

INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD
DIRECTORATE OF HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT
(OFFICE OF HUMAN RESOURCE MANAGEMENT-IV)

No. HRM-IV-4(35)/2022-IIU-304

May 09th, 2022

OFFICE ORDER

On the recommendations of the Committee constituted by the President, IIU and notified vide Office Order No.IIU/D.(Acad.)/2020-6989 dated 31.12.2020 to review and improve the existing structure for grant of permission to the employees to study in different degree programs (faculty & staff) and their wards, has approved the following partial modifications in the above mentioned policy already notified on the subject.

I) FOR MS & Ph.D DEGREES PROGRAMS

- i) Employees (Academic & Non-Academic) must obtain NOC prior to applying for the admission to be issued by respective HRM Department.
- ii) Departmental permission to study from the relevant head will be mandatory and forwarded to respective HRM Department.
- iii) Employees can only apply for the relevant degree programs.
- iv) Such type of admission be allowed only in the evening programs.
- v) Employees should apply for the study leave as per policy notified on the subject and Leave Rules of the University:-
 - a. For MS 02 years
 - b. For Ph.D. 04 years.
- vi) Employees must apply for study leave prior to joining the study.
- vii) Employees will not be granted exemption in fee in case of self education.

II) FOR BS DEGREES PROGRAMS

- i) Employees (Academic & Non-Academic) must obtain NOC prior to applying for the admission to be issued by respective HRM Department.
- ii) Departmental permission to study from the relevant head will be mandatory and forwarded to respective HRM Department.
- iii) Employees can apply for admission in the relevant degree programs only.
- iv) Employees be permitted to get only one relevant degree during their entire career.
- v) 50% Fee exemption will be allowed at the maximum.
- vi) Such type of admission be allowed only in the evening programs.
- vii) No parallel degree will be allowed.

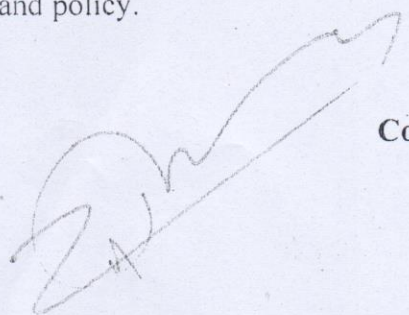
III) STUDY FOR WARDS

There will be no change in the existing policy for the employee's wards.

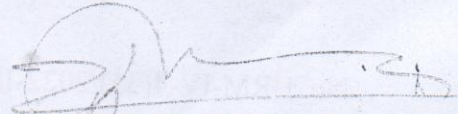
IV) FOR SHORT COURSES/CERTIFICATES & DIPLOMAS

There will be no change in the prevailing rules and policy.

Contd...P/2.



2. The above modifications for grant of permission to the employees to study in different degree programs (faculty & staff) and their wards will be effective from the spring semester 2022.


(Malik Zahoor Ahmed)
Deputy Director (HRM)

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Cc: SPS to President, IIU