, DIR or order

Rupees FOUR MILLION SEVEN HUNDRED FORTY-SEVEN THOUSAND Only.

and charge the same against the account of

Rs.*****4,747,000
HEC Development
A/C: 5167-7/1158995460



OFFICE OF THE
Higher Education Commission
H-9 Islamabad

NOT OVER RS. 4747000

Syed Muhammad Ali Abbas
Assistant Director (Finance)
Higher Education Commission
Islamabad

Syed Qasim Abbas Naqvi
Dir. Director (Finance)
Higher Education Commission
Islamabad

N.B. THIS CHEQUE IS VALID FOR THREE MONTHS ONLY AFTER THE MONTH OF ISSUE OR 30TH JUNE, WHICHEVER IS EARLIER

Authorised Signature

Authorised Signature