

INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD
(DIRECTORATE OF ACADEMICS & EXAMINATIONS)

No.Acad(Cir)/IIU/2021- Gen 13


Islamabad the 10th February, 2022

CIRCULAR

Subject: **PROVISION OF CONSOLIDATED LIST / DETAILS
APROPOS COURSE ALLOCATION TO THE FACULTY
MEMBERS**

I am directed to refer to the directives of the Vice-President (Academics) on the subject cited above and to state that in order to streamline the matters pertaining to the Course Allocation to various faculty members; this office is in need of the detailed summary of the courses allocated to the faculty members.

2. All Deans of the faculties/ Director General (IIE) are therefore, requested for provision of the requisite information latest by 11.02.2022 before COB on the attached format along with a soft copy be emailed on tahir.abdulrauf@iiu.edu.pk.
3. This issues for information and compliance please.


(Tahir Abdul Rauf)
Superintendent (Academics)

Distribution:

1. Director General (IIE)
2. All Deans
3. Webmaster | with the request to upload the information of University Website
4. Relevant File
5. Master File

Copy for information to:

1. APS to Vice-President (Academics)
2. APS to Director (Academics & Examinations)

FORMAT

FOR REGULAR FACULTY

| S. N O | NAME OF FACULTY MEMBER | DESIGNATION | COURSE LOAD | | COURSE ALLOCATED | No. OF STUDENTS (PER COURSE) | ROOM NO. |
|--------------|------------------------------|-------------|--------------------------|---------------------------|---------------------|------------------------------------|-------------|
| | | | NORMAL COURSE LOAD | EXTRA LOAD (IF ANY) | | | |
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FOR PART-TIME / VISITING FACULTY

| S. N O | NAME OF FACULTY MEMBER | COURSE ALLOCATED | NUMBER OF STUDENTS (PER COURSE) | ROOM NO. |
|--------------|---------------------------|------------------|------------------------------------|----------|
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